

ENVIRONMENTAL AND SUSTAINABILITY POLICY

SCOPE AND PURPOSE

First Sight Media Ltd (FSM) is committed to reducing its environmental impact across all areas of our business and promoting sustainability. Concern for the environment and promoting a broader sustainability agenda are integral to FSM's professional activities and the management of the organisation. We aim to follow and to promote good sustainability practice, to reduce the environmental impacts of all our activities and to help our clients and partners to do the same.

This policy applies to all our operations, including our on-site activities and the services we provide. Our goal is to operate sustainably, comply with relevant environmental legislation, and continually improve our environmental performance.

MANAGEMENT

Responsible Parties

While environmental responsibility is shared by all staff, the ultimate accountability lies with our senior management team. The Sustainability Committee oversees the implementation and monitoring of this policy, ensuring that all staff are properly trained and aware of their responsibilities. We provide resources, such as BrightHR training modules, to support the effective delivery of our environmental goals.

PRINCIPLES

This Policy is based upon the following principles to provide and maintain safe plant and equipment and safe systems of work;

- To comply with, and exceed where practicable, all applicable legislation, regulations and codes of practice.
- To integrate sustainability considerations into all our business decisions.
- To ensure that all staff are fully aware of our Environmental and Sustainability Management Policy and are committed to implementing and improving it.
- To minimise the impact on sustainability of all office and transportation activities.
- To make clients and suppliers aware of our Environmental and Sustainability Management Policy and encourage them to adopt sound sustainable management practices.
- To review, annually report, and to continually strive to improve our sustainability performance.

KEY ENVIRONMENTAL IMPACTS AND RISKS

Through an environmental review, we have identified the following key areas where our operations interact with the environment:

- **Waste Management:** Reducing waste through reuse, recycling, and responsible disposal
- **Energy Use:** Minimising energy consumption and improving efficiency
- **Sustainable Procurement:** Sourcing eco-friendly and ethically produced materials
- **Pollution Prevention:** Implementing procedures to avoid accidental spillages and emissions
- **Transport:** Reducing the environmental impact of travel and logistics

We prioritise these areas based on their potential impact and our capacity to improve. We also comply with all relevant environmental legislation, such as the Environmental Protection Act and Waste Regulations.

OUR COMMITMENTS

First Sight Media is dedicated to continually improving its environmental performance. Our commitments include:

- Leveraging the Net Positive Supplier Engagement and Net Zero tool to evaluate our suppliers' environmental impact and work collaboratively towards reducing carbon emissions across our supply chain. See our [Sustainability Action Plan and Net Zero Plan](#)  attached below.
- Minimising waste and promoting recycling in our office and when on location
- Reducing energy consumption by adopting energy-efficient technologies could we be specific here?
- Sourcing sustainable materials and prioritising eco-friendly suppliers. As of June 2024, we have been reaching out to our suppliers to gather information on their sustainability practices.
- Preventing pollution through rigorous monitoring and control measures of our vans.
- Regularly reviewing and updating our environmental practices to stay compliant with the latest legal requirements

PRACTICAL STEPS

In order to put these principles into practice we will also address the following areas:

- Travel and Meetings.
- Purchase of equipment and consumption of resources.
- Working practices and advice to clients.

Travel and meetings

- Walk, cycle (through our Cycle to Work scheme), and/or use public transport to attend meetings, site visits, etc., apart from in exceptional circumstances where alternatives are impractical and/or cost prohibitive.
- Supporting sustainable transport options by implementing a Cycle to Work scheme, which encourages our staff to adopt eco-friendly commuting practices.
- Travel to mainland Europe within a 1000km radius (excluding Scandinavia) normally will be undertaken by train.
- Include the full costs of more sustainable forms of transport in our financial proposals, rather than the least cost option which may involve travelling by car or air. Where the only practical alternative is to fly, we will include costs for full air fares rather than budget airlines in our financial proposals.
- Avoid physically travelling to meetings etc where alternatives are available and practical, such as using teleconferencing, video conferencing or web cams, and efficient timing of meetings to avoid multiple trips. These options are also often more time efficient, while not sacrificing the benefits of regular contact with clients and partners.

- Reduce the need for our staff to travel by supporting alternative working arrangements, including home working etc, and promote the use of public transport by locating our offices in accessible locations

Purchase of equipment and consumption of resources

- Minimise our use of paper and other office consumables, for example by double-siding all paper used, and identifying opportunities to reduce waste.
- First Sight Media has registered with the MPS (mail preference service) to reduce junk mail.
- As far as possible arrange for the reuse or recycling of office waste, including paper, computer supplies and redundant equipment. Staff awareness of waste – Use separate bins for recycling paper Cardboard & Plastic (Currently collected by WODC)
- Use Email wherever possible and only print off what is really needed.
- Reduce the energy consumption of office equipment by purchasing energy efficient equipment and good housekeeping.
- Buy refillable products such as inkjet cartridges or donate to a charity for reuse.
- All equipment and monitors to be turned off when not in use, do not leave on standby if they will not be used again within 15 minutes.
- Use any cardboard boxes sent to for transportation as storage for orders waiting to be processed, before we recycle these.

Working practices and advice to clients

- Undertake voluntary work with the local community and / or environmental organisations and make donations to seek to offset carbon emissions from our activities.
- Ensure that any associates that we employ take account of sustainability issues in their advice to clients.
- Include a copy of our Sustainability Policy in all our proposals to clients.

REVIEW PROCESS

This Environmental Management Policy is a live document that will be reviewed annually by our management team and sustainability committee. Each version is signed and dated to reflect any updates made in line with evolving environmental challenges, risks, and legal requirements. This policy serves as an overview of First Sight Media's environmental commitments. It is designed to guide our staff, stakeholders, and suppliers in supporting sustainable practices across all our operations.

SUMMARY

We are committed to be an environmentally friendly business, and it is our intention to promote a policy that is focused on being green aware and promoting sustainability. A culture will be fostered within the business that ensures all employees understand, that they can make a significant contribution to the business being an environmentally friendly and green aware organisation.

We will ensure that all employees are made aware and have access to a copy of this environmental and sustainability management policy. We will regularly review the policy to ensure that we are a green aware and environmentally friendly business.

Signed: 
 Position: Director
 Date: 4th January 2021
 Updated: 26th September 2024

Version	Revision Date	Name	Summary of Change
1.0	1/1/2019	Rich Belcher	Initial document creation
1.1	1/3/2023	Lizanne Keenan	Formatted to new template & added summary
1.2	09/05/2023	Kora Slade	Formatting and review
1.3	23/09/2024	Ciara Tennant	Confirmed Lizanne changes
1.4	26/09/2024	Ashleigh Parker	Added Carbon Reduction plan

