



## CJZ Office and Production Sustainability Protocols

### **OFFICE**

#### **Paper Usage:**

- Limit printing where possible – make use of our sharing platforms (server and lumi).
- Print double sided where possible and only print in colour when necessary. Use the small B&W printers as default printers.
- Make use of the waste paper bin next to the printer and the recycling bins in kitchens.
- Purchase recycled paper
- Store files digitally where possible

#### **Waste:**

- We have limited the number of bins in office order to encourage less waste
- Avoid single use plastic and disposables and encourage use of reusable products e.g travel mugs
- Going forward - use up existing single use plastic and only purchase bamboo products
- Make use of e-waste and give any equipment to IT or the front desk.

#### **Energy Usage:**

- Replace all lamp bulbs with LED globes
- Monitor the use of air conditioning and heating – when on location be mindful.
- Make use of energy saving options on appliances such as dishwashers, computers and monitors.

Individuals are responsible for their own computers and lights.

When leaving the building, remember to:

- Turn off computers/monitors
- Turn off desk lights
- Turn off meeting room lights

#### **Office Supplies:**

- Look to purchase green products such as pens that can be refilled or products that have been made from recycled materials.
- Reuse stationary such as binders and folders

#### **Deliveries:**

- Cut back on excess deliveries by letting lists compile before ordering. Try to save delivery boxes and reuse for outgoing deliveries.

# PRODUCTION

## All departments:

Basic measures that should occur across all departments:

- Ensure set is equipped with recycling facilities
- Brief all crew and staff on environmental standards and procedures for the production.
- Include sustainability reminders in call sheets

## Art Department:

- Sell or donate unwanted set materials to local theatres, high schools, other productions etc
- Select environmentally friendly paint and products where possible
- Dispose of hazardous materials in a responsible manner (e.g paint)
- Rent or lease items as an alternative to purchasing

## Camera & Sound:

- Make sure to unplug equipment at end of day and when not in use
- Try to use energy efficient equipment and look into recycling options for expendable items

## Catering:

- Encourage use of reusable cutlery and plates
- Source organic, locally grown food
- Apply fair trade principles when selecting imported food products such as coffee, tea and chocolate.
- Encourage use of personal drink bottles and travel mugs

## Costume:

- Purchase second-hand clothing and accessories where possible
- Support local designers
- Avoid use of garments and accessories made from endangered species
- Repair and alter instead of replacing
- Avoid dry cleaning where possible
- Recycle and reuse wardrobe at the end of the production

## Hair & Make-up:

- Favour cosmetic brands that use less packaging
- Select make-up, hair and personal care brands committed to avoiding animal testing
- Look into organic alternatives
- Limit use of aerosols

## Post Production:

- Make use of energy saving features for equipment and computers
- Distribute projects via digital means as an alternative to couriers and post

## **TRANSPORT**

- Use alternative fuel vehicles (e.g hybrids, electric, ethanol or bio diesel)
- Monitor fuel consumption and plan in advance to avoid unnecessary travel
- Investigate ways of reducing unnecessary travel such as teleconferencing
- Carbon Offset must be added to all flight purchases and if booking through agent please ensure they know to do so.