

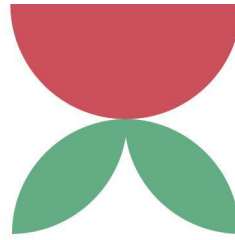
Environment and Sustainability Policy

A key tenet of our business is to operate in a sustainable manner - for our team, community, industry and the wider world around us. This encompasses sustainability in terms of our environmental impact, economy; and health and wellbeing.

The company aims to weave sustainability throughout everything it does – for its people, business and the planet. We aim to communicate our shared mission with employees, and encourage active participation at all times, by the team, business partners and clients.

The company commits to:

- We aim to reduce unnecessary journeys by car when working with clients. We achieve this through being flexible in our approach to project meetings and are fully set up for virtual meetings via Microsoft Teams. Should face-to-face meetings be preferred, our entire delivery team is based in our office in Liverpool city centre and can walk to local meetings, or where travel is required we will use public transport to attend meetings wherever possible.
- As a primarily paperless business, we develop and share our ideas both internally, and with our clients, digitally using a range of cloud-based tools and services. This reduces the requirement for unnecessary printing, and improves efficiency in the delivery process.
- We do our best to work with suppliers with strong sustainability and environmental commitments. For example our cleaning company uses environmentally-friendly products, and for printed campaign items we work with a supplier with proven commitments to sustainability. These include FSC certification, ISO14001 certification, carbon balanced paper usage in association with World Land Trust, 100% renewable energy for machinery and carbon offset for their vehicle emissions provided by Climate Care.
- All of our staff primarily use public transport for their commute into the office, with most living within the LCR boundary. We also encourage sustainable travel via an incentivised healthcare scheme to get people active and walking, and a Bike2Work affiliation to make bicycle purchases cost effective.
- We use a 'Reuse, Reduce, Recycle' model across the whole business from stationary to computer hardware to reduce waste and consume less. This includes an aim to increase recycling activity year-on-year; eradicate use of plastic and particularly single-use plastic in all its forms; reduce, reuse and/or recycle waste materials wherever possible, notably paper and printers, cartridges, plastic, glass, cardboard and compostable materials; dispose of necessary waste with due regard to environmental considerations and only use licensed organisations; upcycle/donate any furniture/office equipment to community organisations; recycle IT



equipment (such as computers, mobiles, phones etc.) with community organisations or refurbishment companies; use recycled paper (with at least 75% post-consumer waste) and utilise both sides in printers and copiers.

- Our office energy is sourced by our landlord Bruntwood using sustainable sources, and we have automatic lighting which switches off lights where they are not required. Our computers and devices are also set up to power saving and efficient defaults to reduce energy consumption where possible; and our heating uses a timer to ensure it is only on at specific times and days.
- When employees are working from home (or elsewhere away from the office) we encourage them to use environmentally friendly products and practices (e.g. recycling)
- We have made an established Carbon Reduction plan with an action plan to reduce our carbon footprint. This includes the following actions:
 - An established 'Green Champion' to lead activity
 - A formalised flexible working policy
 - Timers for electric equipment to reduce unnecessary power usage
 - An ongoing 'switch off' campaign

At the very minimum we aim to not just comply – but strive to surpass – all relevant legislation, standards and codes of practice. We continually assess, monitor and review its environmental performance every twelve months.