



## **Environmental Policy**

## **Table of Contents**

<b>INTRODUCTION</b>	<b>1</b>
<b>ENVIRONMENTAL OBJECTIVES</b>	<b>1</b>
<b>ENERGY, DISCHARGES AND EMISSIONS</b>	<b>2</b>
<b>WASTE AND WATER</b>	<b>3</b>
<b>PURCHASING</b>	<b>3</b>
<b>BEING A GOOD NEIGHBOUR</b>	<b>3</b>
<b>ECONOMIC IMPACT</b>	<b>4</b>
<b>SOCIAL SUPPORT, PROMOTION AND IMPACT</b>	<b>4</b>

# Clear Focus Movies Ltd Environmental Policy

## Introduction

Clear Focus Movies serves to offer high-end video production for both the corporate and broadcast world. In the execution of our work we strive to take responsibility in terms of our environmental impact and to achieve this we are committed to continually improve our environmental performance in order to minimise or offset any adverse impact from our activities. We continue to comply with all relevant legislation whilst encouraging alternate possibilities for new environmentally friendly methods where relevant. Staff members, suppliers and crew are required to maintain social, environmental and personal awareness at all times when working under the name of Clear Focus Movies as per the guidelines set out below.

In order to assist our continual assessment of our activities and how they impact upon the environment, an environmental impact form is used for the beginning, halfway through and the end of every project. Upon project completion the form requires that areas considered still of concern must be noted for future address. These forms are evaluated and monitored by the environmental officer to ensure we meet our objectives and set new ones where necessary.

**Environmental Officer: Lorraine Keith**

## Environmental Objectives

- To reduce environmentally damaging waste such as batteries by 60% by 2014, by ensuring responsible disposal by providing a recycling container on set for crew use. This will then be disposed of at a local recycling centre.
- To reduce our day to day waste, both in the office and on location by recycling up to 50% of all recyclable waste by 2014.
- To reduce our carbon footprint by 25% by managing our emissions more efficiently and thoughtfully.
- To ensure all those that work with or under the name of Clear Focus Movies are aware of our policy and acting in its best interest at all times.
- To work virtually 50% of the time instead of within a set office environment to reduce carbon emissions, unnecessary waste and water usage as well as offer flexible time management for both staff and clients.

## **Energy, discharges and emissions**

We aim to become Carbon neutral by 2015. We will achieve this through minimising wherever possible the energy we consume in the course of our activities, in line with business needs, and investigating the use of alternative and renewable energy sources and carbon offsetting.

We will implement environmentally friendly transport plans that contribute to a reduction in road congestion and pollution, managing this as part of our commitment to becoming carbon neutral.

- Reduce unnecessary journeys where online communication or conference calls may suffice.
- Where possible and practicable public transport will be used. Where driving is necessary, carpooling will strongly encouraged for all shared journeys
- Where available, relevant local crew will be hired in preference to crew further afield to reduce travel costs and promote financial wealth locally.
- Where possible we will use low energy equipment during the course of filming.
- Maintain that low energy bulbs and other similar equipment are used on set and in the office.
- Don't leave tungsten bulbs on when off-set. Save them and bring the house lights back up.
- HMI lights are an exception. HMI's can become damaged and use more electricity if repeatedly turned on and off as they take more electricity to spark when hot; once up, they should be left on. By planning their use ahead of time we can reduce the electricity required.
- Use heavy gauge stingers (extension cables) because the heavier the gauge the more easily electrons run through it thus saving effort.
- Where possible staff and crew will be permitted to work remotely in order to reduce energy emissions

## **Waste and Water**

We have implemented procedures to reduce our waste, and are aiming to re-use or recycle 50% of our waste by the end of 2015. We will minimise the amount of water we use so far as is possible and promote a culture of awareness amongst staff.

- We will ensure that any office consumables (for example printer cartridges, printer paper) are recycled or re-used in the correct receptacles provided.
- We will ensure that all hazardous substances (such as batteries) are disposed of correctly to be recycled.
- All client files are kept electronically to minimise paper use, hardcopies are available upon request. All data is archived for 5 years post project completion in a secure location.
- When using water we are conscientious in our usage both in the office and on location.
- Use rechargeable batteries where possible. If more power is required where possible we will use Lithium batteries as they last longer.
- Dispose of batteries responsibly. Batteries be recycled by the proper authorities, using the battery recycling container provided on set or dispose at the local recycling centre.
- Try not to use compressed air to clean cameras and lenses. Where possible we will use an air syringe. Also having a camel hair lens brush and a micro cloth to clean out lenses and filters.

## **Purchasing**

We will influence the suppliers of goods and services to the Clear Focus Movies to adopt best environmental practice, promoting understanding of sound environmental practice amongst our buyers. We also endeavor to use and retain the services of those already taking steps to affect an environmental program when sourcing new suppliers.

- Bore the above considerations in mind when using/choosing suppliers.

## **Being a good neighbour**

We will maintain procedures to ensure we are a good neighbor, minimising any adverse impact of our activities on the community and supporting local environmental initiatives.

- We will ensure that any environment within which we film are left exactly as they are found, with no residue damage, litter or pollution.
- We will ensure that when filming outside, the greatest care is taken not to do damage or disturb surrounding animal or wildlife.
- Where possible we will reduce any noise emissions in built up areas, if this is not possible we will alert the local communities to our presence 24 hours before commencing activities.

## **Economic Impact**

We will endeavor to promote the economic community wherever possibly through the course of our activities, helping to promote social wealth and job stability. We will support the economy and provide employment where possible when filming outside of UK territory.

- When requiring additional or peripheral crew members outside of the core team we will initially look to source them locally to the client's location.
- When sourcing kit or crew for location filming outside of the UK, we will initially look to source from the location of filming or the client's location.

## **Social Support, Promotion and Impact**

Clear Focus Movies encourages the support of local charities and community growth through lending free services to various groups based in the Scotland in the attempt to further their good work and promote social cohesion and wellbeing.

You may be asked if you would like to take part in various voluntary activities from time to time, under which you have no obligation to join.

Clear Focus Movies actively supports: VSA

Good environmental management is the responsibility of all our staff, and our goal, is to establish a culture of sound environmental performance through encouraging initiative and supporting best practice across the organisation. We will provide the appropriate resources and leadership to ensure this policy is properly communicated, understood and implemented.

This policy will be reviewed every 12 months.