



## CORPORATE SOCIAL RESPONSIBILITY (CSR)

### COMPANY STATEMENT

Production Concepts Ltd takes the responsibility of Corporate Social Responsibility (CSR) seriously and we understand the impacts our decisions have on our workforce, society, and the environment. Production Concepts Ltd are committed to ethical and sustainable business practice.

Our Corporate Social Responsibility (CSR) company policy outlines our duty to give back to the world as it gives to us. We have an obligation beyond our own interests to help preserve and protect our natural environment, to help support our local and wider communities as well as our legal duty of adhering to laws and practices. We are also committed to supporting our staff and putting an emphasis on the value of our employees.

### CORPORATE

Production Concepts Ltd aims to create a workplace that encourages diversity and equal opportunities for all. We actively encourage professional development and we continue to review our processes as our business grows. We actively support employee health and well-being and continue to evolve our employee benefits program to ensure we meet their needs. We review processes regularly to ensure that we are meeting our staff's needs and obligations.

### SOCIAL

Production Concepts Ltd is committed to building a workplace culture that promotes employee volunteering, skills matching, and fundraising. We actively support local businesses and the communities in which we operate and actively donate to charities.

### ENVIRONMENTAL

Production Concepts Ltd recognises that it has a responsibility to the environment beyond legal and regulatory requirements. Production Concepts Ltd are committed to reducing our environmental impact and continually improving our environmental performance as an integral part of our business strategy and operating methods, with regular review points.



Production Concepts Ltd take steps both internally and externally to show our commitment to reducing our environmental impact. Below is a summary of our actions:

Internally	Actions (with examples below)
Waste management	<ul style="list-style-type: none"><li>• We will reduce the amount of waste produced and recycle where possible.</li><li>• We will prevent the release of pollutants that can cause environmental damage (if relevant).</li></ul>
Office supplies	<ul style="list-style-type: none"><li>• We will evaluate the environmental impact of any new products we intend to purchase.</li></ul>
Monitoring and improvement	<ul style="list-style-type: none"><li>• We will continually improve and monitor environmental performance.</li></ul>
Maintenance and office cleaning	<ul style="list-style-type: none"><li>• The cleaning materials we use will be checked to ensure it's as environmentally friendly as possible.</li></ul>
Energy	<ul style="list-style-type: none"><li>• Lights and electrical equipment will be switched off when not in use and our heating will be adjusted with energy consumption in mind.</li></ul>
Our people	<ul style="list-style-type: none"><li>• We will increase employee awareness through training.</li><li>• We will involve staff in the implementation of this policy, for greater commitment and improved performance.</li></ul>
Water	<ul style="list-style-type: none"><li>• We will avoid water wastage wherever possible.</li></ul>
Chemicals and hazardous substances	<ul style="list-style-type: none"><li>• Wherever possible we will substitute substances that are harmful to the environment with those that have less of an impact.</li></ul>
Legal duties	<ul style="list-style-type: none"><li>• We will keep up with changes in environmental law and ensure we are fully compliant with our duties.</li></ul>



Externally	Actions (with examples below)
Transportation	<ul style="list-style-type: none"> <li>Where possible, we will promote the use of alternatives such as email or video/phone conferences in place of face-to-face;</li> <li>We'll reduce the need to travel, wherever possible.</li> </ul>
Customers, suppliers, and other stakeholders	<ul style="list-style-type: none"> <li>We will work with suppliers, contractors, and sub-contractors to improve their environmental performance.</li> </ul>
Contractors	<ul style="list-style-type: none"> <li>We will work with contractors who are equally as committed to reducing their environmental impact.</li> </ul>

### RESPONSIBILITY

The **Company Directors** are responsible for ensuring that the environmental policy is implemented. However, all employees and contractors have a responsibility in their area to ensure that the aims and objectives of the policy are met.

Position	Print Name	Signature	Date
Company Director	James Deakin	<i>James Deakin</i>	11/10/23
Company Director	Greg Deakin	<i>Greg Deakin</i>	11/10/23
Company Director	Stefan Chadwick	<i>Stefan Chadwick</i>	11/10/23

Review date: October 2024