



Take One Productions UK Ltd Environmental and Sustainability Policy

Key Statement

Take One is a Creative Production Company who design and deliver high quality communication solutions to a wide range of clients throughout the UK and abroad.

The company is committed to:

- conducting activities in a way that results in minimal impact on the natural and human environment
- preventing pollution whenever possible
- the conservation of resources.

The Take One team are continually looking at new ways to 'reduce, reuse and recycle.'

We have introduced the following schemes, which are implemented whenever possible:

Production delivery

The Company strives to minimise the amount of packaging on outgoing products and reuses all incoming packaging.

We encourage online viewing and approval of videos and photographs and transfer of assets via FTP rather than dispatching packages by post or courier.

When appropriate, we actively encourage clients to distribute their video programmes and multimedia presentations via their intranet, extranet and/or website, reducing the need for the manufacture and distribution of CD and DVDs.

Waste resulting from the Company's operations will be reduced, reused or recycled where practicable.

Legislation

The Company adheres to existing legislation and will be proactive in complying with future legislation.

Stationary and office supplies

The company purchase recycled paper and other supplies suitable for recycling. When printing documents, whenever possible we print on both sides of the paper.

We try to discourage the automatic printing of paper by others – for example, by adding the caption "please consider the environment before printing this email" to the footer of our emails.

To reduce the use of printed material and postage we:

- encourage the dispatch of our promotional literature in digital PDF format



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- send sales invoices to clients as digital PDF documents
- make payments by BACS whenever possible
- send clients and prospects periodical promotional correspondence by email rather than printed mailshots.

Recycling of waste products

We provide recycling containers throughout our offices for the collection of the following items: paper, bottles, printer ink cartridges, bulbs, batteries, plastics, drink tins, cardboard, CDs and DVDs.

Travel and vehicle management

When attending meetings, working away from the office or filming on location we use public transport whenever possible. If it is essential to drive we ensure that whenever possible all crew and equipment travel in one vehicle (or the least number of vehicles possible). When attending client meetings we aim to use public transport whenever the location allows.

Due to the International nature of many of our projects flying is unavoidable. In these instances, and as part of our overall travel carbon footprint we participate in a Carbon Offset programme details of which can be found at http://www.carbonfootprint.com/planting_trees_in_Kenya.html

When possible we minimise company travel through utilising email, webcams, video conferencing and the telephone.

Electricity

Lights are turned off when rooms are not being used and we use energy saving light bulbs. All office machinery: computers, monitors, speakers, printers etc are turned off overnight (not left on standby).

Selection of suppliers and targeting clients

We actively target organisations and businesses, which we believe are working to create a more sustainable world.

Cleaning products

The products we use are Eco Cover - environmentally friendly and approved by the soil association.

Training

We provide training for our staff to ensure that they understand the actual and potential environmental impact of both individual and company activity, and to encourage them to commit to our environmental policy.

Equal Opportunities & Disability Discrimination Policy

Take One Productions UK Ltd. is committed to the promotion of equal opportunities for all staff and employment applicants, regardless of colour, sex, marital status, disability, age, sexual orientation, race, religion, nationality or ethnic or national origin; and Take One Productions is committed to opposing all discrimination.

We aim to ensure, as far as is possible, equality of opportunity is available to all who work for Take One Productions, apply to join us, and those who use our products and services. Where new and temporary staff are employed through agencies, we ensure that such agencies have a similar policy to our own, and have suitable procedures in place.



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