

ENVIRONMENTALLY PREFERABLE PURCHASING POLICY

INTRODUCTION

Sleeping Giant Media is committed to reducing our environmental impact and supporting sustainability throughout our operations. Our Environmentally Preferable Purchasing (EPP) Policy aims to guide procurement decisions to prioritise eco-friendly products, minimise waste, and support diverse suppliers. This policy supports our mission to lead by example in social responsibility and environmental stewardship.

IDENTIFICATION

Sleeping Giant Media shall be defined as Sleeping Giant Media Limited, Pocket Giant Limited, Giant Campus Limited, and Percussion Group Limited collectively.

OBJECTIVE

The objective of this policy is to promote the procurement of environmentally and socially responsible products and services. This includes selecting eco-friendly options, supporting suppliers from underrepresented groups, and reducing waste in our daily operations. The policy provides specific guidelines across key categories, such as office supplies, food services, and electronics, to ensure a consistent approach to sustainable purchasing.

OUR COMMITMENT

At Sleeping Giant Media, we are steadfast in our commitment to driving positive environmental and social change through our procurement practices. Guided by the following principles, we aim to ensure our purchasing decisions reflect our values and mission:

- **Value for Money:** Striving to achieve the best balance between cost, quality, and sustainability in all procurement activities.
- **Transparency:** Upholding open and clear processes and decision-making to build trust with stakeholders and suppliers.
- **Fairness:** Providing equal opportunities for all suppliers to compete for our business, fostering an inclusive and diverse supply chain.
- **Compliance:** Adhering to all applicable laws, regulations, and internal policies to maintain ethical and responsible practices.
- **Sustainability:** Prioritising the environmental and social impact of procurement decisions to support long-term positive change.

This policy reflects our dedication to reducing our environmental footprint, supporting diversity and equity, and promoting ethical procurement. Through ongoing collaboration, regular

evaluations, and transparent processes, we will continue to lead by example in fostering a sustainable future while supporting the communities we engage with.

POLICY

Sleeping Giant Media is dedicated to selecting products and services that are sustainable, ethical, and inclusive. This policy covers a range of purchasing decisions, including but not limited to office supplies, food services, cleaning products, electronics, and equipment, while remaining flexible to incorporate other categories as needed. Our standards include:

Environmental Considerations

We recognise the importance of reducing our environmental impact through thoughtful procurement. To this end, we:

- Prioritise products and services that are manufactured using renewable energy and sustainable processes.
- Select products made from recycled or recyclable materials, with a preference for items that can be reused or repurposed to extend their lifecycle.
- Avoid materials and products containing harmful toxins or chemicals, favouring non-toxic and biodegradable alternatives whenever feasible.
- Support suppliers who actively work toward carbon neutrality or demonstrate measurable carbon reduction strategies.
- Strive to purchase locally sourced products and services to minimise the environmental costs of transportation.

Waste Reduction and Reusability

To reduce our contribution to landfill waste, we:

- Focus on acquiring durable, long-lasting products to minimise the need for frequent replacements.
- Actively seek suppliers who offer compostable, recyclable, or reusable packaging to limit single-use materials.
- Review single-use items and replace them with sustainable alternatives, such as bamboo utensils, refillable containers, or bulk packaging options.
- Encourage circular economy practices by opting for refurbished, repaired, or second-hand goods where applicable.
- Introduce compost bins for organic waste generated in the office, further minimising landfill contributions.

Diverse Supplier Partnerships

Sleeping Giant Media values a diverse and inclusive supply chain. In line with this commitment, we:

- Partner with suppliers from underrepresented communities, including businesses owned by women, minorities, and members of marginalised groups.
- Provide opportunities for small and local businesses that align with our sustainability and inclusivity principles.
- Evaluate suppliers' policies and practices to ensure they demonstrate a genuine commitment to diversity, equity, and inclusion.
- Conduct annual reviews of your supplier network to assess progress in increasing representation from underrepresented groups.

