

## Environmental Policy

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### Section 1: Environmental Policy Statement

1. Procam Group is committed to minimising the effect on the environment arising from any of its activities. In the course of executing our business we will ensure that any environmental impacts are clearly understood and mitigated for as reasonably practicable. Where our work impacts our clients, this will be done giving due cognisance to the effect on the environment any such advice could have. The following will be put into practice wherever relevant.
  - 1.2 Review of the progress of Procam Group's Environmental Policy will be carried out annually, when performance in the following areas will be discussed and, where appropriate, targets set: Travel policy, Recycling, Maintenance. This policy was last modified in June 2020.
  - 1.3 Procam Group will develop practices that minimise damage to the environment on a local, national and international level, and when possible work to enhance the environment.
  - 1.4 Procam Group will continually monitor and work to improve its practices.
  - 1.5 Procam Group will comply with all pertinent legislation and codes of practice.
  - 1.6 Procam Group will consider the environmental implications when making choices about purchasing goods and materials and endeavour to use environmentally sound suppliers whenever possible.
  - 1.7 Procam Group will endeavour to reduce the use of consumables, recycle materials, and use recycled materials whenever possible.
  - 1.8 Procam Group will endeavour to reduce work-related travelling and will utilise, whenever possible, modes of travelling which reduce energy use and limit environmental impact.
  - 1.9 Staff will be encouraged to observe the same practices at home as well as at work.

### Section 2: Organisation for Environmental Policy – Responsibilities of the Group CEO

2.1.1 The Group CEO of Procam Group has the overall responsibility for ensuring that the Environmental Policy is effectively implemented and that proper resources are made available in order to achieve this.

2.1.2 The Group CEO provides the final authority on the impact of Procam Group on the environment.

2.1.3 The Group CEO will take proper account of environmental factors in the operation of the business of Procam Group, including the advice given to clients and the maintenance of systems for clients.

2.1.4 The Group CEO will ensure that a monitoring programme is operated to keep himself informed of how the environmental policy is being managed.

2.1.5 The Group CEO will ensure that all relevant environmental information is communicated and readily available to all employees.

### **Section 3: Responsibilities of Employees**

3.1 Employees are required to co-operate with their direct manager to ensure that environmentally sound working practices and workplaces are maintained.

3.1.2 Employees will report promptly to their direct manager any matter under the control of Procam Group that may be damaging to the environment.

#### **3.2 Responsibilities of Employees – Office**

3.2.1 Employees are encouraged to limit printing. When necessary, eco printing should be used as a standard on any machines: double-sided, black and white, and adjust margins on any regularly printed docs to get more on a page. Recycled paper is to be used for printing wherever possible.

3.2.2 When leaving ones' shift, the last person is to take responsibility to turn off all lights, computers and printers.

3.2.3 Plumbed in water coolers are for drinking water and are to be used with the provided reusable polycarbonate glasses or tumblers.

3.2.4 Clearly labelled bins denote what can and should be recycled. Staff should take care to read what goes in the dry mixed recycling bin and make sure all recycling waste is not contaminated by food and drink.

3.2.5 Staff are expected to recycle old batteries, light bulbs, printer cartridges, hard drives and used Nespresso pods via the designated green recycle bags located by the coffee machines.

3.2.6 In support of maximising transport by bike, secure bike racks, lockers and shower are made available for staff.

3.2.7 Real cutlery, plates and bowls are supplied for staff and staff are encouraged to not pick up disposables when buying lunch.

3.2.8 Fridge access and tubs are provided to each employee to encourage healthy cooking and avoid food waste. It is the responsibility of staff to keep their tubs clean and organised.

3.2.9 Staff are to respect the air conditioning settings, which are programmed on a timer to only operate during office hours as well as the lighting, which operates on PIR motion sensors.

### **3.3 Responsibilities of Employees – Crew on Set**

3.3.1 Employees are encouraged to talk and collaborate with others in their department and the production team about how to collectively work together to be more sustainable on set.

3.3.2 Employees are to limit printing prior to a shoot. When necessary, eco printing should be used as a standard on any machines: double-sided, black and white, and adjust margins on any regularly printed docs to get more on a page.

