



creativelistening

# Sustainability Policy

Latest update: July 2023

## Introduction

Creative Listening is committed to keeping our environmental impact to a minimum. In this document we describe our guiding principles, and the adjustments that have been made to serve this goal. We are aware that we can always do better, and where applicable plans for the future are described. We hope everyone we work with shares our view, and we encourage them to help us with suggestions about how we can improve our process.

## Guiding principles

- Follow all legislation, regulations and codes of practice
- Consider sustainability as a core value in all divisions of the company
- To make all our staff aware of our Sustainability Policy, and to encourage them follow our guidelines, and to help us improve processes
- To make clients and suppliers aware of our Sustainability Policy, and to encourage them to adopt the most sustainable practice
- To improve our practice and review our systems regularly

## The office

The Creative Listening team works remotely when possible to avoid unnecessary travel. The office is central for all our employees, so when they are needed in the office, the core methods of transportation used are public transport or bicycle.

*Due to COVID-19 anyone with a non-essential job is encouraged to avoid public transport. Keeping this in mind, Creative Listening is currently working in a fully remote capacity.*

In the office we avoid single use plastic, and have washable/reusable items available such as cups, plates and cutlery.

## **Production**

Creative Listening is in the process of going paperless. Where possible we use software to sign and save any forms and applications needed for our productions. We aim to be fully digital by 2023.

## **Props & Wardrobe**

For every shoot, specific props and wardrobe are needed. Where possible Creative Listening tries to reuse items we already own. Where this is not possible, and we need to purchase new items, we try to make sure they get repurposed or recycled after the finalising of a project.

## **Location and studio work**

On set we aim to keep hard copies to a minimum, however some documents are still needed in physical form. These documents are personal, data protected, and given to specific people that will use them for the duration of a shoot. After the shoot they are collected and recycled in the appropriate manner.

During audio recordings we have moved away from physical scripts to using digital files on notepads for actors. We keep one physical copy of the scripts in the control room, and aim to be fully digital by 2023.

Due to the nature of shoot days, lunch and snacks are often single serving portions and packaged as such. To keep waste to a minimum we try to use washable cups, plates and cutlery while on location when possible.

## **Post production**

Where possible, we make sure content deliveries are digital, to avoid the need to transport physical items.