

## ENVIRONMENTAL AND SUSTAINABILITY POLICY

### INTRODUCTION

First Sight Media Ltd (FSM) is committed to 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.

### PRINCIPLES

Our Sustainability Policy is based upon the following principles 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 Sustainability 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 Sustainability Policy, and encourage them to adopt sound sustainable management practices.
- To review, annually report, and to continually strive to improve our sustainability performance.

### PRACTICAL STEPS

In order to put these principles into practice we will 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 and/or use public transport to attend meetings, site visits etc, apart from in exceptional circumstances where the alternatives are impractical and/or cost prohibitive.
- 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 & 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.

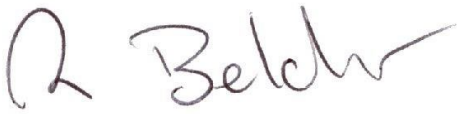
#### Working practices and advice to clients

- 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.

#### 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. 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 sustainable 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: 23<sup>rd</sup> 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                 |

