



ENVIRONMENTAL POLICY

**North
East
Arts
Touring**

Introduction & Aims

North East Arts Touring is an arts organisation based at Woodend Barn in Banchory.

We promote cinema screening and theatre/dance performances in rural venues via a network of Volunteer Promoters. Our Young Promoter Scheme provides opportunities for young people to engage in the arts as promoters helping them to learn and develop arts management skills.

We recognise that our operations result in emissions to air and water, and the generation of waste. It is our aim to comply with legislation and other requirements. We will continue to reduce the environmental impacts of our business and operate in an environmentally responsible manner.

This policy describes how we will achieve our aim.

Responsibility

This environmental policy applies to all of our operations including management, office services and programming.

Emyr Bell is our Green Champion and has overall responsibility for ensuring that sufficient resources are made available to enable the organisation to achieve our environmental objectives and targets and that the policy is implemented.

He also has the day to day responsibility for ensuring that the requirements of this policy are being followed and for monitoring the effectiveness of the objectives. However, all employees have a responsibility to ensure that the aims and objectives of the policy are met.

Targets

To achieve our aims, we have set ourselves the following targets:

- reduce vehicle emissions to air by the scheduling of work to reduce mileage.
- recycle as much paper, cardboard, plastic and metal waste generated in the office as possible
- reduce paper usage by increasing the use of e-mail and electronic documentation
- reduce energy consumption by monitoring energy usage and training staff on basic housekeeping



Objectives

We aim to:

- include environmental considerations in investment decisions for new equipment or working practices.
- inform and train all employees of NEAT's environmental objectives and how they can assist in meeting targets
- keep transport use to a minimum and encourage staff to use public transport whenever possible in the execution of their duties.
- make efficient use of natural resources by conserving energy and water, minimising waste and recycling where possible.
- meet our duty of care requirements in relation to waste by ensuring the safe keeping, transportation and subsequent recovery or disposal of waste.
- use recycled construction materials whenever these can be commercially justified.
- use the most environmentally friendly cleaning products whenever possible
- work with artists to ensure they recognise and reduce the environmental impact of touring.

Monitoring and auditing

Progress against these objectives will be monitored by:

- annual Board and Management review of this policy and any associated environmental procedures.
- collect usage data for travel and waste in order to calculate our CO2 emissions.



Communication

This environmental policy will be made available to all employees. All members of staff will receive training on the environmental responsibilities of their role, and will be informed of any updates or revisions via e-mail or team meetings.



Reviewed June 2016