



Environmental Policy

As an environmentally conscious and responsible charitable organisation, Creative Arts East is committed to minimising our impact on the environment through continuous improvement and monitoring.

Our policy is to strive for sustainability wherever possible, promoting good practice in our workplace and activities.

We will:

- Empower staff to contribute to and promote good environmental practice
- Ensure relevant environmental legislation and regulations are met and where possible, improved on
- Work to reduce our landfill waste and to increase our recycling
- Work to reduce our energy consumption and carbon footprint
- Seek and use environmentally responsible, sustainable and cruelty-free or Fairtrade products wherever possible
- Work to re-use, re-cycle and reduce consumables and equipment
- Encourage our suppliers, contractors and partners to support our environmental standards
- Make a positive environmental contribution to the community through locally based projects/events

Environmental Management

Print We will:

- Recycle or re-use paper where possible, and use recycled or FSC-certified paper
- Regularly review the need to print documents etc., promoting electronic storage, communications and online facilities
- Use 2-sided mono (black & white) printing as standard, and always test print for accuracy, if more than one copy is required
- Collect and send used toner cartridges for sustainable recycling by an accredited company
- Source printing devices from a company/ies who can demonstrate environmentally aware and responsible credentials

Products Wherever practicable, products used by Creative Arts East will be:

- Zero waste products
- Produced in an environmentally sustainable manner
- Demonstrate durability or biodegradability
- Repairable
- Energy efficient
- Non-toxic in production or use
- Reusable or recyclable
- 'Cruelty Free'
- Sourced as locally as practicable
- Purchased in larger quantities or combined orders to reduce the number of deliveries and packaging

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Energy Creative Arts East will seek to reduce energy consumption at its premises by:

- Encouraging staff to keep doors and windows closed in cold weather to preserve heat and open in hot weather for ventilation
- Encouraging staff to switch off computers and lights and to switch off and unplug other appliances overnight and when not in use
- Monitor office temperature before auxiliary heating is used e.g. electric heaters. The minimum temperature laid down by the HSE is 16°C and the maximum 22°C
- Using energy efficient lighting
- Conduct 'housekeeping' on electronically stored data at regular intervals – e.g. retention of emails and documents stored on the cloud server

Education

We recognise that staff who are well informed are more likely to assist in reducing our environmental impact. We will ensure that staff are well informed and encouraged in minimising carbon impact, engaging them to contribute to environmental issues, discussion and ideas, and share responsibility for reducing energy use and waste. All staff undergo online Environmental Awareness training, refreshed at two-year intervals.

Transport/Travel

In order to monitor and reduce our carbon footprint, generated through business travel:

- Car travel will be limited to necessary trips
- Where travel is necessary, public transport or car sharing will be encouraged and promoted
- Conference calls or meetings via Skype, Zoom or Microsoft Teams will be promoted wherever possible or practical
- Where possible, Creative Arts East will ensure that all office locations, training and meeting venues are accessible by public transport
- Creative Arts East will support and enable its staff to work from home where applicable or necessary

Waste

We will 'Reduce, Reuse and Recycle' wherever possible, prioritising the reduction of our environmental impact and promoting social responsibility.

Reduction

- We will minimise use of paper and seek to maximise electronic storage and communication
- We will promote the use of our website facilities to replace some previously paper transactions
- We will print only essential documents and use double-sided and greyscale print where possible

Reuse

- We will seek to reuse or repair products or equipment where safe and practicable
- Obsolete furniture or IT equipment will be donated for recycle or re-deployment using a recognised environmentally responsible company, preferably for charitable purposes, or resold
- We will encourage use of re-useable items and discourage using single-use plastics (e.g. coffee cups and food containers).

Recycling

- We will recycle all waste where possible
- All staff have a shared responsibility for placing recycling resources or waste in the correct receptacles and will be given the necessary guidance to do so correctly.

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Policy Revision

This policy will be checked annually for accuracy and formally reviewed every 3 years, and revised as required by legislation and Government guidance, or earlier if changes to operations require.

Review date: September 2024

Next Review due: September 2027

Signed:

Executive Director:



Date: 18th September 2024

Chair of Trustees:



Date: 18th September 2024