

THE NEALE AGENCY

Periscope Live Ltd

Sustainability Policy

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1.0 Statement of intent

- 1.1 Periscope Live Ltd. (hereafter referred to as the company), fully acknowledge our responsibility to contribute to a sustainable future. Where possible we will comply with sustainability legislation and where possible try to achieve a level of sustainability above any regulated minimum standard.
- 1.2 The company understand and pledge support to the United Nations 17 sustainable development goals. And the company is committed to achieving carbon neutrality by 2050.
- 1.3 Martin Neale is identified as the person who has overall responsibility for the company's social, environmental and economical sustainability.
- 1.4 Graham Sargeant has been appointed the role of sustainability manager and will assist Martin Neale to achieve goals regarding this topic.
- 1.5 The company is committed to reduction in the use of energy and water and gas resources.
- 1.6 Commitment has been pledged to minimise the waste produced by the company which is sent to landfill, by utilising re-use and recycling methods and initiatives.
- 1.7 Our sustainability policy is a living document, and the company will continue to work towards improvements to social, environmental, and economical sustainability topics. The policy will be reviewed on an annual basis.
- 1.8 The company has pledged to achieve carbon neutrality by 2050.

2.0 Environmental Sustainability

- 2.1 The company recognises that it has a responsibility to protect the environment beyond legal and regulatory requirements.
- 2.2 We are committed to reducing the environmental impact of our company by minimising waste, conserving resources, and adopting eco-friendly practices.
- 2.3 The company is committed to carrying out its work activity and causing as little damage as possible to the environment for future generations.

3.0 Social Sustainability

- 3.1 The company values diversity, equality and promotes fair working practices at every level of its business activity.
- 3.2 We want to ensure that employees feel valued and there is equal opportunities for all members of the workforce regardless of race, gender or ethnicity. The company welcome the initiatives and ideas that a diverse workforce can bring to the workplace.
- 3.3 The company seeks to empower employees to realise their potential, supporting up-skilling, training and providing the potential for them to progress and grow throughout their journey with the company regardless or background, all employees will be given equal opportunity

to realise their potential.

- 3.4 Support and encourage corporate social responsibility with an ethical supply chain. Where possible support and use local businesses and initiatives. Use suppliers who can demonstrate understanding of the importance of sustainability.
- 3.5 The company has created and endorses its Modern Slavery Policy, which has been made freely available to all stake holders.

4.0 Economic Sustainability

- 4.1 The company strives to work in a profitable and financially secure manner ensuring continued employment for all its staff.
- 4.2 Balance economic growth of the company without having an adverse effect on the social, cultural, and environmental aspects.
- 4.3 Suppliers are treated fairly, and expectations, payment terms and conditions are clearly identified to them at the time of undertaking work or supply of materials to the company.
- 4.4 Where possible encourage and promote a circular economy.

5.0 Communication and Engagement

- 5.1 The company will be transparent in communicating efforts regarding the topic of sustainability and to all stake holders in the business.
- 5.2 Promote improved sustainability with all stakeholders including clients, suppliers and staff, and take under consideration any innovations or ideas that are presented. Learning and improving what we can do from others.

6.0 Timber Sourcing and Deforestation Policy

- 6.1 The company is committed to eliminating deforestation and degradation of environments and upholding the UN sustainable development goals and its own sustainability policy.
- 6.2 We are committed to the protection of rights and livelihoods of local communities in forest sourcing and agricultural regions which we seek to achieve by:
 - Maintaining 100% timber sourced from sustainable sources for timber purchased for use in our exhibition stands and furniture.
 - Using responsibly sourced paper products
 - Avoiding the use of timbers from higher risk regions and from higher risk species.
 - Continuous improvement in data and assurance.
 - Engaging suppliers on our sustainable timber sourcing policy.
- 6.3 All timber and paper products purchased will be acquired from sustainable

sources, and, where applicable, should carry either Forest Stewardship Council (FSC) or Programme for the Endorsement of Forest Certification (PEFC) certification. It is a condition of contract that all suppliers and subcontractors to the company will comply with relevant legal obligations regarding timber and timber products. The company will not make use of any palm oil, soy, cocoa, rubber products in its production processes.

- 6.4 Any coffee products purchased for use at our UK based premises will be from an ethical source and identified as fair trade certified and palm oil free. We do not take coffee products to events or venues located outside of the UK, these products are sourced in the hosting country.
- 6.5 When selecting suppliers, preference will be given to those organisations that can demonstrate compliance and work towards improved sustainability standards.

