

SUSTAINABLE PROCUREMENT POLICY WITH BEST PRACTICE RESPONSE

General

Do you have an up-to-date Environmental Policy? Y/N

- If so, please provide us with details, including any accreditations related to Environmental Management Systems where relevant – ISO, BSI, Race to Zero initiatives e.g. B-corp)
- If not, what, if any, plans do you have to introduce one? albert has useful guidance and templates

We have an up-to-date Environmental Policy that is reviewed regularly and we have accreditation under the following scheme(s)...

Do any policies or strategies you have in place reflect your impact on biodiversity? Y/N

- If so, please provide us with details (including if/how you measure this impact in any way)
- Do you have any goals/commitments around biodiversity/

Yes, we recognise our potential to impact on biodiversity and are committed to reducing it. We have removed biodiversity damaging products from our supply chain, using certified biodiversity-friendly products instead e.g. FSC for timber or RSPO for palm oil). We measure our company’s overall impact on biodiversity using a recognised measurement tool e.g. Bioscope, and are using this to reduce our impact further.

Do you have emission reduction targets and/or strategies in place? Y/N

- Has your organisation formally set out a net zero strategy and adopted science-based targets?
- If so, please provide us with details (including the means and frequency of any auditing) [and consider asking them to undertake/provide carbon footprint/assessment details for their company as a whole or specific goods & services]
- For multi-year contracts, please provide us with an update on your progress towards any strategy/target annually.
- If you do not have an emission reduction target or strategy what, if any, plans do you have to do so over the lifetime of this contract?
- Are you able to provide emissions calculations for the good or services that you provide?

Yes, we have set greenhouse gas (GHG) emissions reductions target of net zero target by x and have a strategy with interim targets to achieve this in place. We regularly assess our progress towards our targets using recognised standard e.g. CDP. We have also calculated which are the largest contributors to our company emissions and are transparent about this.

Do you require your suppliers to meet any sustainability criteria? (please give details) Y/N

- How do you assess contracts? Do you incorporate sustainability into the prequalification and selection process?
- If so, do you audit/monitor your suppliers on a regular basis against your sustainability criteria?

Yes, we have our own procurement policy in place setting sustainability criteria for all our suppliers. Suppliers are audited annually against our sustainability criteria. We also help and encourage our suppliers to report on their sustainability impact.

Are you part of a carbon offsetting scheme (please give details) Y/N

- If yes, would the emissions related to this contract be covered by that scheme?

Yes, we offset through a recognised and validated (e.g. VGS or VCS) carbon offset scheme e.g. Creative Offsets.

Are you an ‘albert supplier’ or ‘albert carbon neutral supplier’?* Y/N

*If not and you are a supplier going the extra mile to be green and support the production industry, find out how you can become an albert supplier here <https://wearealbert.org/searchsuppliers/become-a-supplier/>

Energy

Are your offices/premises powered by renewable energy? Y/N

If not, what, if any, plans do you have to switch to renewable energy in the future? [or in the lifetime of this contract]

Yes, our offices are powered by 100% renewable energy

Do you have any other measures in place to reduce the environmental impact of your offices/premises?
(please give details) Y/N

Where mains power is used in post-production or other facilities this is 100% renewable energy.

We have implemented energy efficiency measures including LED efficient lighting.

Do you try to minimise the use of generators by carrying out a venue evaluation for suitable mains power? Y/N

Yes, we request access to mains power at venues/sites wherever possible.

Where you need to supply or use generators, run on low or zero-emission fuels i.e. drop-in bio fuels, electric or hydrogen? Y/N

Equipment that is not/cannot be connected to the mains is powered by run on low or zero emission fuels i.e. drop-in bio fuels, electric or hydrogen or battery.

Do you use low or zero emission fuels for other equipment you supply e.g. tower lights? Y/N

Yes, all equipment we supply is powered by low or zero emission fuels.

Have you checked what energy tariff your cloud-based storage services are on? Y/N

Yes, and our cloud-based storage supplier powers its data banks using renewable energy.

Waste

Do you have measures in place to reduce and recycle waste, at both your home base and on site? Y/N

Do you have a zero waste to landfill policy or other waste management policy in place? Y/N

If not, what, if any plans, do you have to implement one in the future [or over the lifetime of this contract] and how do you dispose of your waste currently?

We have a waste management strategy/zero waste to landfill policy in place that includes:

- **Using rechargeable batteries rather than single-use**
 - **Having recycling facilities at our offices and on site.**
 - **Not using any single-use plastic (SUP)**
 - **No non-recyclable cutlery or packaging being used unless absolutely necessary, in such case all cutlery and packaging must be fully biodegradable**
- No disposable make-up wipes being used**

Do you report on you recycling rates, the amount of waste that you are disposing and how it is being disposed of? Y/N

We report on the amount of waste that we are disposing and how it is being disposed of.

We report on our recycling rates and any compostable materials. We also inform clients on how to reduce emissions associated with their waste streams (e.g. messaging that lets them know items can be composted).

