

## Federation of Scottish Theatre Environment Policy

Federation of Scottish Theatre (FST) is committed to monitoring and managing the impact our activities have on the environment and continually improving our environmental practices.

FST's policy is to comply with, and where possible exceed, the requirements of current environmental legislation and codes of practice and aim to do so through the following policies:

### Travel

All FST travel should be made by public transport unless time or money make it impractical to do so. For example:

- Location is inaccessible via public transport
- Time to travel via public transport is vastly in excess of driving time
- Heavy material needs to be transported
- Multiple members of staff are travelling

If staff have individual access requirements that make public transport impractical then appropriate arrangements will be agreed with their line manager.

For any long distant journeys, FST staff will aim to travel by rail rather than air as far as possible.

FST will monitor and evaluate all staff journeys and use the data collected to calculate and evaluate the company's annual carbon footprint.

### Communications

FST aim to minimise the amount of printed material produced for supply to members and the wider sector. Where printed materials are required, FST will aim to produce them on recycled paper stock.

All regular member communication will be undertaken by e-mail rather than letters, brochures and flyers. Member only information will also be made available to access and download via the website so members do not need to rely on printed material.

### Events

When planning events, FST will ensure public transport options are available to reach the venue and will coordinate start and end times around the transport schedules.

For any attendees planning to drive, FST will encourage car sharing and support members to connect with each other.

### Printing

Printing should be kept to a minimum where possible. All essential printing should utilise double-sided printing and multiple pages per sheet whenever possible to minimise paper and ink usage.

All paper supplies purchased for office will be FSC certified recycled paper.

## **Suppliers**

Where possible, FST will work with suppliers that can evidence their own environmental policies and purchase products that do the least damage to the environment.

## **Operations & Equipment**

As tenants in a large building, FST will work with the organisation who owns the building to monitor and reduce the carbon footprint and environmental impact of the company's office.

FST maintains a policy of "minimum waste" which is essential to the environmental, sustainable, cost-effective and efficient running of all our operations.

This includes materials, where we aim to reduce, reuse or recycle any waste generated, and energy, where we aim to increase efficiency.

All staff are expected to use the internal recycling facilities, which can take paper, cardboards, glass, plastics and cans. Printer and toner cartridges are recycled by the Admin Assistant in batches and any used cartridges should be stored accordingly in preparation.

All electronic equipment should be switched off when not in use. At the end of the working day, the last staff member to leave the office should check equipment to ensure that all computers are shut down and all monitors and printers are switched off.

## **Review & Staff**

FST fully supports this policy and it will be reviewed and updated annually. All staff are responsible for playing their part in achieving its objectives.

All employees and those engaged in FST activities are responsible for adhering to the company's environmental policy which will be made available to all new members of staff and freelance employees as part of their induction.

## **Membership**

Alongside our own internal responsibilities, as the development body for professional dance, opera and theatre in Scotland, FST also has a responsibility to inform its members of the current environmental legislative requirements and encourage them to adopt a sustainable approach to support working more sustainably.

Working with Creative Carbon Scotland, FST will be establishing a new carbon reporting and climate strategy group. Setting up this grouping represents an opportunity to lead the way in developing metrics for the sector's reporting so we can ensure that the requirements are structured to fit the sector rather than being set by someone else externally. Theatre and dance sector organisations are powerful influencing forces and this provides an opportunity to enhance our role in shaping the low carbon Scotland that is developing.

In March 2015, Creative Carbon Scotland will create a report from the group's work and this will be used to influence Creative Scotland's strategy development around carbon reporting and sustainability. The results of this group's work will be fed back to the wider FST membership and used to inform the further development of FST's Environmental Policy.