



## Environmental Policy

### 1. Introduction

Impact Arts is committed to reducing the effects of our operations on the environment and to influencing through our work the importance of safeguarding our environment and tackling climate change. We seek to increase awareness of the Climate Crisis amongst our staff team and our participants while minimising our own environmental impacts across all areas of our work – from delivery of our projects, to our operations, buildings, travel and waste management.

**Impact Arts** is committed to achieving Net Zero emissions by 2045. This commitment will be supported by working towards Bronze accreditation with Investors in the Environment and reducing resource use across high impact areas.

Impact Arts has a Green Team, formed of employees in various roles across the organization, who meet once a month. They focus on 8 key sustainability themed areas, including waste management and training opportunities. Additionally, delivery teams are encouraged to work collaboratively to run projects as sustainably as possible, with one person per programme adopting the role of Sustainability Champion in order to monitor their efforts.] The Board consider our environmental impact at each board meeting. The staff team consider our environmental impact at each monthly team meeting.

Our work complies with all applicable environmental legislation and requirements.

This policy represents the aspiration of all our employees to carry out our business in a way which minimises the impact on the environment, our commitment to supporting staff to understand environmental issues and ensuring all can support our efforts to reduce our environmental impact.

### 2. Responsibilities

Everyone involved with Impact Arts has a responsibility to minimise the environmental impact of our work.

#### Board of Directors

- Impact Arts Board of Directors has responsibility for signing off on key policies
- Are expected to be role models in adoption of this Environmental policy

#### Management Roles

- Act as role models in demonstrating the importance of adoption of this Environmental Policy
- Raise awareness of the environmental issues of procurement with staff, artists, clients and participants through education and information provision
- Ensure that Impact Arts' Environmental policy and relevant Guidelines is available to all new members of staff and involve them in achieving our environmental goals
- Support the continuous improvement of the processes and materials used within the organisation and actively encourage all members of staff to suggest ways in which we can improve our practices
- Challenge any behaviours which are contrary to the ethos of this Policy
- Provide environmental training opportunities for staff
- Evaluate Impact Arts' environmental impact by calculating our carbon footprint on an annual basis

#### All Employees & Volunteers

- Uphold Impact Arts environmental aims at all times



- Put environmental impact at the heart of project planning and delivery by exploring the application of Impact Arts Green Guide, made specifically for delivery teams
- Support data collection including a materials inventory from project delivery which will help evaluate environmental impact

### 3. Environmental Actions

In upholding this Environmental Policy we are committed to the following Environmental Actions:

#### Awareness Raising

- Actively engage with staff and participants to encourage environmental awareness
- Educate, train and motivate staff to work in an environmentally responsible manner and to play a full part in developing new environmental ideas and initiatives

#### Energy Use

- Closely monitor our consumption of fuel and energy and take care that it is not wasted through inefficiency or casualness
- Replace lighting to energy-saving alternatives
- Monitor energy use to reduce the carbon footprint of Impact Arts' properties
- Reduce the consumption of water and energy throughout our buildings by installing new boilers
- Promote the 'Switch it off' campaign throughout Impact Arts' buildings
- Explore improvements in sustainability of our utility providers

#### Suppliers & Products

- Operate a paper free office wherever possible
- Ensure all printed documents use recycled paper
- Adhere to double sided printing and reuse of paper
- Phase out our use of specific substances such as ozone depleting chemicals
- Use second hand and recycled items wherever possible in office fit out and supplies
- Use environmentally friendly cleaning products
- Serve vegetarian/vegan catering wherever possible

#### Reduce, Reuse, Recycle, Recover

We will adopt the Waste Hierarchy principles in our daily operations:

- **Reduce** unnecessary use of resources in the first place
- **Reuse** items or allow someone else to reuse them
- **Recycle** resources into new items
- **Recover** some value from resources through other means
- **Dispose** of resources, often to landfill, as the very the last resort

To achieve this we will:

- Minimise waste, work towards maximum energy efficiency, re-use and recycle resources
- Minimise our material consumption while acknowledging that the nature of our work requires the use of materials. Where the purchase of materials is required:
  - Locally sourced and recycled/ refurbished materials will be considered in the first instance and a balance must be found between price, quality, ethics and sustainability
  - Where possible, materials will be sourced from suppliers who operate in an environmentally friendly manner
  - Orders will be grouped into as few deliveries as possible
  - Any left over materials will be reused
  - Artworks created by projects will be given to participants for display or materials recycled where possible



