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# Environmental and Ethical Policy

VG&P recognises that it has a responsibility to the environment and ethical practice beyond legal and regulatory requirements. We are committed to reducing our environmental impact and continually improving our performance as an integral part of our business strategy and operating methods.

## Responsibility

The Directors, in support of the Studio Manager, are responsible for ensuring that this policy is implemented, however, all employees have a responsibility in their area to ensure that the aims and objectives of this policy are met.

## Policy aims

We will:

- Comply with all relevant obligations including regulatory requirements.
- Continually monitor and improve performance to protect the environment, prevent pollution and conduct activities ethically
- Continually improve and reduce environmental impacts/risks.
- Incorporate environmental factors into business decisions and product designs.
- Increase employee awareness.
- Ensure employees are empowered to drive environmental and ethical improvements.

It is our policy to identify and manage the environmental, social and economic impacts within our supply chain. We are committed to:

- Setting objectives and action plans in support of this policy, and pursuing continuous improvement of our practices.
- Prioritising suppliers who have embedded sustainable and ethical practices within their organisation and who drive such practices within their own supply chain.
- Identifying areas of higher risk and influence within our supply chain and engaging with suppliers in those areas.
- Ensuring that our commitment to delivering social benefits and upholding human rights is disseminated through our Modern Slavery Act statement and via sustainable procurement.
- Complying with the letter and spirit of all other applicable legislation.

Through supplier selection and direct engagement, we will favour suppliers that actively:

- Reduce their environmental footprint through:
  - Conservation of resources, including the use of energy, water and materials.
  - Waste minimisation, both within their operations and through reduction of packaging.
  - Reducing the impact of deliveries and maximise local sourcing.
- Deliver clear social benefits through:
  - Using goods and services that are produced in line with International Labour Organization. (ILO) principles in respect to human rights and conditions of employment for anyone engaged in our supply chain.
  - Ensuring that slavery and human trafficking is not taking place in any part of their supply chains and in any part of their business.
- Drive economic growth through:
  - Supporting job creation and facilitating opportunities for small-and-medium-sized enterprises (SMEs) and social businesses.
  - Considering the life-cycle cost of products.
  - Providing the Living Wage (at a minimum) to employees and contractors.

## Paper

We will:

- Minimise the use of paper in the office.
- Reduce environmental impact of packaging.
- Buy recycled and recyclable paper products.
- Reuse and recycle all paper where possible.

## Energy and water

We will:

- Reduce energy consumption.
- Switch off lights and electrical equipment when not in use.
- Adjust heating with energy consumption in mind.
- Take energy consumption and efficiency of new products into account when purchasing them.

## Office Equipment

We will:

- Evaluate if the need can be met in another way.
- Evaluate if renting or sharing is an option before purchasing equipment.
- Evaluate the environmental impact of any new products we intend to purchase.
- Favour more environmentally friendly and efficient products wherever possible.
- Reuse and recycle everything we are able to.

## Transportation

We will:

- Reduce the need to travel and encourage the use of public transport when necessary.
- Promote the use of travel alternatives such as e-mail or video/phone conferencing.
- Make additional efforts to accommodate the needs of those using public transport or bicycles.
- Provide a Cycle to Work Scheme for all staff.

## Maintenance and cleaning

We will:

- Use cleaning materials that are as environmentally friendly as possible.
- Only use licensed and appropriate organisations to dispose of waste.

## Monitoring and improvement

We will:

- Comply with all relevant regulatory requirements.
- Continually improve and monitor environmental performance.
- Continually improve and reduce environmental impacts.
- Incorporate environmental factors into business decisions.
- Review this policy and any related business issues at weekly management meetings.

## Culture

We will:

- Involve staff in the implementation of this policy, for greater commitment and improved performance.
- This policy will be communicated throughout the firm and is available for public review. It will be reviewed annually to evaluate continued relevance, monitor compliance and drive continual improvement.

Date: August 2021

Signed:

A handwritten signature in black ink, appearing to be 'EA' followed by a long horizontal stroke.

Edward Carpenter  
Company Director  
VG&P