

ENVIRONMENTAL AND SUSTAINABILITY POLICY

POLICY STATEMENT:

Ordinary Man Media aims to promote the protection and enhancement of the environment and to educate staff and students in environmental issues. Our aim is to contribute, as responsible members of society, to a reduction in waste and carbon usage and to provide a safe, sustainable and pleasant environment in which to learn and work. The underpinning ethos of the company is to:

- Ensure that we are compliant with environmental legislation
- Recognise that we are both a consumer and provider of services and respond appropriately to this; to review our environmental impact at regular points via action plans and take action as appropriate
- Recognise our areas for development and implement improvements
- To use resources carefully which in turn will help to reduce operating costs
- Ensure that partners and stakeholders with whom we work e.g. subcontractors, adopt and abide by Ordinary Man Media's environmental and sustainability principles. Ordinary Man Media will ensure that due diligence is carried out prior to working with partners and stakeholders and will monitor the relationship on an ongoing basis to assess the extent of compliance with these principles.

DETAIL (STATEMENT OF PRINCIPLES):

1. ENVIRONMENTAL BEST PRACTICE

We will introduce a waste management system to:

- Segregate different types of waste wherever possible to facilitate the recycling of materials wherever possible and reduce the amount of waste being disposed of in landfill sites
- Meet legislative requirements and ensure that all waste is disposed of legally e.g. in accordance with WEEE requirements
- Reduce waste, hazardous substances and harmful emissions
- Actively avoid risk of pollution

We will introduce energy and resource conservation measures to promote:

- A reduction in the amount of energy used
- A healthy and comfortable temperature for all working areas
- A reduction in the amount of water used

- A reduction in the amount of paper and card used
- A reduction in the amount of plastic used and promotion of reuse/recycle initiatives where possible.

We will promote green methods of travel to include:

- Promotion of the car share scheme
- Consideration of alternatives for travelling to meetings.
 - Ordinary Man Media Limited is committed to implementing initiatives that impact positively on sustainability and on reducing our carbon footprint. Travel between clients for meetings and other activities is costly in terms of travel expenses, increased carbon footprint and non-productive time. Whilst there is certainly value in face to face meetings, alternatives to travelling to meetings should be sought where possible. Ordinary Man Media Limited will therefore:
 - Promote car sharing for attending meetings. Where staff cannot car share because of personal or other commitments, staff should endeavour to maximise the time that they spend at a campus.
 - Promote the use of more sustainable means of transport such as walking, cycling, train or bus
 - Ensure that Meeting Chair confirms that attendees actually need to attend a meeting. Where practicable, updates may be given prior to the meeting or attendees may be able to attend using technology such as teleconferencing via Facetime or Zoom.
 - Improve and invest in technology so that staff can participate in meetings via online systems.
 - Publish information for staff on how to drive pool vehicles more efficiently

We will achieve this by:

- The use of sustainable resources wherever practicable;
- Encouraging the development of links with local and national environment groups;
- Promoting learning that includes sustainable development and citizenship;
- Encouraging the staff to actively participate in environmental projects and initiatives;
- Procuring sustainably sourced goods and materials from suppliers wherever possible.

2. **MONITORING ARRANGEMENTS**

- Targets will be set at Board meetings to meet aspects of the policy and these will be monitored by the Policy Director.

3. ORGANISATION AND RESPONSIBILITIES

In order to ensure compliance with environmental legislation the following responsibilities have been allocated.

3.1 The Governing Body

The Governing body has the corporate role of providing leadership for the Ordinary Man Media's Environmental responsibilities as follows:

- Ensuring board decisions reflect its environmental intentions as articulated in the Environmental and Sustainability Policy
- Ensuring the environmental policy statement reflects current priorities
- Ensuring management systems provide for effective monitoring and reporting of environmental performance
- Reviewing environmental performance

3.2 Policy Director

The Policy Director is the nominated director responsible for environmental compliance. However, the authority to ensure compliance with legislative requirements and this policy is devolved to managers at all levels of the organisation.

3.3 Managers

Managers at all levels have responsibility for ensuring the Environmental Policy is implemented within their own areas of responsibility and that all their employees are aware of it. They must ensure suitable arrangements are in place to avoid an environmental incident occurring and continuously seek improvements to environmental procedures. Specifically, Managers are required to:

- Actively seek opportunities to reduce and/or recycle waste within their own area of responsibility and to promote a culture of environmental sustainability
- Ensure systems are in place to negate litigation
- To ensure all employees in their area are provided with adequate information, instruction and training on environmental issues
- The Manager who manages subcontracting provision has a role in monitoring that subcontractors comply with the principles set out in this policy and that due diligence is carried out to before contracts are formalised.

3.4 Policy Director

This role has specific duties for the operational delivery of environmental plans and activities to include:

- Providing adequate resources for the implementation of the Ordinary Man Media's Environmental Policy including support for the Health and Safety aspects of environmental activities
- Ensuring legislatively compliant procedures are in place for the disposal of waste and that these are monitored
- Ensuring that environmental performance is monitored and assessed as part of the health, safety and environment internal inspection programme.

3.4 Risk, Audit and Compliance committee

- To ensure Ordinary Man Media data for utilities is collected and analysed for continuous improvement and to identify and address any issues in a timely manner
- To ensure the Ordinary Man Media's environmental policy is periodically reviewed · To monitor environmental action plan.

3.5 Employees

- To comply and co-operate with the Ordinary Man Media's Environmental Policy and arrangements
- To ensure that through their actions an environmental incident is avoided
- To make management aware of environmental issues that may arise while carrying out their duties
- To raise any issues with may result in wasting of resources e.g. water leaks, excessive use of paper etc.

RELATED DOCUMENTS:

- Ordinary Man Media Group Green Travel Plan
- Action plan
- Waste Management strategy
- Corporate and Social Responsibility Policy

Policy Owner: Policy Director

Approving Body: Board of Directors

Stage of approval: Approved

Date: July 2021