3.3.3 Phones or tablets should be used to view and annotate production documents, instead of taking paper copies.

3.3.4 Staff should familiarise themselves with the bin signs and place recyclables, food waste and compostables in the correct bins.

3.3.5 A refillable water bottle should be brought on set to avoid using multiple plastic water bottles. As a last resort, one should take the initiative to write ones' name on a bottle/cup and refill as appropriate. The same habit should be practiced for coffee by bringing a reusable coffee thermos to avoid using disposable cups.

3.3.6 Public transport or a bike should be considered to get to set.

3.3.7 Crew vehicle share should be practised whenever possible.

3.3.8 When doing cable runs, rubber matting should be used instead of tape.

3.3.9 Vehicles should not be left idle whilst stationary. Driver-eco awareness (part of employee training) should be applied on all drives, delivery and collections.

3.3.10 Croc clips and table ties should be collected when doing a 'nervous' for rebagging and reuse.

3.3.11 Save any large gel cut-offs and bring back to the office for reuse.

3.3.12 Bring any damaged/blown lighting bulbs and used batteries back to the office to be recycled appropriately.

3.3.13 Crew is to ensure the shooting power is turned off before leaving location.

3.3.14 Environmentally friendly, non-toxic cleaning products should always be used in the equipment preparation and return process.

## **Section 4: Arrangements for Environmental Policy**

### **4.1 Travel**

4.1.1 Any mode of motorised transport has an impact on the environment. Procam Group's policy is that any unnecessary travel should be eliminated. Where this is not possible then consideration should be given to the mode of transport with the least environmental impact.

4.1.2 To keep emissions and fuel use as low as possible, the entire delivery vehicle fleet was upgraded from EU5 engines to EU6 models, which offer significantly lower carbon and particulate emissions, as well as an anticipated 10% reduction in fuel consumption. Additionally, all delivery and crew vans operate on petrol, which offer significantly lower carbon and particular emissions. The energy efficiency of the entire fleet is further monitored via regular servicing of our vehicles, stop-start technology and real-time vehicle tracking.

4.1.3 When delivering equipment, Procam Group has a dedicated full-time logistics coordinator who schedules all journeys to be combined where possible and avoid return visits. Operational practises include driver eco-awareness training.

4.1.4 Procam Group encourages its staff to take public transport or cycle to work. Procam Group participates in the cycle to work scheme which allows employees to save 25-39% on a bike and accessories.

## **4.2 Recycling of Materials**

4.2.1 All equipment reaching the end of its shelf life will be part-exchanged or sold to a reputable equipment supplier to refurbish and re-sell the equipment.

4.2.2 All waste paper should be kept separate from general waste and sent for recycling. Any sensitive documents should be shredded first, and the shredded paper sent for recycling. Recycling bins should be clearly identified from general waste with appropriate labelling to clearly indicate what can be recycled.

4.2.3 Ink cartridges usually come with a large amount of packaging. Where some of this is necessary to protect the product and ensure longevity, alternatives with less packaging exist and Procam Group use these for preference.

4.2.4 Refilled cartridges are also available for many makes and models of printer and these will be used if on balance the benefits of doing so outweigh the costs to the environment and to Procam Group (it is recognised that not all refilled cartridges give the same performance as do "first use" ones. The amount of ink in the refills can also vary. Care must be taken that the refilled units actually provide value for money.)

4.2.5 Batteries contain many elements harmful to the environment and it is Procam Group's policy not to dispose of batteries in the general waste. They should be taken to a recycling centre.

4.2.6 High performance lithium-ion V-Lok batteries reaching the end of their life will be returned to the manufacturer to be re-celled and refurbished.

4.2.7 Waste containers that have contained paints or other chemical substances will be collected in a safe place (e.g. cabinet designed for flammable liquids) and will be disposed of via a licensed waste collector.

4.2.8 When packaging equipment, single-use plastic should be avoided, and reusable packaging should be used where possible. When reusable packaging is not fit for purpose, recyclable, and biodegradable materials should be used, including Glassine paper envelopes, recyclable biodegradable bubble wrap and recyclable biodegradable bags. Upon return to Procam these materials should be re-used or recycled accordingly.

