

## Molinare Sustainability Policy

The Molinare Group of companies is committed to working sustainably with its staff, suppliers, contractors and clients. We recognise that we have an impact on the environment and the community in all that we do. We want to foster a constructive and proactive approach to make this impact as positive as possible. We also want to create an excellent working environment for our employees and make Molinare a company they are proud to work for.

This document aims to outline our policies and reflect on how we deliver our aims. It is not an exhaustive list as we are constantly developing new ideas and initiatives to support a sustainable business culture.

### Environmental impact

We recognise that we use a significant amount of resources each day to run our business and constantly focus on how we can reduce our demand on these resources and their impact on the environment, while delivering our services effectively.

### Reducing our energy requirement

Molinare is a technology business running 24/7 and therefore uses significant energy capacity daily. Finding ways to reduce our usage is a key target for the business. In order to achieve this we have a multi-discipline approach which affects the whole company

- **Zoning**  
We have introduced zoning throughout our buildings for optimal efficiency, enabling us to shut down rooms when not in use while maintaining 24/7 provision in key operational areas. We aim to increase the space designated as either green or amber areas while reducing the footprint of our red zones over the next five years.
- **Energy Efficiency**  
We consider energy usage as a key criterion in all our buying decisions for technology, air conditioning and building maintenance. Since 2016 we have had a programme to replace / update all the air conditioning systems throughout the buildings with energy efficient and environmentally safe ones. This is 80% complete.
- **Lighting**  
We have undertaken a substantial programme to update all lighting in the buildings to movement sensor/low-energy solutions. This is resulting in a significant saving in terms of electricity but also creating a better working environment for the employees. We have completed 95% of our buildings so far, with the remainder due to be completed by early 2021.
- **Ethical Suppliers**  
We buy our power from companies who source their supplies in part from renewable energy sources delivering a minimum of 38.4% renewable energy for our needs.

## **Managing our water use**

All our supplies are fully metered and we monitor usage according to need. We use lo-flow and reduced-capacity cisterns whenever possible in our toilets. We deliver hot water 'on demand' in areas of high usage.

## **Recycling**

Molinare works hard to reduce all forms of wastage in the business and to ensure we recycle as much as possible. We are a 'zero to landfill' company, recycling all that we can.

- Refuse

General and recycling waste bins are to be found throughout our buildings, with appropriate signage to guide clients and staff. We contract with a refuse collector who recycles all appropriate waste and incinerates the remaining waste to create clean energy.

- Recycling used media effectively

We are often asked to destroy client materials at the end of a project. Through security-cleared, authorised suppliers we ensure that all media is erased appropriately, then recycled for re-use where possible or incinerated for green energy production. We do not use landfill options if at all possible, despite the difficulties in disposing of used film and tape media.

## **Reducing our paper consumption**

We strive to be a paperless office. We challenge any printing requirement for clients and staff. In 2014 we introduced a nominal charge to clients for printing to encourage good practice. When this scheme was first introduced this led to a 50% reduction in paper usage.

Recent initiatives to provide all relevant administration staff with dual screens to reduce the need to print documents for reference, combined with flexible printing options, has reduced our requirements further.

All our HR files are now stored electronically to eliminate the need to have printed copies of all documents. This includes an electronic system for annual leave requests and electronic payslips.

Our purchase order system is an online process that can then be emailed out to suppliers without the need for printing.

Molinare uses recycled paper/materials wherever possible.

## **Controlling our travel and transport policies**

Molinare's offices are all in central London locations and, as such, are well served by a variety of excellent public transport links 24/7. As a policy we encourage staff to use public transport whenever possible.

We also have a secure bike store on site for staff and clients to use when cycling to work. A shower is provided on site for those that cycle or run to work. We offer a cycle to work scheme through the Green Commute Initiative.

We always try to deliver our goods electronically to customers and end users. However occasionally it is necessary to make deliveries by hand. Where possible our staff use public transport. Where couriers and taxis are required we source suppliers who have environmental credentials. Cars are either electric or hybrid, while we use cycle couriers for local deliveries.

