



## SUSTAINABILITY POLICY

### AIMS

The Directors believe that the pursuit of sustainable & ethical business practices is not only a moral imperative, it can also be the foundation of a successful & sustainable Company. This policy represents a formalisation of those beliefs to support their ongoing embedding within the business and to aid the encouragement of similar business practices in our suppliers & customers.

### TRAVEL & ASSOCIATED ENVIRONMENTAL IMPACT

**Premises:** The company shall be based in energy efficient premises located to minimise the environmental impact of staff journeys to/from work.

**Meetings:** the use of video conference & related technologies shall be maximised to minimise travel for business meetings for employees, customers & suppliers.

### MATERIALS CONSUMPTION & SUPPLIERS

**The Graphic Design Process:** industry leading software will be utilised to drive a digital design process, eliminating the use of paper & printing until final stages of the process where physical proof copies of publications must be presented to clients.

**The Photographic Process:** when photographic services are provided to clients, these will be exclusively digital photography services; avoiding the consumption of the chemicals used in the traditional film process.

**Paper:** the printing of the products designed by the Company is usually undertaken by its clients. All products produced by the Company or its clients are printed using paper certified by the Forest Stewardship Council (FSC), which is an independent, non-governmental, not-for-profit organization that was established to promote the responsible management of the world's forests.

**Printing:** all printing of products designed by the company will be undertaken by FSC certified printers that are subject to annual audits and FSC's strict procedures.

**Office Consumables:** all office consumables including paper & toner cartridges to be re-cycled. No single use plastics to be used.

### ETHICAL EMPLOYMENT PRACTICES

The Company is currently a micro business employing only its two owner Directors. Should the Company expand and commence employing other persons it is committed to adopting ethically sound best practise for its employment contracts, working conditions & benefits packages.

### DISCLOSURE

This policy shall be published on the Company's website and be freely available to clients & suppliers.

### CONTINUOUS IMPROVEMENT

We aim to continually extend our understanding and use of ethical & sustainable business practices, updating this policy and reviewing our adherence to it on an annual basis.

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