

Inside Job Productions Sustainable Development Strategy

Introduction

IJP is committed to the delivery of sustainable development, trying to achieve a balance between social, economic and environmental factors in all its internal and external operations.

As part of the IJP's commitment to sustainable development, this strategy has been produced to guide company operations and will be reviewed and updated on a regular basis to reflect any growth in the company as well as changes in regulations and practices.



IJP is committed to the delivery of sustainable development in both its internal and external operations and will seek to:

- promote sustainable development in both the work that IJP is contracted to carry out as well as the organisation's own operations
- encourage those that work with IJP to take an integrated approach to sustainable development
- comply with all relevant regulations, policies and codes of good practice
- ensure that all staff have an understanding of sustainable development and its importance through the use of appropriate training and communication techniques
- integrate social, economic and environmental considerations throughout the film-making process and provide advice to clients on such matters as they relate to IJP's commissions
- minimise the use of natural resources, particularly energy and water through the use of appropriate conservation and efficiency techniques and equipment
- minimise activities that contribute to climate change and air pollution
- encourage the reduction, reuse and recycling of waste through the application of appropriate waste management systems
- where possible reduce the impact of travel to, during and from work as well as through the production process
- carry out regular monitoring and reviews of progress and targets to ensure continued improvement in performance
- produce a sustainability report on progress made and goals for the future on an annual basis

Training and company-wide education

- All IJP staff are trained on the importance of sustainable practice and procurement within the organisation, including how this fits into IJP's long-term business objectives. Sustainability policy and processes are included in IJP induction material.

Commitment to regular review

- IJP has enlisted the support of Global Action Network to help with analysis of sustainability impacts and the creation of targets to further our progress in the area of sustainability. Delivery against these targets will be reviewed annually.
- IJP is a signatory of the Mayor of London's Green Procurement Code, which works to increase the level of sustainable development in businesses across London. In 2009 IJP underwent a formal audit process of its procurement and achieved Bronze status. As part of its membership to the code IJP commits to undergo an annual review on an ongoing basis to assess its progress in increasing sustainable procurement across the company.



Signatories

Dated: 24th July 2009

Senior Management Representative
Naomi Delap, Managing Director

.....

Sustainable Development Representative
Christy McAleese, Administrator

.....

Inside Job Productions Environmental Plan



Waste Management

IJP recognises the need to minimise waste and has the following processes in place to manage the waste impact of its work:

- *Minimisation*
Waste minimization is encouraged throughout the business. Electronic copies of all information are preferred with hard copies printed only if absolutely necessary. Staff are encouraged to use USB memory sticks, email and other forms of electronic storage rather than printing hard copies of documents to use in presentations and meetings.
- *Re-use*
All old furniture, furnishings, redundant office furniture and unwanted items are donated to charities.

- *Recycling*
IJP currently recycles all books, magazines, cardboard waste, plastic, cans, envelopes, general and shredded paper through a sustainable waste disposal supplier, and are looking to increase the breadth of materials recycled

Transport

IJP is committed to a 'green transport' strategy, encouraging the use of public transport, bicycles and walking. Use of private cars is discouraged as is the use of unnecessary road transport. Where private vehicular transport is required for a given project, employees use the car-sharing scheme Streetcar (using Hybrid models where possible), to minimize environmental impact. On occasions where air-travel is necessary IJP will always offset carbon emitted using Climate Care.

Energy saving procedures

IJP has established energy saving procedures to ensure minimum energy consumption such as ensuring equipment is shut down overnight and turning off lights when not in use.



Inside Job Productions Environmental Procurement Plan



IJP will seek to procure products that are sustainable for its internal operations, where at all possible. Products include:

- Stationery
- Computer equipment
- Cleaning products
- Refreshments
- Efficient fixtures and fittings including: lighting, boilers, toilets, taps, showers etc

IJP will also encourage the procurement of sustainable products and materials all its external projects, both in the development and operation of proposals. Products include:

- Courier services / transport
- Technical film equipment
- Printing and stationery
- TV and DVD equipment

IJP aims to reduce the purchase of new goods, to procure them only when essential by repairing or reusing existing products.

IJP intends to introduce environmental criteria in 100% of its procurement practices by March 2010.

IJP will work with its suppliers and contractors to help them improve their environmental performance (e.g. to reduce, reuse and recycle their packaging) and so spread environmental good practice through the supply chain.

A working group has been established to promote the implementation of this plan. This group will prepare an annual report on the activities carried out and a work programme for future work which will be audited annually through the Green Procurement Code Audit process.

The policy will be promoted to our stakeholders by various actions: for example a copy of this policy is available online.

IJP have appointed a *Green Procurement Champion*, Christy McAleese, who will be championing, managing and monitoring the implementation of this code.

