

Environmental Action Plan 2023

Date Policy Approved:	May 2023
Date Policy to be Reviewed:	May 2024
Last updated by	Date updated
Andrea Perrett	May 2023
Originally created by	Date created
Cinzia Hardy	May 2013

Target	Actions	Who By	When
<u>Governance</u>			
Carry out an annual impact audit of office operations	Complete a carbon assessment of the work environment.	Business & Operations Director	By end Jul 23
	Collect usage data for electricity, water and travel on an ongoing basis.		Ongoing
	Use Creative IG tool available on Julie’s Bicycle website to complete the annual environmental data audit and report.		April
	Produce an annual Environmental Report.		May
	Update Environmental Action Plan based on learning from annual report.		May
	Include environmental sustainability in core business strategies.		At next update
Recognise environmental responsibilities in job roles:		When JD is next reviewed.	
<ul style="list-style-type: none"> • Staff members 			

Target	Actions	Who By	When
Minimise our use of single use plastic containers	Staff encouraged to use re-useable containers/drinks bottles. Avoid using plastic containers for company events where possible.	Staff, freelancers	Ongoing
Manage print runs to avoid over-stocking	Identify/quantify potential recipients of each publication to minimise print runs and waste.	Marketing and AD Manager	Ongoing
Minimise waste from events	Ensure that printed materials (posters, flyers, programmes) are fully recyclable, where it is cost effective to do so. Discuss possibility of serving food/drink in recyclable and/or reusable containers.	Marketing and AD Manager Event production manager	Ongoing
<u>Toxicity</u>			
Minimise the use of toxic/non bio-degradable materials.	Where there is a choice, only purchase non-toxic or biodegradable materials.	Staff	Ongoing
<u>Travel</u>			
Evaluate organisational benefits of all business travel.	Consider merits of attendance at each event against impact. Where trips are necessary, maximise value by arranging complementary meetings.	Staff, board members	Ongoing
Reduce emissions from travel to/from events and performances.	Encourage car-sharing among the team and cast where it is practicable. Work with venues to encourage efficient modes of transport for audiences. Communicate public transport options/cycle routes for performance spaces.	All staff and freelancers Producers Marketing and AD Manager	Ongoing
Use least harmful modes of transport available	Only take internal UK flights where no viable option is available, and attendance is considered essential. Use public transport in preference to private transport.	Staff, board members, freelancers	Ongoing

Target	Actions	Who By	When
	<p>Only take taxis if necessary, walking or using public transport wherever possible. Where taxis must be used, use those that emit low emissions.</p> <p>Use videoconferencing to minimise theirs and others travel to meeting.</p>		
<u>Procurement</u>			
Include environmental credentials in our procurement process.	When procuring products or services, establish whether the provider has an Environmental Policy and reflect this in the Procurement section of the Finance Policy.	AD/CEO, B&D Director	Ongoing
Include environmental requirements in contracts for products and services:	When contracting for products or services, establish what environmental criteria need to be part to the tender. Ensure the environmental criteria are documented in the contract.	All staff, but mainly AD/CEO and B&O Director	Ongoing
Publications printed using paper from recycled sources	<p>Purchase paper from sustainable sources.</p> <p>Use printing companies that display the FSC mark and print using a sustainable paper source.</p>	B&O Director Marketing and AD Manager	Ongoing
Complete a venue checklist to remind us to discuss issues related to environment with venues when we book.	Assess the environmental credentials of each venue used, including rehearsal venues.	Production Managers	Prior to using venue
<u>Communication</u>			
Communicate environmental activity to our stakeholders.	<p>Upload the latest Environment Report and Policy to the website.</p> <p>Add links on the website to other sources of information that we have found useful.</p> <p>Expand our social media reporting on our environmental activity.</p>	B&O Director	<p>End May 22</p> <p>Ongoing</p> <p>Ongoing</p>
<u>Digital</u>			

Target	Actions	Who By	When
Online procurement	Establish whether our web hosting and cloud services are powered renewably.	B&O Director	End Jun 23
Think circular	Have broken digital devices fixed before renewing, avoid buying new devices, consider buying recycled devices. Find out if the company we are buying from has a 'circular economy strategy' for example they are built with a modular design so component parts can be easily replaced.	Mainly B&O Director All staff, but mainly AD/CEO and B&O Director	Ongoing Ongoing
	Find out if the company we are buying from uses 'conflict minerals' minerals from countries that prioritise extracting minerals over human rights.	All staff, but mainly AD/CEO and B&O Director	Ongoing
Be energy efficient in our use of digital devices.	Connect on Wi-Fi rather than using roaming as 4G consumes four times as much electricity as Wi-Fi.	All staff	Ongoing
Develop an understanding, of digital sustainability, plan the approach and measure the impact.	Develop an understanding of the issues by reading and speaking to suppliers. Map where the digital impacts are occurring. Undertake the mapping prior to purchasing digital equipment and services.	All staff, but mainly AD/CEO and B&O Director B&O Director	Ongoing On purchase of equipment and annually
Advocate for Change	Use digital art to engage audiences in environmental and sustainability issues what they are doing to address impacts. Speak to technical and digital providers for their environmental and energy reports.	AD/Participation Producer AD/Participation Producer	As opportunities arise Prior to using providers
Do a digital 'Spring Clean'	Tackle 'digital waste' review what is being stored digitally and where, the more stored digitally the more energy needed to store it.	Staff	At year end

Target	Actions	Who By	When
	Use a green search engine such as Ecosia (which turns searches into tree planting) or Ocean Hero (which turns searches into ocean-bound plastic bottle recovery).	Staff	Ongoing