

P07 Sustainability Policy

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Standard: ISO20121	Approved By: CCS Board	Date Approved: 26/09/2017

Revision History

Revision	Date	Description of changes	Requested By
0.9	17/07/2017	Complete update. Incorporation of Environmental Policy into Sustainability Policy	Team meeting
1.0	26/09/2017	Board approved policy	CCS Director

Policy: This policy seeks to ensure that Creative Carbon Scotland applies the principles of sustainability in all that it does.

Purpose: Its purpose is to define how Creative Carbon Scotland will work to promote sustainability throughout its work.

Scope: It applies to all of CCS' work.

Related Policies & Procedures: This policy will affect all policies and procedures, including but not limited to:
PR01 Grievance Procedure; PR02 Disciplinary Procedure; PR10 Financial Procedure; PR11 Induction Procedure; P01 Health & Safety Policy; P02: Travel & Subsistence Policy; P03 Parental Leave; P04 Equalities Policy; P06 Procurement Policy; RO1 Suppliers List

Responsibilities : This policy applies to all staff, freelancers, volunteers and board members.
Staff, freelancers and volunteers are required to ensure that in any activities that they undertake or projects that they manage or co-manage as part of their duties, they ensure that the Sustainability Policy is complied with in both letter and spirit.
Board members are required to ensure that their decisions and the work of CCS and its staff comply with the Sustainability Policy in both letter and spirit.

Our Approach to Sustainability

Creative Carbon Scotland (CCS) will seek, through both our work and the way in which we undertake it, to promote sustainable development, as defined by the [Brundtland Report](#), of the arts and cultural sectors of Scotland and the wider world.

Our focus is on environmental sustainability, which invariably has strong connections with social sustainability and to a lesser extent economic sustainability. With the approval of the Board and Director, Creative Carbon Scotland operates a management system which is compliant with the ISO 2012-1 (the Sustainable Events Management Standard), and allocated time and resources to enable it to be successful.

Accordingly, we aim to achieve very high standards of environmental sustainability throughout our work. This applies both to the services we provide to others and the way in which we ourselves operate; and to anyone working or volunteering with us. The action plan below sets out the key areas of work and how we will approach them. The policy is fully supported and welcomed by all employees and has been agreed by our Board of Trustees.

Our Action Plan

Governance (Using our management system)

- Overall responsibility for the implementation of this policy lies with Creative Carbon Scotland's Director and Trustees, who will review this policy on a bi-annual basis.
- To ensure that we are meeting the aims and the spirit of this policy we will:
 - Discuss and review how well we are implementing this policy, and adjust our practices and action plan where necessary
 - Assess any significant new or revised policies and procedures for their impact on environmental sustainability
 - Embed environmental sustainability into our development plans
 - Ensure our employment practices and procedures are consistent with the aims of this policy.
- All members of staff and short-term contractors are required to use the procedures and policies defined in the CCS ISO 2012-1 management system in their work with the company. Members of staff will be shown how to access the system as part of their induction procedure.
- All short-term contractors will be provided with copies of (list of) policies on their engagement by CCS.
- If this policy conflicts with our Equalities Policy, the Equalities Policy will override it.
- All staff and Trustees have a responsibility to ensure that their own actions are consistent with the spirit as well as the contents of this policy. We understand that this policy needs to be made understandable to, and embraced by staff, suppliers, partners and trustees.

Utilities

- We will record and report our utility use (Electricity, Gas, Other Fuels, Water). This will be based on estimates derived from figures supplied by the building manager of Waverley Court together with estimates of our usage while working remotely and at home.
- 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 printers are switched off, unless otherwise labelled.

Waste

- We will record and report our waste. This will be based on estimates derived from figures supplied by the building manager of Waverley Court together with estimates of our waste while working remotely and at home.
- Printing should be kept to a minimum. Double-sided printing and multiple pages per sheet are to be used whenever possible to minimise paper and ink usage, and documents and correspondence should only be printed when strictly necessary.
- All staff are expected to use available recycling facilities where they are working. Waverley Court recycling can take food waste, paper, cardboards, glass, plastics and cans. Domestic collections should be used for home working.
- Where possible for events and meetings, all staff are expected to use reusable or compostable items such cups, crockery and cutlery to avoid the use of single use disposable items.

Procurement

- All suppliers will be asked to provide their environmental policy and will be supplied with our Procurement Policy P06.
- We will work with our suppliers and partners to encourage them to apply the same principles, using their environmental sustainability policy as a criterion for procurement or partnership where appropriate. This will impact on our procurement policy and choice of partners amongst other areas.

Travel

- We will record and report our business travel. All employees, freelancers, volunteers and Board members will be required to record all company travel in claimexpenses.com which will be used to provide emissions reports. Anyone who doesn't have a claimexpenses.com account can ask a member of staff to guide them as to how to proceed.
- All staff, freelancers, volunteers and Board members should follow guidance in P02 Travel and Subsistence policy when travelling on company business