



UK MUSIC SUSTAINABILITY POLICY

Last Reviewed: 22/04/2023

Next Review: 22/04/2024

MISSION STATEMENT

UK Music recognises that it has a responsibility to the environment beyond legal and regulatory requirements. We are committed to reducing our environmental impact and continually improving our environmental performance as an integral part of our business strategy and operating methods, with regular review points. We will encourage customers, suppliers and other stakeholders to do the same.

RESPONSIBILITY

Hannah McLennan is responsible for ensuring that the environmental policy is implemented. However, all employees have a responsibility in their area to ensure that the aims and objectives of the policy are met.

POLICY AIMS

MONITORING AND IMPROVEMENT

- We will comply with and, where possible, exceed all relevant regulatory requirements.
- We will continually improve and monitor environmental performance.
- We will continually improve and reduce environmental impacts.
- We will incorporate environmental factors into business decisions.
- We will increase employee awareness through training.
- We will review this policy and any related business issues at our management meetings.
- We will engage with Work.Life on the office policies they implement which impact UK Music's environmental performance.

TRANSPORTATION

- We will reduce the need to travel, restricting to necessity trips only.
- We will encourage environmentally friendly travel options where possible, such as choosing train over air travel and public transport over driving.
- We will promote the use of travel alternatives such as e-mail, video, or phone conferencing.
- We will make additional efforts to accommodate the needs of those using public transport or bicycles. This includes promoting our Cycle to Work scheme.

PAPER

- We will minimise the use of paper in the office.
- We will reduce packaging as much as possible, including when ordering goods or reports.
- We will seek to buy recycled and recyclable paper products.
- We will reuse and recycle all paper where possible.

ENERGY AND WATER

- We will seek to reduce the amount of energy used as much as possible.
- We will ensure staff switch off monitors and laptops at the end of the day.
- We will consider the environmental impact of how we save and store documents.
- Heating will be adjusted with energy consumption in mind.
- The energy consumption and efficiency of new products will be taken into account when purchasing.
- Staff will be given advice on how to work from home in an environmentally friendly manner.

OFFICE SUPPLIES

- We will evaluate if renting or sharing is an option before purchasing equipment.
- We will evaluate the environmental impact of any new products we intend to purchase.
- We will favour more environmentally friendly and efficient products wherever possible.
- We will reuse and recycle everything we are able to.
- Cleaning materials used will be as environmentally friendly as possible.

CULTURE

- We will involve staff in the implementation of this policy, for greater commitment and improved performance.
- We will update this policy at least once annually in consultation with staff and other stakeholders where necessary.
- We will provide staff with relevant environmental training.
- We will work with suppliers, contractors and sub-contractors to improve their environmental performance.
- We will use local labour and materials where available to reduce CO2 and help the community.
- We will signpost and assist members with their own internal, environmental policies.

ABOUT WORK.LIFE

UK Music moved into Work.Life, a co-working office space, in August 2022. Work.Life is a certified B Corp. This means the office meets the highest standards of social and environmental performance, transparency and accountability. Amongst other things, this includes:

- 100% of electricity is provided by renewable energy suppliers.
- Recycling programmes are in place in all locations.
- Offices use energy efficient devices and light sensors.
- They follow an environmentally PPP (Preferable Purchasing Policy) when choosing a supplier.

This also means some decisions on energy, water and office supplies are not up to UK Music. We will continue to engage with Work.Life on their policies and keep standards high internally.