

SOCIAL RESPONSIBILITY POLICY

2020

This policy sets out our commitment to being a responsible employer, and to being a positive presence in our local community. The policy has been initiated and endorsed by the company directors, and each employee is required to read the company CSR policy and reports on joining the company. Each employee is also tested on the company CSR policies at the time of contract review.

Our commitment to Social Responsibility focuses on:

- Our Employees
- Charity Work
- Training
- Trading with Local Business

OUR EMPLOYEES

1. The Company pays a minimum of the London Living Wage (minimum £21,000 p.a. pro rata) to all employees.
2. The Company operates an open recruitment policy. People are recruited regardless of gender, age, ethnic background, sexual orientation or religion.
3. Employees and freelance workers are recruited locally when possible.
4. Each employee will receive a formal staff appraisal on an annual basis.
5. Employees are allowed discretionary flexible working hours.
6. Where possible employees are allowed to work from home one day a week.
7. Employees are compensated with time off in lieu for extra hours worked.
8. Dedicated and occupational training is identified as an ongoing requirement, and training needs are reviewed every six months.
9. All major board decisions are communicated to the employees at the earliest opportunity, including the 1 year and 3 year business plan.

TRADING WITH LOCAL BUSINESSES

The knock-on effect of trading locally helps smaller businesses to succeed, reduces travel and deliveries, and contributes towards employment for local people. This is especially valid in a comparatively deprived area like Lambeth.

- We will always aim to trade with local businesses.
- We will always aim to employ local freelance staff

Kennington-based Moran's Building Merchants supply the Studio with set-building materials and electrical supplies.

Waterloo-based Direct Photographic supply additional studio lighting for hire.

The Company sources most of the Kitchen, Green Room and Studio consumable supplies from the caterers and small retail outlets on Kennington Road.

The Company carries out staff and client entertainment in the local area.

LOCAL VOLUNTEERING AND CHARITY WORK

Activities that help charities include:

Staff Volunteering

We encourages employees to volunteer for local charitable work and community initiatives. The Company donates an hour of staff employed time for every hour that the staff member gives of his / her own time.

Ovalhouse

www.ovalhouse.com

Since January 2016 we have been supporting Ovalhouse with a specific programme of filming events to help the charity relocate to new, vastly improved premises in nearby Brixton. The theatre combines social and artistic ideals aimed at creating a better society, and helps future stars make their first foray into acting careers.

The Orphan Trust

www.orphantrust.co.uk

We will continue to support the Orphan Trust's mission to help fund orphanages for homeless children in Bangladesh. Support comes in the form of providing free filming services and/or financial sponsorship of specific fundraising events.

Tusk

www.tusk.org

Since 2014 we have been creating films (on a *pro bono* basis) for Tusk that celebrate conservation and support fundraising efforts. Tusk's mission is to fund conservation, community development and environmental programmes across Africa.

Charity Discount

We offers an automatic 10% discount for any film work that helps to fundraise, support, or promote any charity in the UK.

TRAINING

Spectrecom recognises that it can be difficult for people to find employment in the media industry. The Company provides a number of practical work experience and training opportunities that are designed to help people of any age or background gain access to the industry.

Work Experience and Internships

Every year, we provide a minimum of 4 x 2 week work placements for young people up to the age of 24. We do our best to ensure that each placement offers varied experience and includes an element of practical production work.

We occasionally offer 3 month internships which are paid at the London Living Wage but which offer an element of formal training and an employment opportunity. Since 2005, the Company has offered 5 internships; each one has resulted in full time employment at the Company.

We sponsor media awards and prizes for outstanding achievement in education. The awards are often given with the offer of a work experience placement for the student concerned.

Apprenticeship Schemes

As an alternative to university, ambitious young people can take their first step into the workplace via a certified apprenticeship scheme, and earn while they learn. As of October 2019 three young people who had completed an apprenticeship with us were employed by us on a full time basis.

In 2017 we began working with two leading careers agencies, White Hat and Accountancy Learning, to offer apprenticeships in the post-production and accounts departments.