

## Sustainability Policy

Author	Lesley Marr	BPS Sustainability Manager
Reviewer/Approver	Jono O'Reilly	BPS MD
Contributors	BPS Management and Employees	
Stakeholders	BPS employees, customers and suppliers	
Version Control	Version 1.5	Last update August 2022

This document is to communicate BPS's environmental impact, and demonstrate the steps and governance around how we are operating sustainably and our goals to make improvements. It is not an exhaustive list as we are constantly developing new ideas and initiatives to support a sustainable business culture. This document is reviewed and updated regularly as we monitor and update our progress.



## About BPS

Established in 2003, Broadcast & Production Services has become one of the leading suppliers of new and used broadcast video and audio equipment in the Film and TV industry.

We work with major manufacturers and brands within the industry, have a friendly team with an in-depth knowledge of the products and can offer the best advice to our customers. The BPS showroom is based in a charming 19<sup>th</sup> century converted 'Fire Station' in Hampton Middx, where we have products on display and a small studio for demonstrations or to facilitate meetings with one of our experts.

**BPS** is committed to working sustainably with its employees, suppliers and customers. We recognise that we have an impact on the environment and the community in all that we do. We want to foster a constructive and proactive approach to make this impact as positive as possible and have set company goals to improve our sustainability on our journey to be carbon neutral. We also want to create an excellent working environment for our employees and make BPS a company they are proud to work for.



## Environmental Impact

The nature of our business means BPS's biggest environmental impact is logistics and how we package and transport goods to our customers.

Our focus to date has been ensuring these parts of our business are as environmentally friendly as possible and this has significantly helped to improve our carbon footprint.

## Goal - reducing our energy requirement

Finding ways to reduce our energy usage is a key target for everyone in the business. In order to achieve this, we have a multi-discipline approach which affects the whole company.

**Lighting** - we have already installed 100% LED lighting in our office and our studio /demo area. We have introduced timer/sensor lighting and zoning throughout our building which gives optimal efficiency, particularly in rooms that are not used frequently like the bathrooms and storerooms, ensuring lights are not left on when spaces are not in use.

**Energy Efficiency** - we consider energy usage as a key criterion in all our buying decisions for technology, air conditioning and building maintenance. Our aircon units were newly upgraded in 2022 and are classified energy efficient and environmentally safe. We are undergoing a project to investigate feasibility for installing solar energy roofing panels with battery storage. We hope to put this or another alternative solution in place by the end of 2023.

**Technology** - 70% of our servers are in the cloud and we are working towards this being 100%

**Ethical Suppliers** - we buy our power from a company who source their electricity supply from 75% of renewable sources. For electricity and gas we are on a 100% zero carbon tariff.

### **Goal - managing our water use**

Our water supplies are fully metered and we monitor usage according to need. We use lo-flow and reduced-capacity cisterns in our toilets. We have one dishwasher and employees do not rinse cups or dishes before adding to the machine. We encourage all employees to bring re-useable cups to the office for their own use.



### **Goal – zero to landfill in 2022 and 100% recycling by 2023**

BPS works hard to reduce all forms of wastage in the business and to ensure we recycle as much as possible. We have taken measures to reduce the amount of single used plastic. For example employees bring in their own water bottle, any disposable drinking cups used by customers and visitors are all compostable and recyclable. We contract with a refuse collector who recycles all appropriate waste and incinerates the remaining waste to create clean energy. Nothing goes to landfill.

**Refuse** - general and recycling waste bins are to be found throughout our building, with appropriate signage to guide customers and employees.



**Recycling and packaging** – at BPS our business involves shipping high cost and often delicate technical equipment such as cameras and lighting. We also receive in these goods and currently recycle 95% of this packaging as we deliver out to customers. For example, cardboard boxes are shredded down to be re-used as packing filler. The remaining 5% is currently too damaged to utilise but we are working on how we can improve this. From July 2022 when sealing packages we have switched to use biodegradable, fully sustainable packing tape. When choosing suitable boxes for objects to be packaged in, our team make sure the box is no larger than needed.

BPS uses recycled paper/materials wherever possible and we purchase recycled toilet paper.

We recycle all cables and paper, tins and plastic. Our average volume of recycled waste per month is 25kgs.

Our average volume of non-recycled waste per month is 10kgs. This waste is incinerated and the energy released is utilised to generate electricity for the National Grid. Metals are recovered for recycling afterwards and most other ashes and aggregates produced are utilised in construction projects.

## Goal - reducing our paper consumption

We are working towards a 100% paperless office. We challenge any printing requirement, and all employees have this as their personal goals. We are 70% paperless with only our historic accounting records on paper.

Recent initiatives to provide all relevant administration staff with dual screens to reduce the need to print documents for reference, combined with flexible printing options, has reduced our requirements further.

