

ENVIRONMENTAL SUSTAINABILITY POLICY



Introduction

Our organisation recognises that we have a responsibility to promote environmental sustainability, beyond legal requirements. This policy sets out how we aim to reduce the environmental impact of our activities and integrate sustainability into our core operations, including aims we are working towards in the future.

We are members of the [Green Arts Initiative](#) and [GSEN's](#) Green Team Network, bringing together networks of Third Sector and cultural organisations with a common purpose in trying to reduce their environmental impact.

This policy will be reviewed annually.

Our Action Plan:

Travel

- We encourage our staff, workers and volunteers to use public transport, bicycle or walking for journeys within Glasgow, where time allows.
- For journeys within the UK, train or bus should always be chosen over air travel.
- Use of cars is only permitted if it is the most sustainable or practical option.
- Video conferencing is favoured over in person meetings when a meeting does not take place locally.
- *Future aims: To record & monitor the carbon footprint of our travel, in order to identify where improvements can be made; Switch to an electric-only taxi contract as soon as this is available and lobby our current contract taxi provider.*

Office Equipment & Printing

- We send & store all documents digitally where possible, including contracts, invoices & meeting minutes.
- We only print material when necessary (such as workshop registers), using recycled paper and print double-sided where possible.
- We recycle spent ink cartridges.
- Office equipment is switched off when not in use.
- When replacement office equipment is required, we aim to purchase refurbished or second-hand items in the first instance.
- *Future aims: To use tablets for workshop documents, such as registers, consent forms and evaluation.*

Utilities and Energy Efficiency

- Lighting & electronic equipment is switched off when not in use.
- Signage is placed clearly, to remind anyone using the building to switch off lights, electronic equipment and taps.

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- As part of locking up at the end of the day, the staff member present will check the building to ensure everything is turned off, unless otherwise labelled.
- *Future aims: To record & monitor our energy usage, based on estimates derived from our landlords, Langton Activity Group; Work with our landlords to identify ways to use greener energy providers and invest in smart meters to accurately monitor energy usage.*

Waste

- Waste will be minimised by only ordering what we need.
- All staff are expected to use recycling facilities where available. Langton Halls currently has the facility to dispose of Dry Mixed Recyclables and General Waste
- Where reusable crockery and cutlery is not an option, we aim to use recyclable or biodegradable materials.
- *Future aims: To record and monitor our waste monthly, noting the reasons for any increase in usual waste accumulation; to introduce food waste disposal or a compost facility.*

Procurement & Purchasing

- All suppliers will be asked for a copy of their Environmental Policy.
- We will actively source local, ethical, and sustainable products across all areas of our work including services, materials, and catering.
- *Future aims: To offer only meat free or plant-based catering at our events.*

Workshops & Community Events

- We will plan and deliver our community workshops with our environmental responsibilities at the forefront, including participants in our decision making.
- An environmentally conscious plan will be implemented for any materials or artwork created as part of a project.

Publicity

- We prioritise digital promotion, using social media and e-newsletters.
- When printing is necessary, we aim to engage a local, carbon neutral printer.
- *Future aims: To include a recycling encouragement on our printed materials; To minimise the length of printed publications but using QR codes with links to further information.*

Communication

We foster a culture within the organisation which considers our impact on the environment, by:

- Making this policy available on our website with shorter summaries aimed at particular audiences (such as hires, partner organisations or creative, and volunteers).
- Emphasising this policy in the induction of staff, volunteers, board members, interns and students of placement.
- Programming work which highlights environmental issues to educate and empower people to play a role in reducing carbon emissions and their impact on the environment.
- *Future aims: To highlight our membership of the Green Arts Initiative & Green Team Network by including the logo on the website, in publicity, and around the building.*

Festivals & Performance Events

- Our biennial festival and performance events are planned with environmental sustainability at the core, incorporating all the above policies and, additionally, we will:
 - Work with venues to ensure our policy aims can be met, as well as adhering to theirs.
 - Work with technicians to ensure as many end-of-festival materials as possible are re-used or passed on.
 - Provide guidelines for participating artists on our environmental policy, encourage use of sustainable materials and practices where possible and include this policy and advice in contracts with artists and freelance workers.
 - Operate a slow touring policy when engaging performers from outwith the local area. We will engage performers and other professionals for multiple activities (providing talks, workshops) in addition to performance.