

## ENVIRONMENTAL POLICY & GUIDELINES

As part of our aim to build a more sustainable future, we believe and are committed to taking a proactive and conscious approach to protect the environment.

We understand that our operations can have an impact on the world around us, and we are committed to reducing our carbon footprint and promoting sustainability in all that we do. Specifically, "sustainability" means that we constantly endeavour to balance environmental considerations and social responsibility with our business goals.

This document applies to all employees of Jellyfish Pictures Limited.

### Principles

This document sets out the principles relating to the purchasing and use of materials, products, and services that incorporate environmental, social, community, and performance goal, and are formed around the following:

1. Environmentally preferable procurement: We shall make a concerted effort to purchase and promote environmentally preferred products that have a lesser or reduced impact on the environment compared to similar products.
2. Energy efficiency: We shall strive to mitigate climate change by reducing energy consumption and greenhouse gas emissions through the implementation of energy efficient technologies and practices.
3. Waste Reduction: We should aim to conserve natural resources by reducing, reusing and recycling waste to minimise its impact on the environment.
4. Water conservation: We shall strive to conserve water resources by implementing efficient water use practices to reduce water waste.
5. Air quality: We shall strive to maintain air quality by reducing air pollution from the implementation of best management practices and the use of environmentally preferred products and practices.

6. Climate change: We shall take proactive steps to address the impacts of climate change through the promotion of energy efficient technologies and the implementation of climate friendly practices.
7. Sustainable modes of transportation: We aim to use more environmentally friendly transportation methods such as public transportation, carpooling, and cycling. When travelling for business employees are encouraged to choose flights with the highest fuel efficiency and to offset their carbon emissions through recognised carbon offset programmes.
8. Promote environmental awareness amongst our employees and encourage them to work in an environmentally responsible manner.
9. Train, educate and inform our employees about environmental issues and improvements that may affect them at work or at home.
10. Monitoring and reporting: We shall regularly monitor and report on our performance in implementing this policy to ensure continuous improvement.
11. Environmental legislation: We shall comply with all local relevant regulations and industry guidelines.

### **Energy Usage and Suppliers**

We aim to make conscious efforts to reduce the greenhouse gas footprint created by our studio by ensuring that our energy provider supply is from renewable sources and derived from natural processes that are replenished constantly.

We also ensure that all our standard electrical appliances (such as fridges) have high energy efficiency, thermostats are programmable, and light fixtures are fitted with bulbs that are energy efficient LEDs, have occupancy sensors, daylight dimmers or task lighting, where relevant.

### **Green Building standards**

Where possible, we aim to lease and operate from accredited buildings under BREEM

or building constructed to a similar standard. This helps to ensure, construction to refurbishment and fit out, has been done in a sustainable manner.

Equally, we aim for 50% of our studio build-out and furniture to come from locally sourced providers within a 5-mile radius, including desks, chairs, and carpets.

### **Air Quality**

Sick building syndrome (SBS) describes a range of symptoms thought to be linked to spending time in a certain building and is commonly associated with air quality. As our studios are the central hubs, we want to ensure we take appropriate measures to ensure that is a healthy airflow in order to protect all employees.

On an annual basis, we will conduct an Air Quality Audit to check key areas such as ventilation and humidity, along with regular servicing of heating and air conditioning units.

### **Recycling Program and managing Waste**

Our goal is to minimize the amount of waste generated and to promote the recycling of materials whenever and wherever possible.

In line with our commitment, we have established the following company recycling stream that covers:

- Mixed Paper
- Containers (Cans/Plastic/Glass)
- Cardboard
- Batteries
- Toner Cartridges
- Electrical equipment (including computers and laptops)

We are committed to ensuring there are appropriate recycling stations alongside all waste disposal units and regularly communicate to everyone to encourage participation in this program and to recycle as much waste as possible.

### **Monitoring and managing waste production**

Our recycling program enables the reprocessing of useful materials, reduces the consumption of raw materials, and minimise waste that goes to landfill. We are committed to working with refuse collection providers who divert a minimum of 90% of waste from landfill.

### **Hazardous Waste Disposal**

Waste is generally considered hazardous if it (or the material or substances it contains) are harmful to humans or the environment.

We ensure all hazardous waste is disposed of appropriately and safely through specialist third-party providers, where the service is not provided by local councils. This includes the safe disposal of batteries, paint, printer toner and electronic equipment (where these cannot be recycled).

### **Environmental and Local Purchasing Policy**

Life-cycle costs and environmental aspects associated with purchases and are encouraged to purchase items with recycled content and minimal wastes and packaging as appropriate.

We aim to have over 50% of all our studio supplies to be obtained from local sources within a 5-mile radius of the studio.

### **Green Cleaning Products**

Sourcing and using less toxic and environmentally products both supports environmentally friendly companies whilst helping to reduce our environmental impact.

We are committed to using non-toxic cleaning products, bleach and chlorine-free products, and our cleaning services are from businesses local to our studios to support local job creation and reduce the environmental impact caused by commuting.

### **Catering supplies**

Working with local catering suppliers helps support the local community and job creation, whilst reducing environmental impact through delivery and transportation.

We are committed to having over 50% of our catering for Studio meetings, Staff consumables (i.e., fruit) entertainment, and gatherings to come from local catering suppliers. Where there is a need to provide clients with entertainment or source other venues for staff entertainment (i.e., Winter Parties), our preference will always be to work with local restaurants and businesses to support more sustainable practices and local job creation.

Water filters have been provided in all studios to allow staff and visitors to refill reusable drinking bottles or glasses. Other refreshments are only provided in cans so these can be recycled.

Additionally, we have also banned the use of any single-use plastics for any internal meetings and gatherings (including cups, straws, cutlery etc.) and will use eco or compostable alternatives (i.e., plates, wooden cutlery)

### **Office Supplies and Branded Goods**

Many of the traditional office supplies are not made in a sustainable way or are not

recyclable. Our aim is to have over 80% of studio supplies be eco-friendly, manufactured using recycled materials, or made themselves to be easily recycled.

This includes, but is not limited to:

- Unbleached and recycled paper
- Pens
- Notebooks

### **Business Travel**

We recognize the impact of corporate and business travel on the environment. Our goal is to minimise the carbon footprint of our corporate travel while providing the necessary resources to conduct business effectively.

Everyone is encouraged to use a combination of virtual meetings, public transport, or other sustainable modes of transport (i.e., cycling, car/cab pooling). Where this is not possible, the criteria for approving other forms of travel will be based on the following:

1. It is not practical (i.e., travel time significantly increases by using public transport or other forms or the individual
2. There is a safety risk (i.e., travel is required late at night or early in the morning)
3. The value of building a relationship has a material impact on the business (i.e., visiting clients in other countries)

Typically, when booking travel or planning journeys, most decisions are based on convenience and time efficiency but not always on environmental sustainability. Our aim to have over 80% of travel pre-planned up to 2 weeks in advance to allow us to utilize lower-carbon alternatives, and, where applicable, stay in environmentally responsible hotels or choose accommodations with environmentally responsible policies and practices such as energy-efficient lighting, water conservation and recycling programmes.

### **Changes to this Policy**

We are committed to continuously improving our environmental performance and we make sure our policies are up to date, including making sure they are right for everyone. This Policy may change from time to time with or without notice and does not form part of your contract of employment.