



# JustRightSubs Sustainability Policy

## Scope

JustRightSubs accepts that as a company, it is responsible to the environment beyond regulatory obligations. We are committed to limiting our environmental impact as an integral part of our business vision. We will work towards targets and will review our performance annually. We will aim at encouraging customers and suppliers to follow the same approach.

We will make this policy available on the JustRightSubs website in the future ([www.justrightsubs.com](http://www.justrightsubs.com)). For now, it's available upon request.

## Responsibility

Cécile Pasquet, Founder and Managing Director, is responsible for ensuring that this Sustainability policy is implemented. However, all future employees also have a responsibility in their local areas to ensure that the objectives of this policy are met. Our UK headquarters in Leicester are in scope for FY 22/23.

## Policy goals

We attempt to:

- ✓ Conform to and exceed all relevant legal obligations regarding the environment.
- ✓ Constantly improve and monitor our environmental performance.
- ✓ Continually reduce our environmental impact.

### **Soft targets:**

- ✓ Improve my knowledge and my awareness of sustainability through initiatives like *Climate Fresk* and *We are Albert*. (by December 2022)

- ✓ Spread the word about sustainability among my freelancers' community. (October 2022 or as soon as the DPP mark is available for me)
- ✓ Increase future employees' awareness and training. (December 2022)
- ✓ Find out the consumption of energy for my business. (already achieved, but to monitor every year)

### Paper

- ✓ We operate a nearly 100% paper-free working policy. We don't print as we work exclusively with online tools.

### Energy and water

- ✓ Within our home office, we are limiting our energy consumption as much as possible.
- ✓ We will work towards switching to a renewable energy supplier for the UK office in the next 2 years.
- ✓ We are planning to switch to LED lights in the UK office.
- ✓ Lights and computers/laptops will be switched off when not in use.

### Office supplies

- ✓ We are limiting our office supplies to the minimum, as most of the work is done online.
- ✓ We will endeavour to get office supplies with recycled paper in the future.
- ✓ We recycle everything we can according to our local recycling procedures.

### Waste Management

Recycling and waste collection are being managed by the Oadby & Wigston Borough Council, then passed on to the sites managed by Leicestershire County Council.

- ✓ We waste as little as possible and recycle as much as possible.

### Transportation

- ✓ By working remotely in our home office, we are able to limit our usage of vehicles for work.
- ✓ We reduce our need to travel to business trips or client meetings where necessary.
- ✓ We prefer using video conferencing options as opposed to on-site meetings.
- ✓ When we travel, we opt for journeys by public transport.

### Procurement

My procurement policy is included in this Sustainability policy as JustRightSubs is a small organization.

Yes, we will make sustainability part of our procurement policy (JustRightSubs buying subtitling services to its freelancers).

### Awareness

- ✓ We will involve future employees in the implementation of this policy, for greater performance.
- ✓ We will review and update this policy once a year or as future employees are recruited and on-boarded.
- ✓ We plan to provide future employees with sustainability and environmental awareness training.

### Monitoring

- ✓ We will comply with and exceed all relevant regulatory obligations.
- ✓ We will continually improve and monitor our environmental performance.
- ✓ We will constantly reduce our environmental impact.
- ✓ We will increase future employees' awareness through on-boarding and appropriate training.