

## Environmental Policy 2023

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<b>Originally created by</b>	<b>Date created</b>
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### Aim of Policy

November Club is committed to minimising the impact of our activities on the environment, because we believe that climate change and human activity have a detrimental effect upon the environment and upon the prospects for sustainable living for future generations.

November Club is committed to taking responsibility for reducing our environmental impact year on year and encouraging those with whom we work to do the same. In doing this, we also hope to bring significant benefits to the operation of November Club, including:

- Conserving raw materials and energy
- Improving the efficiency of processes
- Legal compliance
- Improving cost control

November Club aims to:

- Develop our understanding of environmental sustainability and what we can practically do to improve our carbon footprint;
- Embed environmental sustainability into our governance processes;
- Measure our environmental performance;
- Use the knowledge and data we gather to develop a plan that we action and which reduces our environmental impact;
- Make continual improvements to build towards becoming an environmentally sustainable company;
- Comply with legislation related to environment management and performance;
- Communicate our progress and influence others to take responsibility for their environmental sustainability;
- Support our board and staff team to develop their knowledge and understanding of environmental sustainability.

## Scope

This policy applies to all individuals who work for November Club on a paid or voluntary basis, including our trustees.

Our ability to improve our environmental sustainability depends on our knowledge of our impact, and the resources, both financial and human, that we have to reduce our environmental impact and increase our sustainability. It also depends on our capacity to change and influence decisions not always within our immediate control (such as in rented space, shared utilities and venues in which we present our work).

## Policy Statements

November Club will continuously work to build an understanding of environmental sustainability amongst our trustees, workforce and volunteers.

We will annually measure our environmental performance against the following criteria:

- **Procurement** Assessing whether our procurement decisions take environmental sustainability into account.
- **Communication** Assessing whether we effectively communicate our environmental strategies and plan to key internal and external stakeholders.
- **Energy** Minimising energy use and favouring, where possible, renewable energy.
- **Water** Minimising water consumption.
- **Waste** Reducing and recycling waste: paper, glass, plastic, cartridges, sanitary consumables and responsible disposal of all products.
- **Travel** Use fuel efficient means of transport and use car-sharing and video conferencing, where feasible, to minimise the need for travel.
- **Toxicity** Purchasing products that are least toxic and biodegradable where possible.
- **Digital** Assessing whether our use of digital technology is environmentally sustainable

November Club will annually report on progress against the above criteria.

November Club will use the information from the annual report to set targets for future periods which will be communicated through our Environmental Action Plan alongside delivery dates and a named person responsible for delivering the targets.

We will involve our staff, trustees, freelancers, volunteers, suppliers and audiences in action to reduce our environmental impact; by making it known that we expect a high level of environmental responsibility and giving examples of how they can help.

When working at other venues, we will adhere to their environmental policies. We will encourage venues to adopt any of our practices which we feel may improve their environmental impact; and adapt our policies to theirs, where we can learn from them.

We will share our data, plans and outcomes with partners, stakeholders and the public through our website, social media and by participating in climate-related networks.

## **Measurement & Reporting**

November Club subscribes to Creative Green Tools website run by Julie's Bicycle. We will collect and upload key environmental data to the toolkit throughout the year. We will also collect additional data relevant to targets on our Environmental Action Plan and hold this data internally.

Annually in April/May, this data will be analysed and a report produced summarising the environmental impact of November Club against a range of performance criteria.

Based on the results of this report, the Environmental Policy and Environmental Action Plan will be updated and new targets set for the following year.

The Environmental Report, Policy and Action Plan will be provided to the November Club board and staff and will be publicised on our website.

Our Environmental Policy and Environmental Action Plan will be shared through Creative Green tools.

## **Responsibilities**

The Board of Trustees is responsible for taking ownership of November Club's environment sustainability and ensuring that sustainability is embedded in our governance processes. It is responsible for reviewing the Environmental Report, the Environmental Policy and agreeing the Environmental Action Plan.

The Board has a nominated trustee to act as Environmental Champion to provide support to other board members and to the staff team to help the company realise our environmental aims.

The Business and Operational Director is responsible for collecting and uploading the environmental data, for producing the Environmental Report, for drafting the Environmental Policy and Environmental Action Plan.

All November Club line managers are responsible for ensuring that their team members and freelancers are aware of and understand the Environmental Policy and Environmental Action plan.

The Board of Trustees, November Club staff and freelancers are responsible for engaging in understanding environmental sustainability, in keeping up to date with the Policy and Plan and for implementing any recommendations.