## **Developing our staff**

Molinare has an enviable reputation for creative and technical talent, we aim to foster a supportive environment in which we bring on new talent and develop appropriate skills within our workforce, using our senior staff to support the less experienced. We celebrate the success of our award-winning staff.

## **We will not discriminate**

We will always select and promote our staff based on their aptitude and merit, without consideration of their race, religion, sexual orientation, age, disability, gender expression or orientation.

## **Encouraging young talent**

Molinare recruits staff for a long-term industry career. We not only look for skills that will suit the role they may move into immediately but also look beyond to the opportunities that may be available in due course with the right training and development.

We foster an environment of supportive learning throughout the business. Senior staff run regular induction sessions in their given disciplines, we identify talented colleagues for training opportunities and are early adopters of new technologies. All vacancies are advertised internally first before being placed on industry job sites.

All staff have access to colleagues and equipment to develop new skills and we celebrate a high proportion of internal recruitment, particularly from our most junior cohort of colleagues.

Molinare has employed staff each year on approved apprenticeship schemes, with 50% being successful in gaining a full time contract at Molinare. This is in addition to the internal Molinare Academy scheme launching in 2021 being set up to nurture new talent through the business and provide clear career paths for individuals. These schemes have run across

all functions including Picture, Audio and Operations departments, as well as in sales, accounting and buildings management.

### **Delivering a positive working environment**

Molinare promotes a positive workplace for our staff and clients. We have corporate membership of the local gym and swimming pool, to encourage healthy living. Cycling and running to work are encouraged. Staff are provided with fresh fruit each day in addition to the usual refreshments. An onsite bar is provided for staff and clients to share which acts as a focal point for events and gatherings.

Staff support charities and are encouraged to involve their colleagues and clients in coffee mornings, cake bakes, sponsorship and support-in-kind of our services for causes close to them.

### **Our role in our sector and the wider community**

#### **Delivering expertise to foster understanding and talent in post-production skills**

We organise taster sessions and advisory seminars on new technology for our clients, for trade associations, and for charities & educational establishments. We offer work experience placements throughout the year.

We participate actively on the training advisory panels within our industry trade association and our sector skills council. Through this we offer our expertise in shaping the development of opportunities for the next generation of employees, especially identifying how to overcome barriers to entry for certain groups of prospective employees. This may take the form of a one-to-one mentoring scheme or hosting an experiential away-day for a group of delegates.

Our staff are encouraged to support emerging film-makers with a variety of short film programmes that run throughout the year using our equipment and staff to complete these projects.

#### **Actively supporting the wider Film and TV industry**

Molinare provides post production, expertise and in some cases financial support to The BFI London Film Festival, One World Media, The Open City Doc Fest, BritDoc Good Pitch and Sheffield Documentary Festival, UK Screen Alliance, London Screen Academy, to name a few.

Molinare regularly welcomes visiting delegations, hosted by the Government's business development teams, offering tours and expertise to promote the UK post production sector to overseas buyers.

Molinare is an active member of various trade associations and special interest groups, for instance UK Screen Alliance, Film London, RISE, The London Film School, EvCom, and WFTV. We provide locations for meetings, speakers for events and expertise for initiatives. Our senior colleagues work with their peers to help shape and develop industry policy and

standards for emerging technology, for instance in developing 4K workflows and file based delivery processes.

### **Participating positively in our local community**

As we are largely based in W1, we are a member of the Soho community. We see the value in fostering a local community spirit. We source goods from local suppliers where possible. We have engaged with Soho Create, the Soho Society, Carnaby Quarter and Safer West End with time, expertise and resources to support their activities.

### **We will promote fair and transparent transactions with our suppliers and clients alike**

We understand the importance of trust and long term relationships. Molinare will always be open and transparent in our dealings with external parties, be they other companies or freelancers, and we will expect the same standards from them. We will never accept or offer inducements or bribes and have a Bribery Policy that is strictly adhered to.