



Event Production & Design

Corporate Social Responsibility Policy

Light Motif broadly aims to follow the recommendations of ISO 20121

Impact will be assessed as follows:

Identify

Light Motif will aim to identify across our event management activities what negative environmental, social, and economic impacts events will have. We will identify which of these impacts we have control over and which are outside of our control.

Key Strategic Objectives

Light Motif prides itself on being a socially responsible company, as measured against the following strategic objectives:

- To have an open and inclusive company ethos.
- To work in an environmentally sustainable manner.
- To support the next generation of talent whilst in education, and educational projects.
- To have a responsible and proactive approach to Health and Safety management.
- To have a positive impact on the wider community.

How to best achieve these objectives should be considered when managing any project, either commercial or internal. The examples below are designed to explain some of what Light Motif is currently doing to achieve its CSR Objectives, with the aim of encouraging improved practices and innovation in this area.

To have an open and inclusive company ethos

Light Motif actively promotes having a diverse workforce, with a much higher than average percentage of both full time and freelance staff identifying as being from a protected category. The company is in the process of setting up a diversity committee to ensure that we continue to recruit, manage, and develop staff members in an inclusive way.

The company offers flexi time opportunities to staff to ensure a good work-life balance. Significant adjustments have been made for staff with long term health conditions.

To work in an environmentally sustainable manner.

Whenever sourcing suppliers, Light Motif will also consider their environmental credentials, prior to awarding a contract. Harder wearing materials will be used whenever possible to avoid needless replacements. Vehicle sharing between projects is actively encouraged and is managed by the Operations team. The company operates the Cycle to Work scheme.

To support the next generation of talent whilst in education, and educational projects.

Light Motif only offers paid internships to candidates we feel could benefit from working in our busy environment, as well as supporting requests for Work Experience contrary to standard practice in the industry. Educational projects are often supported with both professional guidance and equipment. Light Motif senior staff support productions at industry relevant degree level courses, including attending Graduate Exhibitions. We also work closely with local drama schools in Southeast London to recruit and develop freelance crew while they are still in education, which provides both career-relevant experience and financial support to the next generation of talent.

To have a responsible and proactive approach to Health and Safety management.

Light Motif's approach to Health and Safety is to ensure that all Health and Safety related administrative work is focused on creating a safe and productive work environment. In essence, we do not work to 'tick a box', instead having an open and detailed approach to improving our companies' working practices, to create a safe environment for staff and the public alike.

To have a positive impact on the wider community

We always look at how our work affects the wider community and look at ways where we can create a positive impact. We use the ex-homeless charity 'Connection Crew' for some of our local crewing needs, which actively helps former homeless people into work. Charities are also often offered large discounts to assist them with the planning of their event. We also assist local community projects, such as the Finborough Theatre (near to our previous warehouse), as well as providing discounted hire to amateur dramatic groups.

Plan

We will consider what economical and practical approaches we can take to our event management activities to limit the negative impacts of. We will outline specific approaches throughout our Standard Operating Procedures and other Company Policies to limit negative impacts in the most significant areas.

Key questions that are considered at this stage are:

- What exactly do we need to put in place to limit the impact of negative consequences?
- Who exactly do we need to be involved?

Allocate

We will allocate appropriate resources to assess, determine and respond to sustainable approaches to our business activities. We will provide role-appropriate training to staff on how to limit the negative environmental, social and economic impacts of our business operations. We will advise clients of event-specific activities that may have significant negative impacts.

Engage

We will seek input on our sustainability methods from relevant stakeholders such as clients, venues, other suppliers and subcontractors, and local communities. We will keep stakeholders informed on how sustainable event management activities have impacted their events, both positively and negatively. Project Managers will consider feedback from stakeholders in respect of sustainability issues as part of our post-event debrief process.

Monitor

We will perform an annual, retrospective review of our event management activities throughout the year to see if we need to modify any standard practices. We will also consider any changes to industry best practices that help to limit the negative impacts of our activities to see if we can implement them into our Company Policies as part of our annual policy review each year.

For events that deviate significantly from our Standard Operating Procedures, the project manager will review the above regarding any ad-hoc adjustments that need to be made and be responsible for ensuring they are implemented.

If it is determined during an ad-hoc review that changes need to be made to our Standard Operating Procedures for future events and business operations, this will be reported to the Technical Manager for consideration with the Managing Director.