

An accepted definition of sustainable development is “achieving economic growth, environmental protection and social progress at the same time”. Sounds Commercial needs to be aware of the impact of all its activities on the environment and on communities.

This Policy sets out our approach to managing and mitigating such impacts. Every project, operation or activity will as part of its management routines consider its impact on the environment and communities. These management routines must be set up to be cost effective and sustainable. Sounds Commercial’s activities impact on the environment and communities through its:

- supply chains’ employment conditions
- direct and indirect use of non-renewable carbon fuels for passenger and freight transport via road and air
- use of scarce/non-renewable raw materials in the supply chains of the items it purchases
- use of harmful materials or high energy consuming processes in the production of the items it purchases
- disposal of waste products
- relationships with local communities where activities take place
- welfare of staff, visitors, volunteers, neighbours and other stakeholders

Sounds Commercial will follow the principles of Reduce, Reuse, Repair, Recycle in managing its environmental impact. Through this policy we expect to not only minimise environmental impacts, but also to make sound economic sense. Sounds Commercial will comply with all relevant legislation.

### **Supply chain employment conditions**

Sounds Commercial will take reasonable steps to assess suppliers’ policies and practices and will not purchase goods or services from a supplier if supply chain employment conditions are found to be unacceptable and there is no demonstrable improvement plan – unless there is an overwhelming case for meeting an urgent need.

### **Use of energy in Sounds Commercial’s premises**

Sounds Commercial seeks to reduce the amount of energy used within its premises. Sounds Commercial’s largest energy stream in the UK is electricity used for lighting, heating and computers. Sounds Commercial actively encourages staff participation with simple measures, such as switching lights and equipment off when not needed, that can have significant impact on energy use. Energy surveys can identify where capital investment can provide cost effective returns by saving energy and money, for example installation of suitable building management systems to control heating, and lighting. The design of any new premises should be undertaken to minimise the use of scarce resources and energy during the design, construction and use of the premises.

### **Transport**

Air travel is the world’s fastest growing source of greenhouse gases such as carbon dioxide, which cause climate

change. By raising staff awareness of emissions caused by air travel, restricting travel to necessity trips only and using alternatives such as video/telephone conferencing, Sounds Commercial can avoid making unnecessary CO2 emissions. Sounds Commercial has to manage the impact of business and commuter travel when considering road transport. By restricting car travel to necessity trips only and using alternatives such as video/telephone conferencing or public transport (bus/train) Sounds Commercial can make savings in CO2 emissions and money. Sounds Commercial does not operate a car fleet, but can cost effectively manage its commercial vehicles to achieve lower emissions.

## **Use of materials**

Sounds Commercial's specifiers and purchasers will, where practical, investigate the materials and processes used to manufacture products. Where uses of scarce/non-renewable raw materials, harmful materials or high-energy consuming processes are evident they will refrain from purchasing those products wherever possible. If no cost effective alternatives can be found the Reduce, Reuse, Repair, Recycle principles will be used. Materials to be avoided include timber from non-managed forests, asbestos, VOCs, lead, and PVC, (although much of the electronic equipment used in the industry employs the latter two without alternatives). Sounds Commercial will discourage suppliers from using excess packaging.

## **Disposal of waste**

Sounds Commercial will only use licensed and appropriate organisations to dispose of its waste. Sounds Commercial will encourage the Reuse & Repair of products to avoid early disposal. Sounds Commercial will encourage the segregation of waste and its disposal via recycling processes. Sounds Commercial specifiers and purchasers will, where practical, give preference to products that can be disassembled and recycled.

## **Relationships with local communities**

Sounds Commercial will endeavour to foster good relationships with local communities wherever it operates. This may include using local labour and materials. Sounds Commercial will avoid causing nuisance to its neighbours by for example traffic or pollution, and by carefully tailoring its sound production.

## **Welfare**

Sounds Commercial will be a caring and responsible employer, host and neighbour. Sounds Commercial cares for the welfare of staff, visitors, volunteers, neighbours and other stakeholders by complying with its policies on health & safety, employment conditions and diversity.

## **Management**

Sounds Commercial will pursue a policy to reduce its paper consumption through the use of further electronic distribution and manipulation technologies. The annual spend on such stationery will be monitored and reported on, and targets of further reduction set for the ensuing year.