



## **Take One Productions (UK) Ltd Corporate Social Responsibility Policy 2016 – 17**

Take One Productions is one of the leading corporate video production companies in London and the South East. We also specialise in producing a wide range of communication services including web videos, 3D virtual tours, animations, infographics and communication distribution solutions.

We are well aware of the impacts of everyday living and working on our environment and our company aims to be a responsible business that meets the highest ethical and professional standards.

Our company's social and environmental responsibilities fall under two categories: compliance and proactiveness. Compliance refers to our company's commitment to legality and willingness to observe community values. Proactiveness encompasses our commitment to promote human rights, help communities and protect our natural environment.

There are some inevitable impacts that our work will have on the environment such as our necessary travelling and our premises' electricity consumption; however, as we outline further in this document, we seek to do all we can to minimise such impacts and each year strive to reduce our carbon emissions.

This CSR policy contributes to our management plans, improving employee retention, client satisfaction and financial stability.

### **Compliance**

#### **Legality**

We adhere to legal guidelines for safety and fair dealing. Every partnership and collaboration will be open and transparent. Business value and financial benefits will result only from legitimate business operations. We always respect the Law including anti-bribery and anti-corruption practices. Our company is also committed to always honour its internal policies.

#### **Business Ethics**

We always conduct business with integrity and respect for human rights. We establish appropriate policies and procedures to promote good business ethics; examples of this are the respect we afford our clients; ethical corporate governance and anti-corruption practices. Our company will follow society's ethical expectations.

#### **Protecting the environment**

Our company recognises the need to protect the natural environment. Keeping our environment clean and unpolluted is a benefit to all. We always follow best practices when disposing of waste resources. We aim to contribute to a more sustainable, low carbon and resilient way of living and working as defined by UN Global Compact and the SDGs.

#### **Protecting People**

We ensure that we don't risk the health and safety of our employees and community. We choose products which enrich rather than harm people around the world including indigenous people. We support diversity and help preserve important cultural elements.



### **Human Rights**

Our company is dedicated to protecting human rights. We are a committed equal opportunity employer and will incorporate all fair labour practices. We ensure that our activities do not directly or indirectly violate human rights in any country (e.g. forced labour).

### **Proactiveness**

#### **Donations and Support**

Our company provides support and monetary donations to charities working in environmental sustainability, human rights, wildlife, education and local community initiatives.

Examples of charities we support: Cats Protection League, Amnesty International, Crisis, The Salvation Army, Reprieve, Greenpeace, WWF, Horsham Circles of Life Festival, Sussex Green Living to name a few.

#### **Volunteering**

Our company encourages its employees to volunteer, both as a company and externally as individuals. One of our staff undertakes voluntary work for Reprieve. Reprieve is a small organisation of courageous and committed human rights defenders. Founded in 1999 by British human rights lawyer Clive Stafford Smith, they provide free legal and investigative support to some of the world's most vulnerable people: British, European and other nationals facing execution, and those victimised by states' abusive counter-terror policies – rendition, torture, extrajudicial imprisonment and extrajudicial killing.'

We also support Amnesty and their Urgent Action list, this involves contacting ministers and ambassadors in the relevant country about individual cases and providing support to individual prisoners at Amnesty's request.

#### **Supporting the community**

Our company periodically initiates and supports community and educational programmes. For example we provide ad hoc support for our local Refugees Welcome, organisation; the Horsham Circle of Life Festival and environmental education initiative Sussex Green Living. Through our community investment activities with a number of local schools and colleges, we work on video production projects and offer work experience helping to raise the aspirations of young people.

#### **Learning**

Our company actively invests in R&D and staff training. We are open to suggestions and listen carefully to staff, supplier and customer ideas. Staff attend technical update training and skills enhancement training, we also encourage staff to constantly creatively develop our products and services. Our company strives to continuously improve the way it operates.

Our company is committed to the United Nations Global Compact and the Sustainable Development Goals helping to make our world more prosperous, inclusive, sustainable and resilient. It readily acts to promote its identity as a socially aware and responsible business. Management ensure that this policy is communicated to all staff.

#### **Preserving the environment**

Apart from legal obligations, our company is proactive in protecting the environment; examples of corporate social responsibility activities include conserving energy, recycling, reforestation and adopting and purchasing environment-friendly technologies and products.



### **Energy**

We turn off non-essential office electrical equipment when not in use and overnight.

We use LED lights in the production studio and in our location lights. Lights are switched off when no one is in the rooms.

We use rechargeable batteries for our cameras and location lighting. Our cameras offer tapeless recording.

Our production studio was built in 2012 to the highest building standards. They have an AA rated combi boiler - so there is no needless heating of hot water/storage in a tank.

We use eco kettles which use minimal electricity helping the environment and cutting energy use.

### **Waste**

Last year we recycled all of the office paper, although we have a strict policy which aims to minimise the amount of paper used, digital is best.

We implement paper and ink saving initiatives – by reducing font and margin sizes and printing double sided we have more than halved our paper usage. We programme printers on draft printing for any internal documents which have to be printed.

We recycle printer cartridges - for the financial benefit of our charity this year the MS Society.

When we are travelling we aim to use our “mugs for life” rather than “one time use” drink containers.

We recycle technical consumables including CD/DVDs, although we use very few CDs and DVDs.

We recycle office electrical equipment as required under the WEEE Directive, minimising any environmental impact during disassembly, component recovery or disposal.

We aim to keep waste to a minimum by doing everything we reasonably can to prevent, reuse, recycle or recover waste (in that order). When buying new goods we carefully consider the packaging, avoiding products with excess packaging. Our production studios have recycling bins, enabling us to recycle paper, cardboard, plastic, glass, Tetra Paks, aluminium and steel. We are working towards a zero waste policy.

We divert some landfill waste resources, which can't currently be recycled through mainstream waste management companies to a local collection scheme. This scheme financially benefits a local primary school, the waste resources are then recycled by a company call TerraCycle. This recycling service is managed by Sussex Green Living.

We collect and recycle compostable waste.

### **Water**

We ensure taps are turned off fully and promptly after use.

We have fitted our toilet with a cistern volume adjuster.

We carry out quarterly out of hours checks for leaks.

### **Transport**

To avoid unnecessary travelling we communicate by email, phone or teleconferencing when appropriate. Whenever possible we travel by the train to client shoots/meetings.

If travelling by car we use the minimum number of vehicles.

We have an electric charging point at our production offices which is available for use by staff and customers. We already have two electric vehicles and plan to replace our last diesel vehicle with an EV in 2017.

When workloads allow, key personnel are able to work from their home offices to save unnecessary travel.



### Supply chain

We only purchase recycled paper - we buy paper with a high post-consumer waste content.

We select suppliers against environmental criteria and aim to use local suppliers whenever possible.

We only use natural or organic cleaning products, primarily fair-trade products from Traidcraft.

**Our sustainability performance objectives are reviewed annually by Nick Webber.**

For more information email Nick on [webber@takeoneproductions.co.uk](mailto:webber@takeoneproductions.co.uk)  
or call 01403 256255 / 0207 1128565.

Last review date: 11.11.16

Signed:

A handwritten signature in black ink, appearing to be "Nick Webber", written over a horizontal line.

Position: Managing Director