



## **Environmental Policy**

Scottish Ensemble (SE) is committed to becoming a sustainable organisation and reducing the environmental impact of its operations. As a leading cultural organisation, we believe we have a responsibility to work towards and contribute to a more sustainable Scotland and Scottish cultural sector.

This Environmental Policy sets out guiding principles and practical steps to becoming a more environmentally sustainable organisation and is complemented by an Environment Action Plan. These are dynamic documents which are regularly updated to reflect SE's progress on its Green journey. The environmental policy is ratified by the Scottish Ensemble Board, demonstrating a company-wide commitment to green issues and ensuring that environmental good practice is embedded within all our operational systems.

As cultural tenants of the Centre for Contemporary Arts (CCA), SE does not have responsibility for the building's overall energy consumption such as electricity, water, waste etc. however, having recently undertaken an energy audit, the CCA has a strong environmental policy in place. SE is committed to working with the CCA in implementing and promoting these green policies and ensuring that they are adhered to by its staff.

SE has identified the following areas where action can be taken to significantly minimise the environmental impact of our operations:

### **Staff and Management:**

- All SE staff are responsible for adhering to the company's environmental policy. In addition, one member of staff is a designated Green Arts Champion with specific responsibilities for implementing and the ongoing monitoring of this policy.
- The Green Arts Champion is the first point of contact for all matters pertaining to the environment policy and is empowered to highlight any environmental implications when planning for new projects and operations.
- The company's environmental policy will be made available to all new members of staff.
- SE will review the environmental impact of our activities on an ongoing basis, to ensure the continued development and effectiveness of the environmental policy.
- The environmental policy will be reviewed annually, in December, by the Board.

## **Office Space, Procurement & Recycling**

SE recognises that following simple green policies can make a vast difference to the environmental efficacy of the office.

- All electronic equipment and lights should be switched off at the end of the day.
- The last member of staff to leave the office should ensure all computers are shut down and printers/photocopier are switched off.
- Documents should only be printed when strictly necessary.
- Double-sided printing and multiple pages per sheet are to be used whenever possible to minimise paper and ink usage.
- When procuring goods and services, sustainability should be taken into account alongside cost effectiveness.
- It is expected that all members of staff make full use of internal recycling facilities.
- The Green Arts Champion will monitor the level of paper and cardboard waste on a weekly basis in order to evaluate how much waste is being generated and how this can be minimised.
- Recycled paper is to be used wherever possible.

## **Marketing, Print & Communication**

Marketing material, promotional print and concert programmes represent a significant proportion of our paper production. SE recognises that although a necessary component of our work we can take the following actions to mitigate the environmental impact of our communications:

- Use alternative platforms of communication, where appropriate, to engage with audiences, supporters and stakeholders such as email, website and social media to reduce paper usage.
- Actively promote environmental issues to a wider audience by communicating our Green Arts credentials by displaying recycling requests at the foot of all emails. In future this may extend to website & printed material.
- SE operates a one programme between two policy at concerts.
- The Green Arts Champion will record quantities ordered for all large scale print runs as well as quantities subsequently recycled. This information will be used to more accurately calculate quantities needed for future print runs and thus limit paper waste.
- The Green Arts Champion will work closely with the Marketing & Communications Manager to implement practical yet effective green communication policies.

## **Travel**

In order to reach the widest audience, travel is essential to SE's activities. We recognise that travel is emissions intensive, however, and that it forms a significant proportion of our carbon footprint. SE has therefore identified travel as a key area for carbon reduction going forward. SE will aim to reduce its carbon footprint by adhering to the following principles:

- SE promotes the use of sustainable travel to all staff and musicians.
- When booking travel, consideration will be given to both cost effectiveness as well as environmental impact.
- Where possible public transport, walking or cycling is preferable to taxi use for short journeys. For longer journeys train travel is considered before booking flights.
- We aim to minimize unnecessary travel in our tour booking.
- The Green Arts Champion will record and monitor all work related travel in order to calculate the footprint of our travel-related emissions.

## **Monitoring**

SE recognises that knowledge is power and from 2015 priority will be given to fully implementing the environmental policies outlined above, as well as recording and monitoring our carbon footprint. This way SE will be able to continue to improve its environmental policies:

- SE will produce an annual report on the environment impact and carbon footprint of our organisation
- SE will produce ongoing carbon footprint reduction targets.