

CREATIVE REMOTE

CORPORATE SOCIAL RESPONSIBILITY POLICY

Creative Remote is a post-production facility offering remote offline only editing with operational and registered offices at Unit 13, Mole Business Park, Randalls Road, Leatherhead, KT22 7BA. It is a privately owned company and operates with a range of staff, the main team consisting of 3 support technicians, an operations manager and operational coordinator.

Creative Remote strives to be a good corporate citizen. Through its managers and through its people, we are committed to promoting protection of the environment; promoting equal opportunities; ensuring safe and efficient working practices; and working with suppliers who uphold similar values.

PEOPLE

Creative Remote recognises that our people are our greatest asset and key to continued growth and success and as such, we are committed to providing careers and working environments in which our people can achieve their fullest potential.

We have a commitment to keep our employees abreast of company news and working practices and to provide them with ongoing training. Employees can access the Company intranet to view all policies including the Staff Handbook and we have regular team meetings to discuss operational progress and issues and subsequent learnings.

CREATIVE REMOTE:

- Provides clear and fair terms of employment for its employees
- Provides healthy and safe working conditions
- Has a fair remuneration policy everywhere we operate
- Strives for equal opportunities for all present and potential employees
- Encourages employees to develop skills and progress in their careers
- Does not employ underage staff
- Ensures that staff are aware of our policies on insider trading, bribery and inappropriate gifts, money laundering and whistle blowing
- Encouraging a harmonious working environment with zero tolerance to bullying or to any form of harassment linked to an individual's sex or other personal characteristics

EQUAL OPPORTUNITIES

Creative Remote is committed to a policy of equal opportunity and diversity in employment and recognises that this is essential to ensuring the success and growth of our business. To this end, we make every effort to select, recruit, train and promote the best candidates based on suitability for the job; to treat all employees and applicants fairly, regardless of race, sex, marital status, age, nationality, ethnic origin, religious belief, sexual orientation or disability; and to ensure that no employee suffers harassment or intimidation.

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DISABLED EMPLOYEES

It is the policy of Creative Remote to provide employment and to make reasonable adjustment to accommodate disabled persons wherever business requirements will allow and if applications for employment are received from suitable individuals. Should an existing employee become disabled, every reasonable effort will be made to ensure that their employment with us can continue on a worthwhile basis and that career opportunities are available to them.

HEALTH, SAFETY AND WELFARE AT WORK

The health and safety, welfare and wellbeing of employees is of paramount importance to Creative Remote. It is the policy of Creative Remote to create and improve standards of Health and Safety, which will lead to the avoidance and reduction of risks and to ensure that the company complies with all Health and Safety legislation. Our Health and Safety Policy Statement is held on our intranet for staff to access and is displayed on notice boards.

Creative Remote makes every reasonable and practicable effort to provide safe and healthy working conditions in all its offices. It is the duty of all employees to exercise responsibility and to do everything they can to prevent injury to themselves and to others. The policy standards and procedures are communicated to employees through contracts of employment, staff hand books, operating manuals, bulletins and notice boards and staff training as appropriate.

ENVIRONMENTAL ISSUES

Our primary objective is to minimise our carbon footprint and any negative impact we may have on the environment. Creative Remote is committed to the following:

- To meet or exceed the requirements of relevant legislative, regulatory and environmental codes of practice
- To identify, reduce and dispose of waste arising from our operations in a manner that minimises harm to the environment and prevents pollution of land, air and water
- To reduce the consumption of energy and water and use renewable and/or recyclable resources wherever practicable
- To encourage our suppliers and subcontractors to implement good environmental practices and procedures which support our own objectives and targets

In addition:

- We use printing paper which is chlorine free and carries the FSC kite mark
- We employ a waste management company that recycles all our paper, cardboard, plastic, tin, glass and related materials; we have a '2 bin' system in all areas of the business building
- We actively discourage printing of documents, working mainly in the cloud, including storing all our data on Dropbox and E-payslips have been used since the inception of our business

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- We actively encourage staff to cycle or use public transport to get to work or meetings where possible. Additionally, most meetings are held as remote video calls
- When the time comes we will responsibly dispose of any end of life equipment we own

STAKEHOLDERS

While Creative Remote is a privately owned company, we do take into account the interests of all our stakeholders including our employees, our customers and our suppliers

CUSTOMERS

Creative Remote:

- Seeks to be honest and fair in our relationships with its customers
- Provides the standards of product and service that have been agreed
- Takes all reasonable steps to ensure the safety and quality of products or services that it produces

SUPPLIERS

Creative Remote:

- Seeks to be honest and fair in our relationships with suppliers and subcontractors
- Pays suppliers and subcontractors in accordance with agreed terms
- Has a policy not to offer, pay or accept bribes or substantial favours
- Encourages suppliers and subcontractors to abide by the same standards and principles