All our current finance and other files are now stored electronically to eliminate the need to have printed copies of all documents.

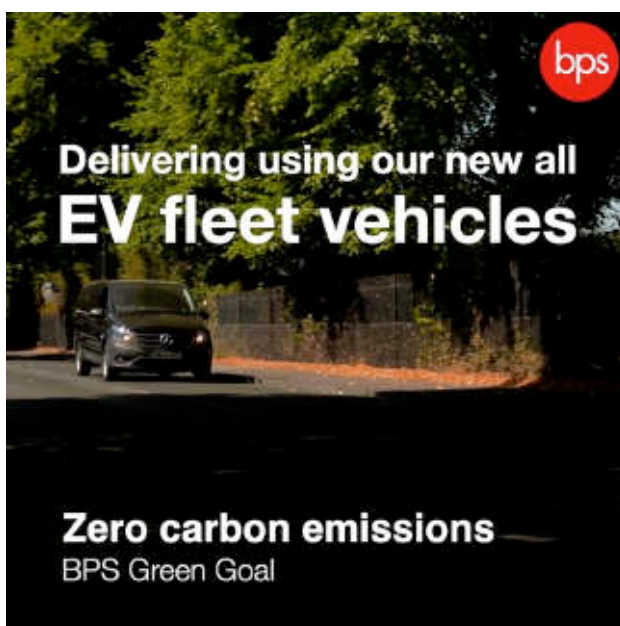
Our purchase order system is an online process that can then be emailed out to suppliers without the need for printing. We have recently overhauled our repairs process around tracking and processing to be paperless.

## Goal – support greener travel and achieve carbon neutral status in delivery logistics

In the last 2 years we have moved nearly all of our sales to customers online via our website e-shop. This has resulted in far less business travel and more online meetings. The majority of BPS engagement with suppliers and customers is by telephone, email and online video meetings. There are still a small number of face to face meetings only when necessary to physically demonstrate equipment.

4/10 employees currently walk or cycle to the office. One of our employees has an electric vehicle. The remaining live too far away to reasonably commute by foot or cycle but they make use of public transport where possible. We have a secure bike store on site for employees and customers to use when cycling to work. We offer employees a cycle to work scheme. We have a shower onsite to encourage running/cycling to work.

Employees work from home at least one day a week to reduce travel.



We consider the environmental impact of employees travel to trade shows and suppliers sites. We only send 1-2 key individuals. Some of our business is undertaken at trade shows which aggregates a large number of our customers and suppliers in one location which is more environmentally efficient than individual travel to multiple locations.

**Delivery logistics** - Inside the M25 we deliver to customers in our full electric van purchased in June 2022. Previously we had a diesel van. The average annual mileage is 15,000 miles. The move to electric has an estimated saving of 3573.23 kgs of CO2 per year.

Where possible we ask some manufacturers to deliver directly to our customers. Outside the M25 we use 3<sup>rd</sup> party logistics companies with good green credentials.

## Developing our staff

BPS aims to foster a supportive environment in which we bring on new talent and develop appropriate skills within our workforce, using our senior staff to support the less experienced.

We regularly celebrate the success of our staff by holding social events and office treats.

## We will not discriminate

We will always select and promote our staff based on their aptitude and merit, without consideration of their race, religion, sexual orientation, age, disability, gender expression or orientation.

## Encouraging young talent

We recruit staff for a long-term industry career. We not only look for skills that will suit the role they may move into immediately but also look beyond to the opportunities that may be available in due course with the right training and development.

We foster an environment of supportive learning throughout the business. Senior employees run regular induction sessions in their given disciplines, we identify talented colleagues for training opportunities and are early adopters of new technologies. All vacancies are advertised internally first before being placed on industry job sites.

All employees have access to colleagues and equipment to develop new skills and get hands on exposure to the newest and most innovative technical equipment used in our industry.

We work with colleges and universities to support one year placements to degree courses. The students on placements are paid and benefit from all the training and experience offered to full time employees.

## Delivering a positive working environment

BPS promotes a positive workplace for our employees and clients. Cycling and running to work are encouraged. Staff are provided with healthy snacks, in addition to the usual refreshments.

## Our role in our sector and the wider community

We organise taster sessions and advisory seminars on new technology for our clients, for trade associations, and for charities & educational establishments. As mentioned previously we have relationships with several universities and colleges to help support learning and practical industry experience for students.

We encourage and support emerging film-makers with support with equipment and technical advice.

## Actively supporting the wider Film and TV industry

BPS supports two main charities and industry organisations - MAMA Youth Project <https://www.mamayouth.org.uk> and Wildscreen <https://www.wildscreen.org>