Category-Specific Guidelines

We apply the following standards to different categories of procurement:

a. Digital and Office Supplies

- As a digitally-focused business, Sleeping Giant Media has embedded paperless workflows into daily operations, reinforcing our commitment to reducing waste.
- For the rare occasions when paper use is required, we prioritise paper and stationery products made from 100% recycled materials or certified by sustainable forestry initiatives.
- All documents, forms, and procedures are stored digitally on our internal intranet, "The Internal Resource," or in Google Drive, ensuring easy access without the need for printing.
- We implement print management systems that default to double-sided printing and monitor usage to minimise unnecessary waste.
- We collaborate with suppliers who prioritise eco-friendly practices in their production processes, aligning with Sleeping Giant Media's environmentally preferable purchasing principles.
- We use Adobe Sign for managing contracts and agreements, eliminating the need for printed signatures.
- Meeting agendas and materials are shared digitally via Google Workspace, and AI tools are used for note-taking, further reducing paper dependency.
- Opt for refillable and reusable supplies where possible, such as pens, markers, and binders.

b. Food and Catering Services

- Work with suppliers that emphasise locally sourced, organic, and seasonal produce to reduce environmental impact.
- Encourage plant-based and vegetarian options at all company events and premises, reflecting our commitment to environmental sustainability.
- Eliminate single-use plastics by introducing compostable or reusable alternatives for catering supplies.
- We collaborate with catering suppliers to ensure surplus food from events is donated to local charities or food banks whenever feasible.

- Work with catering suppliers where possible, who provide compostable or reusable packaging for delivered food.

c. Cleaning Products

- We are committed to conducting periodic reviews of cleaning product suppliers to ensure ongoing compliance with non-toxic and biodegradable standards.
- Use cleaning products that are certified non-toxic, biodegradable, and free from harmful chemicals.
- Engage with vendors who use environmentally responsible packaging, such as refillable containers or minimal-waste designs.

d. Electronics and Equipment

- Select energy-efficient devices certified by relevant UK and EU standards.
- We prioritise equipment that is modular and repairable to extend its lifespan.
- Donate or recycle obsolete equipment responsibly, adhering to WEEE (Waste Electrical and Electronic Equipment) regulations.
- Prioritise devices with energy-saving certifications and features, such as automatic standby modes or reduced energy consumption in operation.
- Transition to electrically powered devices and vehicles wherever possible, replacing fossil fuel-based equipment at the end of their lifecycle.
- Evaluate energy suppliers based on their commitment to renewable energy usage and transition to suppliers with a low carbon footprint where feasible.
- Evaluate the environmental impact of devices over their entire lifecycle, from production to disposal, to guide procurement decisions.
- We encourage upgrading or repairing existing equipment instead of replacing it, aligning with circular economy principles.

e. Meetings, Events, and Conferences

- We plan events with a sustainability-first mindset, selecting venues with green certifications or proven eco-friendly practices.
- Promote virtual meetings and hybrid events as a default option to reduce travel-related emissions.
- For in-person events, ensure venues are accessible via public transport and provide information on sustainable travel options.
- Replace single-use name tags and signage with reusable or digital alternatives, ensuring a reduction in event waste.
- Replace printed materials with digital alternatives wherever possible to reduce paper consumption.
- Source catering and event supplies from vendors committed to sustainable practices.

Ethical Considerations

We commit to ethical procurement by:

- Vetting suppliers to ensure compliance with labour laws, human rights standards, and anti-corruption principles.
- Avoiding goods and services linked to exploitative practices, such as child labour, forced labour, or unsafe working conditions.
- Ensuring suppliers meet fair trade certifications where applicable.

Continuous Improvement

Sleeping Giant Media is committed to evolving and improving our purchasing practices. Key actions include:

- Regularly evaluating the environmental, social, and economic impact of our procurement decisions.
- We solicit feedback from employees and suppliers to identify areas for improvement.
- Staying updated on advancements in sustainable and ethical procurement practices and adapting our policies accordingly.
- Providing training to raise awareness about the importance of sustainable practices.

SOCIAL AND ENVIRONMENTAL RESPONSIBILITY

Sleeping Giant Media strives to support both environmental sustainability and social equity. We make every effort to work with suppliers who share our commitment to diversity and inclusivity, and we continually assess our impact on the environment and local communities. This policy aligns with our broader mission to minimise our carbon footprint, promote renewable energy, and foster a workplace culture that values responsibility toward our planet and society.

COMPLIANCE AND REVIEW

This policy is non-contractual, and therefore Sleeping Giant Media has the unilateral right to vary the policy. Failure to comply with this policy may result in disciplinary action up to and including termination of employment.

The Environmentally Preferable Purchasing Policy and associated procedures will be reviewed triennially to ensure alignment with the latest environmental standards, market trends, and Sleeping Giant Media's sustainability goals. This review will be conducted by the People Team. We will stay informed about changes in relevant legislation and regulations that may impact our policies and make necessary updates promptly to maintain compliance.

Employees involved in procurement will receive training to understand the importance of sustainable purchasing practices and to ensure compliance with this policy.

The company will conduct regular audits to ensure compliance with this policy.

Date Reviewed: January 2025

Next Review Date: January 2028