7.0 Non-Idling Policy

- 7.1 In order to minimise vehicle emissions that negatively impact on the environment and health, the company is committed to reducing vehicle idling times at depots, in stationary traffic queues and at any other times unnecessary idling takes place. The company actively encourages drivers to reduce levels of idling.
- 7.2 Engine idling is the running of an engine which is not required for the examination or operation of machinery other than to drive the vehicle.
- 7.3 The purpose of implementing an anti-idling policy is to reduce emissions and improve air quality, reduce fuel waste, reduce costs and to protect health whilst also complying with the Highway Code.
- 7.4 All staff are expected to...
 - Not to leave an unattended vehicle's engine running
 - Do not leave the engine running during loading and unloading (except where specific machinery requires it)
 - Don't leave the engine running in the yard or venue
 - Don't leave the engine running when you are parked up, or when you are on a break
 - Do not leave the engine running during loading and unloading
 - If you anticipate being stationary for more than one minute in traffic, consider turning your engine off
- 7.5 Any fines issued for engine idling will be payable personally by the driver of the vehicle.

8.0 Compliance

- 8.1 The company will comply with the relevant environmental, social, and economic regulations. We recognise legislations provide the minimum that need to be achieved and where possible work towards going beyond these targets. We realise this in an ongoing task and will continue to work towards continued improvements.

- 8.2 Where compliance is identified as not being met, we will review and set realistic goals to meet these targets. Review and strive to maintain, offer support and where possible make improvements in controls used to meet these goals.
- 8.3 We will periodically monitor the quantity of timber we purchase from suppliers, and its type and country of origin. This will be undertaken by our procurement department. Suppliers will be required to provide evidence of third-party certification documentation.
- 8.4 The policy is available to all staff and new employees will be made aware of the policy upon their induction. The policy is available for download on the company server and physical copies are available on staff notice boards.
- 8.5 The sustainability policy will be reviewed on at least an annual basis or if any incident or change of business operation or regulation triggers a review prior to this.

Authorising Signatures

Signed: 

Date: 28/1/2025

Martin Neale – Managing Director

Signed: 

Date: 28/1/2025

Graham Sargeant – Health Safety & Sustainability Manager

9.0 Sustainability Action Plan

- 9.1 The purpose of this plan is to identify and review the company's current situation regarding the various areas of sustainability and to create a road map to identify how these objectives will be achieved, expected time scale and people or departments who will play an active part in this and. The final goal for the company is carbon neutrality by 2050.
- 9.2 This plan is also a dynamic and living document and will be reviewed at least annually or if the company makes change to its working processes or the way it undertakes its business.
- 9.3 The company has joined the following organisations to assist in its journey to improved sustainability.
- SME Climate Hub (www.businessclimatehub.org)
 - Consistently working to achieve and improve the level ESSA sustainability accreditation

10.0 Environmental Sustainability Plan

- 10.1 What has already been implemented, and course of action being undertaken to date is detailed in below.
- 10.2 **Waste.** The company where possible adopts the principals of the waste hierarchy i.e. 'reuse, reduce and recycle'.
- Separation of commercial waste for recycling is undertaken at point of disposal with provision on site for separate cardboard, and general waste bins. The collection of these bins is managed on account (ref. 809788) by Cawleys Waste Management.
- There is provision on site for separation of cardboard, and general waste. This is collected and managed by Cawley Waste Management with current waste carrier registration CBDU143067. Waste transfer notes are kept digitally using the customer portal provided by Cawley Waste Management.
- Any electrical and electronic items which cannot be reused are recycled and collected by WEEE-Recycle IT with current waste carrier registration CBDU174988.
- Feminine hygiene waste is collected by Unit Clean Site Services with a current waste carrier registration CBU40813.

Future Improvements. By end of 2025 the company will have created documentation of waste created against a measured metric so we can monitor the amount of waste which is created by our business activity.

- By 2028 we aim to reduce general waste (EWC 20 01 01) created by 20% this will be achieved by involvement of all departments.
- By 2027 there will be separation of clean timber waste, this waste will have been removed from the 'general waste' stream and be sent for separate recycle. This will be achieved by the actions of the carpentry department.
- We will train our team on the importance of waste reduction and recycling and encourage and listen to suggestions and feedback given. It is the responsibility of Graham Sargeant to help lead the staffs training journey and to encourage education on the workplace on this topic.
- Continue to design product with a view to improving circular economy to maximise resource use and reuse of constructed materials and graphics. With the sales and project team working together with the design department this can be achieved.

