



SOCIAL AND ENVIRONMENTAL POLICY

This policy applies to all employees and managers of CWP, as well as all contractors and agency workers engaged to work with CWP. Other individuals performing functions in relation to CWP are encouraged to follow it.

SOCIAL JUSTICE

CWP wishes to operate in a fair and equal society in which each individual matters, their rights are recognised and protected, and decisions are made in ways that are fair and honest.

To this end we will always do the following:

- be rigorous on equal opportunities;
- address directly behaviour within the organisation, from suppliers or from customers that expresses prejudice, is objectively unfair or untruthful, or seeks to create unnecessary division;
- have a proactive approach to social justice: support anti-modern day slavery initiatives and supply chain transparency;
- Advocate social justice and sustainability in the content we produce;
- Support organisations in our town/city that promote social justice; and
- be fair and honest in all our commercial relationships.

ENVIRONMENT

CWP and its staff recognise the environmental issues associated with our activities relating to waste, water and energy management.

We aim to implement all reasonably practicable measures to prevent pollution to the environment and comply with all current environmental regulations, legislation and approved codes of practice.

Statement of Aims

CWP will work to ensure that in all areas of its work, including transport, use of chemicals, practice of recycling, purchasing, waste disposal and production methods, it adopts the best practicable current environmental policy.

As a company, we therefore:

- seek to minimise waste to landfill and maximise recycling;
- re-use materials where we can;
- segregate recyclable waste in the office into cardboard, paper, plastics, metals, batteries, toner cartridges, etc. Wash dirty food containers before recycling;
- when sourcing materials for the Company always seek the environmentally benign option. Look for materials that minimise resources, are made from recycled material, and/or can be recycled;
- only buy what we need;
- Encourage our workers:

- When travelling on location, to lump as many productions into each trip as possible, use ride sharing or public transport, ask for electric car options when renting vehicles, and wherever possible, to avoid flying;
- when bringing food and drink into work, to consider their own carbon footprint – e.g. use reusable food and drink containers, reusable bags etc
- close doors, and turn the heating off if they are last to leave the office;
- to use electricity efficiently i.e. turn off computers and lights when not needed and not to leave computers and other devices in stand-by mode; and
- encourage all suppliers to behave in a more environmental fashion. Prioritise suppliers who are taking steps to reduce emissions, energy use and waste.

More specifically:

Transport

Fuel consumption is a concern for all businesses including CWP. Where practical, journeys will be made using Public Transport or so arranged to avoid unnecessary trips.

We will encourage our team to work with third parties who are as local to the shoot as possible to reduce travel emissions.

Where using petrol cars, consider using cleaner fuel options to help improve engine efficiency. Petrol cars should not be left to idle, particularly near schools.

All CWP-owned company cars must be fully electric.

Use of chemicals

CWP makes some limited use of chemicals during the undertaking of its business. Where chemicals are required it plans to use those chemicals that have limited environmental impact where reasonably practicable.

Purchasing

Wherever possible, CWP encourages the hiring and purchasing of items locally.

In addition, wherever possible, CWP purchases equipment using its environmentally preferred vendors (i.e. opting for refurbished products from Apple).

Recycling/Waste

CWP's policy is to minimise the use of finite resources. However, some use of finite resources is inevitable, and CWP works to recycle waste products from these wherever possible. Examples include plastics, paper, cardboard and glass.

Where waste is generated from the removal of electrical items, or where excess materials are to be disposed of, we shall recycle or re-use in compliance with the Waste Electrical and Electronic Equipment Regulations (WEEE). Examples include batteries, toner cartridges, company laptops and telephones.

Where our employees are working from home, the responsibility falls on each employee to ensure that any business waste (for instance, computers, batteries and toner cartridges) created in their home is properly recycled at an appropriate location. If an employee is unsure of where to recycle such an item, they can find details of the appropriate facility on their local authority website or alternatively, they might be able to send them back to the manufacturer who will ensure safe disposal (contact the relevant manufacturer to confirm).

As a company, we therefore require:

- use of rechargeable batteries, wherever possible;

- all batteries be collected in a separate container, and periodically taken to a recycling centre;
- printer toner cartridges be recycled. Only deal with suppliers who will take back and reuse cartridges;
- company laptops, printers and phones are used for as long as possible – keep them maintained and seek to upgrade them. When they must be replaced try to send the old one to an organisation that can reuse or refurbish them. If this is not possible then they must be taken to a household recycling centre and placed in the appropriate area; and
- when buying paint for the office, that only the right amount is bought, with any left-over being kept for retouching. Aim to avoid disposal.

Energy Management

CWP aims to keep its energy use at a continually low level and to invest in energy saving technology wherever possible. This is something that we track and monitor on a monthly basis.

We will also look to store data in the most energy efficient way possible.

Operations Management

In its day to day work, CWP aims to minimise its impact upon the environment by keeping close control over the volume of materials consumed (e.g. office paper, fuel).

Education

CWP aims to reduce the environmental impact of its business through relevant training for all its employees and sub-contractors.

Third Parties

CWP will aim to work with subcontractors and suppliers who demonstrate their own social and environmental practices are in line with our own standards.

Last Modified – November 2023