



THE PRODUCTION FACTORY

SUSTAINABILITY POLICY

MISSION

At The Production Factory, creativity and conscience go hand in hand. We believe that producing powerful, inclusive content should never come at the expense of the planet. As storytellers, we have a responsibility not only to reflect the world around us but to protect it. Our commitment to sustainability is woven into every stage of our production process—on set, in the office, and across our partnerships. We strive to minimise our environmental impact by integrating thoughtful, responsible practices into our daily operations, ensuring that the stories we tell contribute to a better, greener future. This policy outlines the steps we are taking, the standards we uphold, and the goals we are working toward as we continue to evolve as a conscious and creative production company.

SCOPE

This policy applies to all activities carried out by The Production Factory, both in-office and on set. It outlines our commitment to embedding environmental responsibility into every aspect of our service delivery. As our industry evolves, so too will our practices—this policy will be regularly reviewed and improved to ensure that sustainability remains a living, active part of our operations. Through continuous learning, collaboration, and innovation, we aim to integrate environmental considerations into our everyday decisions and long-term strategies.

WHAT WE ARE ALREADY DOING

The Production Factory has already taken meaningful steps to reduce our environmental impact and operate more sustainably across all areas of our business:

- We comply with all relevant environmental laws, standards, and best practices, and remain committed to staying informed as regulations evolve.
- We have been awarded another Gold Award from [Ecovadis](#) for 2025 after assessment of our company's sustainability policies and ethical standards. Results of which can be shared on request.
- We have joined with carbon accounting platform [Greenly](#) to accurately measure, report, and where necessary offset our company's emissions.
- We prioritise working with suppliers who have established Environmental Policies and sustainability practices in place.
- We follow vetted Sustainability Guidelines on set and offer clients a Green Production Assessment to help embed eco-conscious practices into every project.



- We collaborate with catering companies that use recyclable or reusable plates and cutlery to minimise waste.
- We encourage staff to cycle, walk, or use public transport wherever possible, and only travel by car when necessary.
- We aim to use hybrid and electric vehicles for transport and work with couriers such as [Addison Lee](#) and [Crawfords](#), who monitor their carbon emissions and operate battery or hybrid fleets.
- When arranging travel for cast and crew, public transport is our first choice. Where this isn't feasible, we promote car sharing to reduce emissions.
- We are committed to reducing single-use waste on set by encouraging crew members to bring their own reusable water bottles and flasks. When disposable items are necessary, we ensure they are made from recyclable materials—such as paper cups and canned water.
- To further minimise environmental impact, we purchase shoot consumables in bulk wherever possible, reducing packaging waste and limiting the number of deliveries required. Our environmental policy is clearly stated on all call sheets to reinforce these practices and promote sustainability throughout our productions.
- We actively support daily recycling in partnership with our local council, with clearly marked signage throughout the office and dedicated bins for separating waste to ensure responsible disposal.
- We actively promote a no-printing policy across our operations, particularly on set, to minimise paper waste and encourage digital workflows. All essential information is stored and transferred electronically, ensuring printing is kept to an absolute minimum. In instances where printing is unavoidable, we use recycled paper throughout the office to reduce environmental impact and support sustainable resource use.
- We use the Breathe HR platform and DocuSign to support our sustainability efforts by significantly reducing paper usage across HR and administrative processes. Breathe HR enables digital document storage, e-signatures, and online employee records with remote access, while DocuSign allows us to securely manage contracts and approvals electronically, eliminating the need for printing, scanning, or physical filing. Together, these tools promote a more environmentally responsible, cloud-based approach to operations.
- We responsibly recycle unused IT equipment through our partnership with Shred-it, a trusted provider of secure information destruction and e-waste recycling services. Shred-it ensures that outdated or redundant devices are disposed of in an environmentally sustainable manner, following strict data protection protocols and certified recycling processes. This approach supports our commitment to reducing electronic waste while maintaining high standards of data security and environmental responsibility.
- We commit to reducing the waste generated on and off set. We do this by donating reusable office items (appliances, electronic equipment, furniture) to



charitable organisations. We also endeavour to recycle, re-use, and dispose of any waste responsibly, whether within our offices or on sets.

SINGLE USE PLASTICS POLICY

As a company, we have long recognised that waste plastics present a threat to the environment. The Production Factory has been working towards minimising the use of single-use plastics across all our operations and services for a number of years. We seek to work proactively with our clients and suppliers to find solutions for reducing unnecessary waste plastics across all our services and engage with our staff to encourage them to do so as well.

- On set we encourage all crew members to bring refillable water bottles, eliminating the need for bottled water.
- We provided recyclable canned water as an alternative.
- All our catering suppliers use non-plastic recyclable or reusable plates and cutlery.
- We use compostable coffee pods and recyclable coffee cups.
- Where use of plastics is unavoidable, we aim to source products that use recycled and recyclable plastic and we facilitate recycling of plastic waste on all our sets.
- Within our office environment, we use filtered and tap water over bottled water.
- We encourage staff to reduce plastic packaging waste on food.
- We use refillable hand soap, and our toilet roll & paper suppliers use paper packaging.
- We have full recycling facilities within our offices for any unavoidable single-use plastic.

FUTURE GOALS

As we continue to embed sustainability into every aspect of our operations, The Production Factory remains committed to evolving our practices and raising our environmental standards. Building on the progress we've made—from reducing single-use plastics and promoting digital workflows, to partnering with responsible suppliers and reducing or offsetting emissions where possible—we aim to further strengthen our impact by implementing more robust systems, expanding staff training, and deepening our collaboration with environmentally conscious partners. Our goal is to become a certified B Corp by 2028-29, reflecting our dedication to transparency, accountability, and continuous improvement. We believe that creative



production can—and must—coexist with environmental responsibility, and we are proud to lead by example as we work toward a more sustainable future.

- Develop a more comprehensive and detailed Environmental Policy that reflects our evolving practices and ambitions.
- Continuing our journey with a carbon accounting platform to measure, report, and offset our company's emissions.
- Strengthen engagement with suppliers and partners to ensure alignment with our environmental values and promote shared sustainability standards.
- Roll out a standardised Green Production Kit for all shoots, including reusable and recyclable items, and work toward a complete ban on single-use plastics on set.
- Launch a [Cycle to work scheme](#) to encourage low-impact commuting among staff.
- Transition to even greener courier services, exploring pedal-powered options like Pedal Me to further reduce transport-related emissions.
- Provide [Adgreen](#) 'Sustainable Production' training to operational staff to enhance understanding and implementation of sustainable production practices.
- Expand sustainability training for staff and clients to build awareness, encourage collaboration, and embed environmentally responsible thinking across all areas of our work.

GOVERNANCE

The Production Factory supports a dedicated Staff Sustainability Committee, responsible for monitoring, measuring, and reporting on the environmental commitments outlined in this policy. The committee plays a key role in identifying areas for improvement, tracking progress against our goals, and ensuring that sustainability remains a core focus across all departments and productions.

COMMITMENT FROM LEADERSHIP

The Production Factory leadership team is fully engaged in driving this policy forward, fostering a culture of accountability and environmental awareness from the top down. We recognise that sustainability in production is a continually evolving space—one that requires curiosity, adaptability, and a willingness to learn. As a company, we take pride in discovering new ways to reduce our environmental impact, educating our teams and collaborators, and staying informed about best practices. This commitment ensures that sustainability is not just a policy, but a shared value embedded in everything we do.