10.3 Display Stand Sustainability. The company has made significant capital investment into Aluvision modular display stand systems and reusable gel edged graphics. This allows the design and installation of stands utilising a reusable framework system. Sizes of stands can be standardised and allows for the re-use of the clients graphic panels fitted to these stands. Gel sided client graphics can be cleaned, stored, and reused. There are still the requirements for custom made stands and where possible modular elements of these stands are stored in the warehouse for reuse, this may include doors, plinths, furniture and graphic elements. The use of less custom-made elements and the better repurposing and reuse of previously supplied stand elements is the responsibility of combined liaison between the project sales and management team and the design department.

Future Improvements. We will continue to encourage the use of reusable graphics and hold the client graphics to be reused as required. This is ongoing and continue under the control of the project sales and management team.

10.4 Production Sustainability. It is financially advantageous to ensure that as little material is wasted in any production process, as such the design and production team will liaise and work together to ensure any bespoke built stands can optimise the use of timber materials. Any off-cut materials that can be save are stored for future use.

The production department have adopted the use of the Seta 1000 BRP gravity fed spray guns for use in the spraying booth, this has had the benefit of reducing the time required to undertake spraying projects, reducing the amount of paint product consumed and length of time that the spray booth is operational.

The health and safety department have undertaken COSHH (Control of Substances Hazardous to Health) risk assessments in liaison with the production department, ensuring where possible safer and more environmentally friendly substances can be used, for example priority is given to water-based paints containing no volatile compounds are used for the painting of timber. It is the decorating department that must take action to ensure where possible non-volatile products are used in priority to other products, this will be considered in liaison with the design and project management team.

Future Improvements. By 2028 we intend to reduce general waste production by 20%, this in part will be achieved by the production department separating timber waste, initially class A clean timber waste will be separately recycled, with a view to extending this to class B timber waste at a later point.

When working with clients on exhibition projects lead the way by suggesting and showing the benefits of more sustainable elements. For example, paper bags instead of plastics, promotional products made from recycled or sustainable sources etc.

10.5 Utility Sustainability. The business premises is supplied by mains water, gas and electricity, but in addition a significant amount of electricity is produced by solar panels fitted to the roof.

- Recent upgrades to the solar supply system have now included installation of a battery storage system. This is making significant savings on carbon emissions and will continue to be used and maintained.
- To reduce the consumption of electricity and in addition reduce the number of lamps or tubes created as waste all the light fittings both inside and lighting the yard area are lower consumption LED type. This will continue to be used and maintained.
- Plumbing throughout the premises is maintained in good order with any leaking or dripping being dealt with promptly. All kitchen areas are fitted with on demand hot water boilers to avoid repeated and excessive boiling of overfilled kettles.
- Between heated areas the doorways are covered with plastic strips to help prevent escape of heat and where possible insulated stud walls have been installed to create smaller areas to heat.
- The office areas are heated by a wet radiator system running from a gas fired boiler. Each radiator is fitted with a thermostat to ensure temperature can be controlled within the offices. Office doors remain closed to help maintain temperature and all offices are fitted with double glazed windows.
- Various signage has been placed to remind staff to turn off lighting and appliances before leaving the building.

Future Improvements. By 2028 we have committed to reduce carbon emissions by 20% and to use 15% more renewable energy. It is the responsibility of Graham Sargeant to work in liaison with Martin Neale on finding solutions to achieve this. This will include ensuring that we rely less on mains supplied electricity and make more use of the solar power already available. Currently project to be considered are grey water capture and re-use, improved control of electrical equipment left on stand by, and purchasing equipment with consideration of improved efficiency.

10.6 **Office Sustainability.** Priority throughout the business is for digital storage of information and work being undertaken from digital media and access to company servers.

- An effort is made to keep printing to a minimum, with all e-mails being annotated with a reminder not to print if it can be avoided.
- Paper recycling bins are located in the operations/design studio office landing
- All offices areas have double glazed windows and desks are positioned to maximise the use of natural lighting.
- Reusable mugs, cutlery and plates are provided for use by staff.
- Battery recycling point is provided in the office kitchen area.
- Paper products are supplied from sustainable forestry source in accordance with the company deforestation policy.
- Remote working is undertaken regularly with the use of video meeting soft wear, this will continue to be used.