## **4.3 Purchasing and Maintenance of Equipment**

4.3.1 Procam Group will, whenever possible, follow environmentally sound procedures in maintenance operations and take a whole life cost approach to the selection of equipment, which minimises environmental impact and cost.

4.3.2 A stringent purchasing policy ensures that due consideration will be given in respect to choice of equipment. Equipment should be purchased from reputable manufacturers that follow sound sustainability policies and suppliers are to provide information relating to the measurement of energy ratings and efficiency of their equipment.

4.3.3 This commitment includes the purchase of lead-free broadcast equipment, LED technology and software programmes that ensure the efficient operation of equipment.

#### **4.4 Working with Clients when Managing Productions**

4.4.1 When working with clients and managing productions, Procam Group employees and contracted personnel actively encourage the use of low energy/fuel efficient lights, battery charging equipment and monitors. We take steps such as asking to ensure the shooting power is turned off before leaving the location and we encourage the use of environmentally friendly, non-toxic cleaning products in the equipment preparation and return process.

#### **Section 5: BAFTA's Sustainability Initiative, albert**

5.1. Members from Management have attended albert's Carbon Literacy Training. This training covered the impacts of climate change and how to take action to reduce carbon emissions in both the workplace and at home.

5.1.2 Procam Group is committed to supporting albert's Carbon Literacy Training initiative by hosting training sessions at its offices in London, Manchester, Glasgow, and Edinburgh.

#### **5.2 Member of albert's preferred sustainable supplier list**

5.2.1 Procam Group is listed as an albert preferred supplier to help plan sustainable productions.

5.2.2 Procam Group aims to abide to guidelines set by albert and have implemented company-wide initiatives across its offices in London, Manchester, Glasgow, and Edinburgh to reduce its carbon footprint.

#### **5.3 100% Renewable Energy through albert's Creative Energy Project**

5.3.1 Procam Group is committed to reducing its carbon footprint through the purchase of Renewable Energy Guarantees of Origin from the UK through Good Energy, an albert led initiative to make renewable electricity attainable for any creative organisation. This guarantee that 100% renewable electricity has been sourced in line with the Greenhouse Gas Protocol Scope 2 emissions reporting guidance, set out by the World Resources Institute

5.3.2 The Procam London HQ was built with eco credentials in mind. With an EPC Rating of A, Very Good BREEAM rating, and LED lighting throughout the building, it exceeds the standards of environment sustainability required by building regulations.

#### **Section 6: CarbonNeutral® Company Certification – Procam and Take 2 become the first CarbonNeutral® TV and film hire facilities in Europe.**

6.1 To achieve CarbonNeutral® status, Procam Group worked with Natural Capital Partners, experts in the delivery of solutions for positive impact on carbon, renewable energy, biodiversity and water. In March 2018, Procam and Take 2 became the first CarbonNeutral® TV and film hire facilities in Europe.

6.1.2 Procam and Take 2 achieved net zero greenhouse gas (GHG) emissions in accordance with The CarbonNeutral® Protocol, the global standard for carbon neutral programmes. This involved a rigorous and independent assessment of the CO2 emissions produced from gas, company vehicles, electricity, electricity losses, water supply, water treatment, business travel, business hotels, waste, staff commuting and 3rd party deliverables, coupled with an offset-inclusive emissions reduction program. The project Procam and Take 2 support is The West India Wind Power project which reduces carbon emissions by supporting the generation of renewable energy. This Verified Carbon Standard (VCS) wind power project plays a key role in helping India meet its growing energy demands while supporting the transition to a low carbon economy. Annually, the project delivers approximately 375,000 MWh of zero emissions renewable electricity to India's national grid, reducing CO2 emissions by displacing electricity which would have otherwise been drawn primarily from fossil fuel power stations. This improves local air quality while avoiding solid waste generation associated with coal-fired power plants.

6.1.2 Together, the companies' combined footprint came to 618 tonnes of CO2e and 4.61 CO2e per employee. Since this original assessment was conducted, Procam and Take 2 reduced the companies' footprint to 400, which is a



reduction of over 200 tonnes in the first year. Due to the nature of the Procam Group's business, the companies will always have a carbon footprint, but the businesses have made a multitude of changes to actively decrease this.