

## Campus Media Ethical Sourcing Policy

### **1. Introduction**

Campus Media are involved in the purchase of goods and services to support the delivery of our business activities. We aim to be responsible for delivering value to our clients, whilst observing purchasing practices that align with our corporate social responsibility aims and objectives. The purpose of this policy is to set out the Company's duties and responsibilities in upholding CSR policies throughout our supply chain and /or where our business has control or influence. We will disseminate this policy to our clients, suppliers and staff to ensure its effective implementation.

### **2. Integrity**

We will ensure integrity in all our business transactions. We will be open, honest & fair in our communications and our dealings with business partners and other stakeholders affected by our activities and where necessary that of our supply chain. Campus Media Ltd operates strict codes of conduct with regard to acceptance of bribery or gifts made in the course of our business.

### **3. Environmental Impact**

Campus Media Ltd will undertake to take into account, wherever practicable, the environmental performance and impact of goods and services when making purchasing decisions.

- We will seek to reduce waste and will do this through reviewing the amount & type of materials being used & specified and optimise opportunities for the use of recycled or reclaimed materials.
- We will seek to reduce our carbon footprint by sourcing goods / materials with low embodied carbon.
- The use of materials with hazardous content will be minimised wherever technically & commercially feasible.
- We will procure all timber and wood based products from a certified legal and sustainable source.
- We expect our suppliers to manage their own impacts and to work with us to meet our environmental objectives.
- We expect our suppliers to have an environmental policy and to operate in compliance with all applicable laws and regulations.
- We will ensure the specification of environmentally sustainable materials wherever technically & commercially feasible.

Please refer to the Environmental Policy for further details.

### **4. People**

We expect our suppliers and subcontractors to share our commitment to Health and Safety by implementing robust policies and procedures that put the Health and Safety of employees and others who could be affected by their activities at the heart of their operations.

- We are committed to the promotion of ethical working conditions including fair wage, working hours and equal opportunities.
- We will respect the principles of human rights, to treat employees with dignity and respect and to ensure that no child labour is employed.

## 5. Policy Review

Campus Media will make clients aware of the Ethical Sourcing Policy through the following means:

- Explaining at events that we have a policy.
- Making the policy available to all staff and asking them to let clients know we have it.

This policy will be reviewed by Amanda Thomson every year and when there are changes in any relevant legislation.

A handwritten signature in black ink, appearing to read 'A Thomson'.

Amanda Thomson  
Founder & Managing Director  
Campus Media Ltd