**NHFU GREEN MEMO**

**Company-wide and operations**

* We employ likeminded individuals with a passion for protecting the environment
* We limit filming to Botswana (and principally the Okavango Delta region) and engage only local crew to avoid unnecessary travel
* We hold company-wide and external meetings over Zoom, to avoid unnecessary travel
* All waste, including food, paper, and other materials, are kept to a minimum throughout our operations

**NHFU Office**

* Food waste/scraps are composted
* Non-bio materials are recycled through local initiatives
* Plastic bags are refused, and old ones are reused
* Staff are encouraged to bring their own reusable water bottles to work
* Communal/reusable cutlery, dishes and cups are available for lunch times
* Trips to town are limited as much as possible to reduce fuel consumption
* Lift shares done to and from the office to limit fuel consumption
* All lights, monitors, and laptops are turned off at the end of day or as soon as they are not being used
* Printing and paper consumption is limited by using google drive
* Paper is recycled for printing, note taking, etc.
* Rechargeable batteries are used in preference to disposable batteries
* Rushes are backed up on to LTO to minimise emissions associated with media storage

**Location Camp**

* We are facilitated by an existing tourism enterprise, that provide chalets and catering services for crew when they are not camping from their vehicles
	+ The camp is run irrespective of the presence of the crew by a combination of generator and solar energy
	+ Trucks to and from the base camp are coordinated with the neighbouring camp to limit fuel consumption
	+ Communal and reusable cutlery, dishes and cups are provided
	+ Vegetarian lunches are provided to limit our meat consumption and associated carbon footprint
	+ Water consumption is limited as much as possible and crew are reminded to limit showering-times
	+ Water is sourced from a borehole to avoid plastic waste
	+ Lights and electrical devices are turned off when not in use
	+ Air con/heating devices are unavailable in the camp

**Vehicles:**

* Food waste is composted with camp food waste
* Recyclable waste is brought back to camp for recycling with other camp waste – this is coordinated with fresh deliveries to camp
* Staff are encouraged to bring reusable water bottles with them
* Reusable cooking and eating utensils are provided in filming trucks
* Crew remain out on location for many nights at a time to avoid unnecessary travel to and from camp and reduce fuel consumption
* Additional alternators on the cars power their fridges, power outlets, and to charge camera batteries
* Rechargeable batteries and solar panels are used to power gear where possible
* If generators are unavoidable they are switched off when not in use
* Bulk made frozen meals are taken on location to reduce cooking time and gas usage for both the chef and the crews
* These are packaged in small, reusable containers that are returned to camp after use to reduce food and plastic waste
* Frozen vegetarian meals are available
* Water bottles are filled up in camp with borehole water or on location to avoid plastic waste
* Crew are asked to pick up plastic pollution wherever they see it in the bush
* Footage is logged and organised on location reduce footage download times and storage