Carbon Management Plan 2022-2023

Target Area	Aim	Action	Project Lead	Date
Energy Usage	Purchase energy efficient equipment	Compare alternative products. Seek guidance where necessary	General Manager/Head of Production	Ongoing
		Continuation of replacing all areas to LED lighting where possible.	Chief Electrician	Ongoing
		Research environmentally friendlier theatre lights	Chief Electrician	Aug 22
	Switch to a Green Energy provider	Research Green Energy providers and aim to negotiate a better rate in collaborations with other cultural organisations	General Manager/ Head of Business Dev.	Aug 22
	Conserving Energy	Shut down electrical equipment when not in use and at the end of the working day	General Manager/All	Ongoing
	Monitoring energy usage	Monitor, interpret, and record energy usage monthly for benchmarking.	General Manager	Ongoing
Waste Management	Recycle all waste	Train staff with good recycling practice	HODs/Green Team	Ongoing
		Ensure appropriate signage is in place to guide audiences in recycling	Head of Brand and Audience	Ongoing
	Monitor waste disposal	Record when and what bins are replaced	All/Green Team	Ongoing
Transportation	Minimise staff and artists travel emissions	Promote public transport and a cycle scheme for staff. No domestic flights where possible and long-distance meetings travelled to by public transport or conducted via Zoom.	All/Producing	Ongoing

	Minimise audience travel emissions	Encourage use of public transport.	Head of Brand & Audience	Ongoing
	Monitor travel & transportation	Submit monthly travel and transportation per department	HODs	Monthly
Materials	Provide sustainable & locally sourced products in the bar	local suppliers and services where possible, e.g. Edinburgh Gin, Beer Factory,…	General Manager	Ongoing
	Create sustainable sets	Avoid use of volatile organic compounds and source production materials with appropriate certification	Head of Production	Ongoing
		Create & implement design brief for our in-house productions outlining our expectations for sustainability	Artistic Director	Jun22
	Reduce print	Discourages excessive print for marketing purposes and from Partner Companies in favour of more sustainable materials.	Head of Brand & Audience	Ongoing
		Where print is required, materials are produced on FSC (Forest Stewardship Council) certified stock.	Head of Brand & Audience	Ongoing
		Research and fundraise to switch to digital signage	Fundraiser	Aug 22
	Ensure all staff are committed to achieving environmental sustainability at Traverse Theatre	Environmental sustainability commitment to be included in all job descriptions and part of the Staff Handbook	HR Manager	April 22 Ongoing
	Visibility of Traverse Theatre's commitment to environmental sustainability.	Publish Traverse Environmental Policy on website.	Head of Brand & Audience	July 22

General				
	Visibility of Traverse Theatre's commitment to environmental sustainability.	Add environmental sustainability information of productions to event pages and create social media posts.	Head of Brand & Audience	Ongoing
		Prompt Partner Companies to provide Traverse with sustainable initiatives surrounding Partner work through Deal Memos	Producing	Ongoing
		Green Arts initiative logo to be included on all publications and web materials.	Head of Brand & Audience	Ongoing
	Monitor & evaluate progress	Submit carbon emission calculations monthly per department	HODs	ongoing
		Formally review individual departments' practices at least every 12 months following a set evaluation guideline and form	HODs	March 23
		Embed environmental sustainability in project planning following the project planning framework.	Head of Business Development/ Project managers	Ongoing