

# ENVIRONMENTAL POLICY

## POPCORN ENVIRONMENTAL POLICY

### Our mission statement

Here at Popcorn Learning Media Limited, we know only too well how important it is to look after the environment we share with our clients and one another. We're passionate about making sure we play our part in managing our impact on the environment including meeting all legal and regulatory requirements. Reducing our environmental impact and continually improving our environmental performance is at the heart of our business and is woven into the fabric of Popcorn, from how we operate and make decisions, to how we interact with and encourage customers, suppliers, and other stakeholders to do the same.

### The aim of our policy

Popcorn are committed to:

- Meeting, and beating, all relevant regulatory requirements.
- Monitoring and doing our best to improve our environmental performance.
- Considering the environment in all business decisions.
- Ensuring all Popcorners are onboard with our environmental journey through raising awareness and providing training.

### Our policy priorities

Popcorn are particularly focussed on:

#### 1. Paper

- Minimising the use of paper in the office.
- Reducing packaging as much as possible.
- Buying recycled and recyclable paper products.
- Reusing and recycling paper wherever we can.

#### 2. Energy and Water

- Reducing the amount of energy we use as much as we can.
- Switching lights and electrical equipment off when we're not using them.
- Adjusting heating with energy consumption in mind.
- Looking at the energy consumption and efficiency of new products before buying them.



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### 3. **Office Supplies**

- Looking at alternative methods.
- Trying to rent/share equipment before purchasing if we can.
- Looking at the environmental impact of new products before buying/renting them.
- Always favouring more environmentally friendly and efficient products wherever possible.
- Reusing and recycling everything we can.

### 4. **Transportation**

- Reducing our need to travel, only doing so when absolutely necessary and video/phone conferencing is not an option.
- Making it easy and preferable for our employees and partners to use public transport or bicycles.
- Favouring more efficient and less-polluting vehicles and maintaining them rigorously to ensure ongoing efficiency.

### 5. **Maintenance and Cleaning**

- Using the most environmentally friendly cleaning materials we can find.
- Using the most environmentally friendly materials for any maintenance or refurbishment needed.

### 6. **Waste and recycling**

- Reusing as much waste material as possible and recycling those that can't be reused wherever we can.
- Only using appropriate, licensed organisations to dispose of waste which we can't re-use or recycle.

### 7. **Plastic**

- Reducing our consumption of single use plastic in the office and during business travel.
- Opting for refillable and reusable alternatives.
- Reusing and recycling wherever we can.

## **Our Environmental Management System**

We've developed an Environmental Management System (EMS) to make sure we live what we have laid out in our policy and we'll review our performance against the EMS on a regular basis.

We'll update this policy annually as a minimum and in consultation with employees and other stakeholders where necessary.

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