



## ENVIRONMENTAL POLICY

This Environmental and Sustainability Policy (the "Policy") communicates the commitment of Packed Lunch Productions (the "Organisation") to reducing its environmental impact and continually improving its environmental performance as an integral part of our operating methods and business strategy.

A copy of the Policy will be made available to all employed and freelance staff within the Organisation, to the general public and to individuals on request, and located on the webpage. Any questions about the Policy may be directed to the Senior Leadership.

The Policy may be amended by the Organisation at any time to reflect regulatory changes and environmental sustainability needs.

The Policy is set for at least annual review.

## POLICY STATEMENT

The Organisation recognises that it has a responsibility to the environment beyond legal and regulatory requirements, and it will encourage its stakeholders to act in the same belief.

## AIMS

The Organisation endeavours to:

- comply with all regulatory requirements,
- continually improve and monitor environmental performance,
- continually improve and reduce environmental impacts,
- incorporate environmental actions into business decisions and
- increase awareness and training among all staff.

## PAPER

The Organisation will:

- minimise the use of paper,
- reduce packaging,
- prioritise buying recycled and recyclable paper products and, where possible,
- reuse and recycle all paper.



## ENERGY AND WATER

The Organisation will reduce as much as possible the amount of energy used, including:

- switching off lights and electrical equipment when not in use,
- adjusting heating and air conditioning with energy consumption in mind and
- taking energy consumption and efficiency of new products into account when purchasing them.

## OFFICE SUPPLIES

The Organisation will:

- evaluate if a need can be met in another way, mitigating against unessential purchases;
- evaluate if renting or sharing is an option before purchasing equipment;
- evaluate the environmental impact of any new products to be purchased;
- favour more environmentally friendly and efficient products; and
- reuse and recycle everything possible.

## TRANSPORTATION

The Organisation will:

- reduce the need to travel,
- promote the use of travel alternatives,
- accommodate the needs of those using public transport and bicycles and
- favour green-designated modes of transport.

## MAINTENANCE AND CLEANING

The Organisation will use:

- cleaning materials that are as environmentally friendly as possible,
- materials in any office refurbishment that are as environmentally friendly as possible and
- only licensed and appropriate organisations to dispose of waste.

## CULTURE

The Organisation will:

- Involve staff in the implementation of the Policy,
- Work with stakeholders to improve their environmental performance and
- Use local labour and materials where possible to reduce its carbon footprint and support communities.



## MONITORING

The Organisation will monitor the effectiveness of the Policy and review it from time to time in order to ensure it is achieving its objectives and is in line with UK law and international conventions. Information collected for monitoring purposes will be treated as confidential and will not be used for any other purpose.

## CONTACT US

For more information about our equal opportunities practices or if you have questions please email at [hello@packedlunch.org](mailto:hello@packedlunch.org) or write to Packed Lunch Productions, 7 Cooper's Yard, London SE19 1TN, United Kingdom

Implemented: July 2022

Updated: May 2023

Next scheduled review: May 2024