



Environment and Sustainability Policy

Document Control

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Environment and Sustainability Policy

1. Policy Statement

We believe that where there are challenges in communities, whether social, environmental, or economic, the arts have the intrinsic power to provoke and facilitate change.

We recognise that our work and organisation have an impact on the environment and a duty to actively promote environmental sustainability that supports a cleaner world for all. We will work hard to ensure that our work minimises any potential for negative impact on the environment and push ourselves further to develop environmentally sustainable projects and themes in our work.

We endeavour to become a carbon net-zero organisation by 2030 by reducing our carbon footprint by 90% from 2023 levels and off-setting any residual carbon created by our work.

To achieve this, we will be focusing on these key areas:

Place:

We are committed to working in spaces that limit the amount of waste and energy we produce, which includes avoiding the use of offices and venue premises with large carbon footprints. We will continue to monitor our working requirements and impact and action change to ensure a more sustainable future. Throughout the next 7 years we will set annual achievable targets that will allow us to become an organisation who takes pride in protecting the places we work.

People:

We will equip our staff with the knowledge and resources they need to empower a more sustainable way of working. We will challenge our peers and partners to join us in ensuring the work we create is environmentally sound. The staff will work with the Environmental Champion of the board to create a plan which will allow Bedford Creative Arts to create a more sustainable future for those who work for and with the organisation. We will assess the way we engage with our partners and audiences to reduce travel where possible.

Projects:

We aim to embed solutions into each project to ensure they are not damaging the environment, limit the waste produced, and have the smallest possible carbon footprint. Each project team will look to use local and, where possible, environmentally friendly suppliers to create the work required. Bedford Creative Arts will challenge those who work with us to look at the resources they are using and change if required.

2 Policy Guidance

This Policy is to be read in conjunction with the company's Environmental Action Plan that is reviewed with refreshed targets and actions annually.

It is the intention of Bedford Creative Arts Trustees that the following principles, approach, aims, and objectives are observed:

- The Company and Projects Manager will hold responsibility for implementation of Environmental and Sustainability issues at Bedford Creative Arts.
- A annual Environmental Action Plan will be developed and reviewed quarterly, setting out our proposed goals and actions towards our overall net-zero goal for 2030.
- We will assess sustainability and environmental factors within all relevant business decisions and project planning, including considering environmental impact and the opportunities for championing positive environmental messages at the project initiation stage of all our projects (known internally as The Equaliser).
- We will use local, ethical, and sustainable resources where possible and practicable, maintaining a list of approved suppliers
- We will take all efforts to minimise and sustainably manage waste produced by our work. This includes minimising use of non-recyclable materials and single-use plastics. We will build in provision for recycling all relevant materials used in our work and ensure we take full responsibility for careful waste disposal.
- We will keep our storage footprint at a minimum level by aiming to borrow and hire equipment that we do not own wherever possible. We will retain a store for materials used often that avoids the need for re-purchasing materials with frequent use, and support the use of our resources by partners that share our values.
- We will require all our suppliers, artists and partners to work to the same environmental principles as contained in this Policy.
- We will monitor our carbon footprint where practicable and analyse results so that the findings can inform changes to future working practises. This includes considering the impact of audience travel to our events and ways to encourage sustainable travel. We will aim to keep our carbon footprint to a minimum by avoiding excessive energy consumption, limiting waste, and applying carbon-offsetting tactics where considerable energy consumption is unavoidable.
- We will equip our staff with the knowledge and resources to minimise their carbon footprint and waste. This includes providing re-usable drinking receptacles and portable devices for their work and facilitating home-working and virtual meetings to avoid travel where unnecessary.
- We will endorse the use of public transport and consider the environmental impact of business travel when planning work, such as limiting the number of high-carbon business trips, prioritising use of public transport and encourage shared journeys by car. We will continue to explore ways to encourage staff to move to electric vehicles as their resources allow.
- We will champion a “digital first” approach to document storage, print and publicity. We will use cloud-based computer systems to manage our work and avoid holding any hard copy records unless strictly required. Staff are provided with limited printing access (only via the Company & Projects Manager) and are provided with portable devices and multiple computer screens if necessary to work without the need to print. We will issue surveys electronically wherever possible. Where external printing is justified, we will aim to use printers with strong environmental credentials. We will prioritise digital forms of marketing

to minimise the need to print and use digital devices for the collation of evaluation records and feedback where practicable.

- We will monitor the carbon footprint of our digital website, archives and files, reducing files to limit server requirements and regularly deleting unnecessary data to reduce CO2 equivalent from using digital tools.
- We will ensure that all catering provided at events is vegetarian or vegan to limit CO2 equivalent and minimise waste by enabling partners and staff to use any leftover food from events.
- We will encourage staff to share ideas for the development of our approach to environmental sustainability and actively welcome ideas shared by the team. We will hold full team meetings that consider our policies and plans and actively brainstorm ways to continue to develop our practise.
- We will actively participate in local green networks including local authority led groups, business networks and peer networks to ensure we continually monitor and adopt best practise.

3. Responsibilities

The Board of Trustees are responsible for ensuring Bedford Creative Arts have a legally compliant *Environmental and Sustainability Policy* in place and that it is reviewed regularly.

The Board's Environment Champion has delegated responsibility for supporting the executive staff in devising and implementing this policy and championing issues relating to environmental protection and sustainability at Board level.

The Director has responsibility for ensuring the maintenance, regular review and updating of this policy and for ensuring that any necessary procedures and guidance supporting the application of this policy are in place, available to all staff and regularly reviewed.

All Employees are responsible for ensuring their activities are conducted in a way that is as sympathetic to the natural and local environment as practicable.

4. Review

This policy and procedure will be reviewed *three years* after the date shown on the front page or when necessary following changes in legislation or another relevant event.

5. Other Relevant Policies

- Environmental Action Plan
- Code of Conduct
- Health and Wellbeing policy
- Health and Safety Policy
- Digital Policy
- Artist & Contractors Handbook