



DOUBLE EXPOSURE

PHOTOGRAPHIC

Mission Statement

Double Exposure strive to plan, shoot and edit exceptional photography and moving image content that enables their clients to advertise with content they are proud of. With relentless attention to detail, Double Exposure add that extra Oomph to their commissions, helping to show the products and services of the brands they work for in their best light!

Code of Practice

As proud members of the Association of Photographers (AOP), Double Exposure adheres to a trade body Code of Practice outlined below. Full membership of the AOP is a rewarding application and an internationally recognised institution of the industry.

As members, Double Exposure agree that they will:

- Be bound by the AOP's Memorandum and Articles and the Members' Charter (incorporated into this Code), copies of which are available to download from the members' area of the AOP website, <http://www.theaop.org>.
- Act with integrity and honesty and in all business dealings.
- Act ethically and with due diligence and work to gain and maintain the trust of their clients.
- Actively support AOP activities and lend their name, where possible, to campaigning issues.
- Recognise and accept their responsibilities under the Health & Safety At Work Act 1974 and other relevant legislation and conduct their operations in a manner that befits their professional standing and does not bring the AOP into disrepute.
- Consider people equal without prejudice or favour and create and maintain an inclusive workplace that is positive and supportive, that appreciates difference and diversity and builds relationships based on mutual respect, regardless of the seniority of roles.
- Not tolerate bullying and harassment of any sort, recognise that such behaviour may be unlawful and ensure that processes are in place for the reporting and investigation of such and that appropriate action is taken.
- Ensure that as a minimum they have all the relevant/appropriate insurances, (such as Public Liability, Employer's Liability and Professional Indemnity) in place to meet the legal requirements for their business.
- Ensure that the equipment they use is maintained, fit for purpose and serviceable. (In some business circumstances, this may be a legal requirement – see point 5 above).
- Exercise all reasonable skill and care in the undertaking of a piece of work, strive to uphold and further the professional standard of their work and encourage others to do the same.
- Ensure that everyone involved in the process of creating a piece of work is fully aware of the expectations that relate to acceptable behaviour and that all recognise that the manner in which they perform their role is just as important as technical competence or creative ability.
- Treat as confidential any information disclosed to them by their client, in the course of their business.
- Do what is necessary to create a positive working environment with their clients.
- Ensure that all their paperwork is in place and up to date. (This includes permissions/permits, model/property releases, terms of business, usage agreements, estimates/quotations and invoices/statements.)
- Maintain an active interest in their continuing professional development including staying abreast of industry developments.
- Create, maintain and encourage a supportive and nurturing environment for all those that they work with and show generosity in sharing examples of best practice.



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Community Engagement

It's important to Double Exposure to engage in the local community, and they actively engage with Work Experience students annually, offering opportunity to those interested in the arts and media the chance to gain real life experience of a studio environment. They also attend regular networking events, to talk about business integration and collaboration. They help to keep their industrial estate clean and tidy with regular litter picking, and engage in circular emails about the security of their site and its impact on local residents.

Sustainability

As a small business, Double Exposure are able to run efficiently, and keep a close eye on any activities that could be detrimental to the environment.

Their premises has LED lighting, scheduled heating plans to minimise ceiling heat loss, and modern efficient technologies in the studio.

A majority of their team commute locally via bicycle and trips away from the studio are carefully considered for efficiency and fuel consumption.

We have large recycling bin contracts in place to maximise recyclable waste from our activities.

We are working towards carbon neutral certification.

Modern Slavery Statement & Ethical Compliance

Double Exposure are committed to adhering to the Government's Modern Slavery Act, and trading ethically.

This statement covers Double Exposure Photographic, trading from:

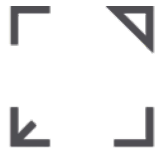
Unit 5, 16 Alder Hills Ind. Est.
Poole, BH12 4AR

We are contactable at: hello@dephotographic.com

The organisation is a registered partnership with two owners. Those Partners are William Paltridge and Mark Scadding. The Partners operate as owners of the business and active photographers and retouchers within its day-to-day activities.

The business operates in the Marketing and Advertising sector, in the UK.

This statement covers our business from 2024 for a period of 5 years.



DOUBLE EXPOSURE PHOTOGRAPHIC

Double Exposure is a registered partnership based in the UK, and completes commercial and advertising photography across product, food & drink and property sectors. It has been trading for 15 years and employs UK residents in its activities. Its purpose is to generate photography and video for businesses based in the UK, and internationally, for the purposes of promotion of services of goods for consumers to buy.

For the purposes of the Modern Slavery Act, and to trade ethically, Double Exposure have identified the following areas as risks that require monitoring and active policies as they continue to trade.

- Compliance with UK employment laws.
- Compliance with UK Health and Safety laws.
- Compliance with Government taxation and records reporting.
- Engaging suppliers in their supply chain who's practices need comply with local laws and aim to meet international standards of employment, and human rights.
- Purchasing goods and services from business (in the UK and internationally) who are supplying legal and traceable products in line with international rules and regulations.

See below for how we actively adhered to the above points:

• **Compliance with UK employment laws.**

To comply with UK employment laws, and to ensure a healthy and productive workplace environment, Double Exposure commit to:

Always paying their employees above the UK Living Wage.

Using professional employment contracts.

Ensuring our employees understand their termination rights.

Ensuring our employees understand the complaints procedure, and how it's followed.

Ensuring our employees understand how to take annual leave.

• **Compliance with UK Health and Safety laws.**

To comply with UK Health & Safety laws, and to ensure a safe workplace workplace environment, Double Exposure commit to:

Conducting regular risk assessments of the studio, equipment and external areas on site.

Conducting job-specific risk assessments when working away from the studio with employees.

Using a Fire Safety company to inspect and report on our studies fire safety risks.



DOUBLE EXPOSURE PHOTOGRAPHIC

- **Compliance with Government taxation and records reporting.**

To comply with HMRC taxation and reporting regulations, Double Exposure commit to:

Using a regulated and professional accountancy business to complete our financial reporting to HMRC, and advise us on the sustainability of our businesses cashflow and profits.

- **Supply chain Modern Slavery risk assessments.**

To comply with the UK's Modern Slavery Act, Double Exposure commit to:

Engaging suppliers in their supply chain to ensure that their practices comply with their local employment and health and safety laws and asking them to provide us with assurances that they comply with international recognised human rights standards. This is achieved with video calls, and submission of evidence in the way of certification or disclosable personal records.

- **Use of international good & services.**

To avoid the risk of buying goods and services from companies who fall short of internally recognised standards on Modern Slavery, Double Exposure commit to:

Ensuring goods and services are bought only from reputable companies around the world by actively seeking out their Anti Slavery Statements, and reading trusted and impartial reviews.