Where you are responsible for creating structures or sets, do you use recycled or repurposed materials?	Y/N
<ul style="list-style-type: none"> Do you reuse or recycle these structures after their use? If not, what, if any plans, do you have to do so in the future [or over the lifetime of this contract] and how do you dispose of these materials currently? 	Y/N
Temporary structures are built using reused or recycled materials that is sustainable accredited where appropriate (e.g. timber is FSC) and reused or certified recycled after use.	
Do you use any Single Use Plastic (SUP)?	Y/N
<ul style="list-style-type: none"> If yes, what plans do you have to phase out/stop the use of this and over what timeline? 	
No single-use plastic will be used e.g. cable-ties.	
Do you use rechargeable batteries in any equipment you supply/use that operates on batteries?	Y/N
Battered operated equipment will run on rechargeable batteries – no single use batteries will be used.	
Do you take into account sustainability or biodiversity considerations when sourcing any/all materials you require? (please give details)	Y/N
<ul style="list-style-type: none"> If not, what, if any plans, do you have to do so in the future [or over the lifetime of this contract] 	
We consider sustainability and biodiversity when sourcing all of the materials we require and purchase using industry recognised certification schemes where applicable e.g. FSC, BRE.	
Clothing will be made of recycled/upcycled materials where possible. Any new clothing required will be made of ethically-sourced, sustainable fabrics.	
Do you source any timber you use from a verified sustainable source? (e.g. FSC)	Y/N
Temporary structures are built using reused or recycled materials that is sustainable accredited where appropriate (e.g. timber is FSC) and reused or certified recycled after use.	
If you use paint, do you use low VOC (volatile organic compound) or water-based paint?	Y/N
Only low VOC or water-based paint will be used.	
If you use/provide greens, are these grown organically and pesticide free?	Y/N
Do you avoid using non-native species?	
Any greens used/provided are organically grown and pesticide free. Where possible we rent greens rather than purchasing and, on location, we avoid using any non-native species to reduce the risk of contamination.	
Do you have a policy on the use of rare and/or conflict minerals?	Y/N
We have a commitment to reducing the use of rare minerals and comply with the OECD Due Diligence Guidance for Responsible Supply Chains of Minerals from Conflict-Affected and High-Risk Areas.	
Travel	
Do you have a sustainable travel policy?	Y/N
<ul style="list-style-type: none"> If so, does this include reducing travel where possible through home working, video conferencing, workflow management or other measures? If not, what, if any plans, do you have to do so in the future [or over the lifetime of this contract] 	

- If you have a policy, does it rule out the use of mainland domestic UK flights unless in exceptional circumstances?

We invest in infrastructure and production methods to remove the onsite management of the service. By embracing technology to operate remotely we reduce the requirement for travel.

We have a policy of not taking UK domestic flights.

All ground travel is via electric vehicle or train wherever possible.

We source accommodation that has environmental credentials and runs on renewable energy where possible.

Do you monitor and report on vehicle mileage and fuel consumption, to enable greater efficiency? Y/N

We report on distances travelled by different vehicle types and make this data available.

If you have company vehicles are these electric? Y/N

- If not, what plans, if any, do you have to replace vehicles with electric ones in short, medium and long term?
- Or, have you looked into alternative fuels such as drop-in fuels like Hydro treated Vegetable Oil (HVO) and bio-fuels from recycled stocks?

Electric vehicles will be used where possible. Where not we use drop-in fuels like Hydro treated Vegetable Oil (HVO) and bio-fuels from recycled stocks and/or offset any emissions.

Catering

Do you provide/source catering that takes sustainability and biodiversity into account e.g. low meat, local, seasonal? [please give details] Y/N

Where we source catering, it is primarily plant based either without meat or with limited use of sustainably sourced meat. Wherever possible we source food locally and use what is in season. We avoid biodiversity damaging ingredients.

Do you have measures in place to minimise food waste, e.g. monitoring consumption, working with food distribution charities? Y/N

We report on the food that has been consumed by productions and the waste used. We update menus and catering capacity based on the previous week or fortnight production consumption to reduce food waste. We also educate clients on the impact of food emissions and collaborate with food distribution charities to distribute any outstanding waste.

Costume & Clothing

Do you use recycled/upcycled materials to make costumes, or where that is not possible, source sustainable fabrics? Y/N

We report on the clothing that a production has used and how it was serviced and cleaned. We make use of innovative cleaning processes wherever possible.

Do you report on the clothing that clients use and how they are serviced and cleaned? Y/N

We report on the clothing that a production has used and how it was services and cleaned. We make use of innovative cleaning processes wherever possible.

Training

Do you provide/require staff to undertake sustainability training? Y/N

Yes, all staff are required to participate in sustainability training.

Other

Are there other sustainability policies or practices you employ that you think would be relevant to us? E.g. Do you have a company ESG pension? (please give details) Y/N

Our company pension scheme is an ESG one

Wherever possible rechargeable battery-operated drones will be used in place of helicopters.