Future Improvements. Better standby use reduction methods need to be explored, this is the responsibility of Graham Sargeant in liaison with all office staff.

10.7 **Encouraging The Environment.** Part of the rear of the premises is bordered by an area of roadside hedgerow leading to a waste area. Other than the clearing required to maintain a fire exit, this area is designated to be left 'wild' to help encourage its use by some of the local wildlife. This is continued to be left as a 'wild' area.

Future Improvements. There is potential for this area to have nesting boxes, hibernation and bug boxes installed and this will be undertaken during 2025, with Graham Sargeant being responsible for delivery.

10.8 **Vehicle/Travel Sustainability.** The single vehicle owned by the company is kept in road worthy condition and any mechanical issues that may lead to release of harmful substances such as oil or coolant or cause excessive emissions are attended to promptly. The scheduling and use of the vehicle is planned to optimise the vehicles use for the task, carrying as many staff and as much materials as are safe to do so with each trip. Electrical vehicle charging points are available at the yard.

Future Improvements. The company recognise that travel is one of the largest contributing factors towards carbon emissions.

- Going forward the company will endeavour to make better consideration of planning shared trips, and optimising transport loads. This will be the responsibility of the events logistics team to implement and monitor on a job-by-job basis.
- Consideration of a green travel to work incentive to be discussed between Martin Neale and Graham Sargeant during 2025.
- Secure cycle storage to be provided before end of 2025. Graham Sargeant to deliver this.

11.0 Social Sustainability Plan

11.1 The company is committed to empowering people and organisations to fulfil their unique potential. Through the implementation of our social sustainability plans we aim to provide long term benefits to employees, other stakeholders, and individuals in all communities around the world.

11.2 **Employees.** The company respects the value of all its employees and provides good conditions of work, equal opportunities in a safe and comfortable working environment. The company has and implements a diversity and equality policy.

Future Improvements. Offer diversity and inclusivity training to all staff, this is to be rolled out during 2025/26 by Graham Sargeant.

Life/Work Balance. The directors are aware that unsociable working hours, travel requirements and some project timescales may intrude on the balance between work and home life. The project schedule is drawn up to take consideration of these issues and to ensure that all employees have sufficient chance to ensure a comfortable balance between work and home life.

Future Improvements. During 2025 Graham Sargeant is to undertake mental health first aid training and we will be offering a listening ear to all staff members.

Safety and Health. The company implements and enforces a health and safety policy, ensuring the provision of a safe and healthy workplace supporting the needs of all employees and protecting them from harm.

Future Improvements. During 2025 Graham Sargeant is to undertake mental health first aid training and be able to act as a point of contact in the workplace for those who wish to discuss mental health issues.

Supporting Local Companies. Where possible the company will receive quotations and services from local companies and service providers. Not only does this support local companies financially this also has the advantage that there is often less travel and transport required to fulfil these services. This will continue to be implemented, and it is hoped we can build a good network of more local suppliers and service providers.

Supporting Young People. The company has previously taken part in the government 'kickstart' job scheme helping 16 to 24-year-olds gain experience in the workplace. The company continues to employ two younger staff members and encourages all staff members personal growth and training within the company.

Future Improvements. There may be the potential to employ further young person under some kind of vocational training scheme. This matter is to be discussed by Martin Neale and production manager Richard Hunter during 2026.

12.0 Economic Sustainability Plan

- 12.1 The company has made considerable investment into reusable Aluvision modular exhibition stand components and going forward will promote the use of this combined with reusing graphic elements. This will be continued and is the responsibility of the project marketing and business development team.
- 12.2 A business continuity plan for the company is in place. This will enable the company to restore critical elements of its business within the timeframe outlined and try to keep impact to employees, customers, and suppliers to a minimum. This remains in place.
- 12.3 Recent investment has seen the construction of additional mezzanine floor storage area to create further space within the same premises, avoiding the need to obtain an additional industrial unit with its associated utility requirements and travel between the sites. This is now being used and has successfully expanded storage capacity without the requirement of additional off-site storage.

Sustainability Action Plan Authorising Signatures

Signed: 

Date: 28/1/25

Martin Neale – Managing Director

Signed: 

Date: 28/1/25

Graham Sargeant – Health Safety & Sustainability Manager