- Ensure that products derived from natural sources, such as wood, are produced in a sustainable manner and comply with all national and international legislative requirements
- Ensure that new equipment purchases are as energy efficient as possible

### **Recycling**

- Reuse or recycle all of our incoming packaging materials (cardboard, polystyrene/cereal based beads, shredded paper, air bags, etc)
- Provide recycling bins or sacks in every premises for paper, card, cans, plastic and glass
- Restrict use of single use items

### **Travel & Transport**

- Encourage staff and participants to use active travel and public transport
- Promote our cycle to work scheme to employees, encouraging sign up twice a year
- Aim to provide safe cycle storage at work offices
- Closely monitor fuel consumption of our vehicles and ensure they are well maintained in order to extend their working lives thus minimising the need for disposal
- Support the increased use of video-conferencing and encouraging staff to minimise travel for meetings where appropriate
- Avoid domestic air travel when attending conferences/ meetings
- Restrict use of taxis and cars to circumstances where there is no safe or viable alternative
- Monitor and evaluate staff travel while working for Impact Arts and seek ways to minimise

### **Partnerships & Networks**

We are members of Creative Carbon Scotland's Green Arts Initiative; we undertook Glasgow Chamber's Step Up to Net Zero programme and SUNZ Resources Project: Next Steps in 2024. The outcomes of these discussions will create a toolkit to assist SMEs on their journey towards Net Zero. Launch dates are set for February 2025, with resource added to Circular Glasgow website.

Through these networks we are developing partnerships across the sector which will help us with knowledge exchange and shared resources.

### **Publicity**

- Reduce all printed material produced by Impact Arts and invest in digital and online methods for audience communication
- Actively encourage people to opt into email, e-newsletter and social media communication to minimise need for paper mail outs
- Actively encourage people to visit our website for information rather than relying on printed material
- Where we do produce printed materials:
  - produce them on paper stock that is at least 50% recycled
  - Ensure waste toner is recycled
  - use local printers and print all publicity on sustainable paper

## **4. Monitoring & Evaluation**

To measure Impact Arts' environmental impact, we record a number of indicators which are reported to the Board on a quarterly basis so that we can track our progress towards minimising our environmental impact.



The following indicators are measured:

| Indicator                | Measure                                   |
|--------------------------|-------------------------------------------|
| Energy Consumption       | Meter readings/ bills                     |
| Water Consumption        | Meter readings/ bills                     |
| Staff travel during work | Travel expense records & surveys          |
| Staff travel to work     | Staff Questionnaires & surveys            |
| Recycling                | Record of Refuse Collections              |
| Printing                 | Record of printouts/ printer paper orders |
| Refuse/ landfill         | Record of Refuse Collections/ Skip hire   |

## 5. Carbon Footprint

As part of a drive to reduce our carbon footprint, we embarked on a full programme of Carbon monitoring in 2023 which has allowed us to create a very comprehensive record of our emissions as a baseline which we can work to reduce over the coming years.

| Baseline year: <b>2023</b> |                            |
|----------------------------|----------------------------|
| Emissions                  | Total (tCO <sub>2</sub> e) |
| Scope 1                    | 94.96582                   |
| Scope 2                    | 19.4                       |
| Scope 3 (Included Sources) | 54.46                      |
| Total Emissions            | <b>168.83</b>              |

| Year: <b>2024</b>          |                            |
|----------------------------|----------------------------|
| Emissions                  | Total (tCO <sub>2</sub> e) |
| Scope 1                    | 59.30762                   |
| Scope 2                    | 15.232                     |
| Scope 3 (Included Sources) | 54.496                     |
| Total Emissions            | <b>129.03562</b>           |

## 6. Data Protection Act 2018

The organisation will treat all personal data in line with obligations under the current data protection regulations.



| Version Control |                                                |            |                                                                                                                |
|-----------------|------------------------------------------------|------------|----------------------------------------------------------------------------------------------------------------|
| Version         | Author (s)                                     | Date       | Changes Undertaken                                                                                             |
| 1               | Fiona Doring,<br>Mairi McLaren,<br>Maria Boyle | 06/10/23   | Full policy review                                                                                             |
| 2               | Fiona Doring                                   | 03/02/2025 | Full Policy Review<br>Alignment with Environmental Action Plan and addition of Partnerships & Networks section |
| 3               | Blair Sutherland                               | 07/02/2025 | Full Policy review<br>Addition of SUNZ Resource Project Paragraph<br>Carbon Emissions 2024 added               |