



Corporate Responsibility and Sustainability Statement

At TV Office Management, we believe that running a small business comes with a quiet responsibility to look after our local community, our environment and the way we work. We know that as a small business owner, your time is best spent on the work that matters, so we keep our approach practical, grounded and straightforward.

This statement sets out our commitment to responsible business practices across our environmental, social and governance activities.

1. Environmental Stewardship

We are mindful of our physical and digital footprint, and we take sensible steps to reduce waste without complicating our day-to-day operations:

- Operating a digital-first workflow to minimise paper use, printing physical documents only when it is strictly necessary.
- Keeping our digital storage clean and efficient by archiving old project files and managing data responsibly.
- Choosing local suppliers, service providers and products whenever possible to support regional supply chains and reduce unnecessary travel.

2. Social Responsibility

People and community are at the heart of what we do. We strive to be a supportive neighbour and a reliable partner to small businesses, local organisations and community groups:

- Supporting local organisations and community initiatives through practical administrative guidance and reliable operational support.
- Fostering fair, transparent and respectful relationships with every client, supplier and partner.
- Maintaining a balanced, sustainable approach to our daily work so we can continue providing calm, dependable support when our clients need it most.

3. Governance

Good governance is simply about doing business honestly, securely and properly:

- Treating client data with absolute respect and maintaining strict adherence to UK data protection and privacy standards.
- Using clear agreements, transparent pricing and dependable communication so expectations are always understood.
- Keeping accurate, well-organised records to ensure accountability and to easily answer any operational questions from clients or partners.

Our Ongoing Commitment

We review these practices regularly to ensure they stay relevant to our work and beneficial to the people we support. If you ever have any questions about how we operate, we are always happy to talk things through.