


# ENVIRONMENTAL POLICY

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<b>Person(s) responsible:</b>	<b>David Drummond</b>	<b>Next revision due:</b>	<b>November 2024</b>
<b>Approved by:</b> (Chief Executive)	<b>Linda Crooks</b>	<b>Signature:</b>	
<b>Applicable to:</b>	<b>All</b>	<b>Date of approval:</b>	<b>14.12.2023</b>

# 1. Introduction

Climate Emergency is one of the most threatening challenges our society is facing in this century, disproportionately affecting those most vulnerable and with the least resources at their disposal. Scotland's landmark Climate Change Act, established in direct response to the UN Paris Agreement, sets an ambitious target of reaching net-zero by 2045 at the latest and commits to reduce carbon emissions by 90% by 2040.

Some local authorities, including City of Edinburgh Council, are committed to net-zero by 2030. As Scotland's leading new writing theatre with significant influence on the creative practices of a large network of theatre producers, designers, and other practitioners, the Traverse plays a key role in leading the transition into more environmentally sustainable practices within the Scottish theatre sector.

The Traverse is an active member of the Green Arts Initiative; a proactive green arts network run by Creative Carbon Scotland. We are committed to engaging staff, audiences and stakeholders to embed sustainability at the heart of their decision-making processes and raise awareness of each individual's needed contribution towards achieving a carbon-neutral future. The Traverse Theatre continuously works to improve and evaluate its carbon management plan and policies through an appointed Green Team with representatives from all departments.

# 2. Purpose

The purpose of the Environmental Policy is to communicate the Traverse Theatre's commitment to reducing the environmental impact of our organisation. It is essential for the Traverse Theatre to evolve its current operations, looking at green measures and carbon management to ensure our business sustainability, to guard the environment and natural world we live in, and to inspire others to do the same. As a Regularly Funded Organisation (RFO), the Traverse Theatre also submits a Carbon Management plan and reports to Creative Carbon Scotland on a yearly basis. This document communicates our progress in reducing the environmental impact of our operations. The Traverse Theatre:

- Recognises that it has a responsibility to reduce and minimise its environmental impact across all aspects of its activities.
- Is committed to reducing its environmental impact beyond legal and regulatory requirements where possible and will continue to build consideration of its environmental performance into its business strategy and operational methods.
- Will promote an environmentally responsible attitude amongst its employees, Partner Companies and audiences by encouraging the use of the various

provisions made in our efforts to reduce waste and conserve resources. All Traverse Staff and Partner Companies are aware of our Environmental Policy and their responsibility to comply with it.

- Will measure, record, and continually reduce the carbon footprint of the organisation.
- Seeks to influence the wider creative industries sector as a discovery and resource centre for best practice.

### **3. Applicability**

This policy applies to all those employed by the Traverse Theatre and Partner Companies with whom we work, and is adopted in the Traverse Handbook. We aim for this policy to be embraced by all those we engage with.

### **4. Policy Statement**

1. The Traverse Theatre recognises that it has a responsibility to reduce and minimise its environmental impact across all aspects of its activities.
2. The Traverse Theatre furthermore is committed to reducing its environmental impact beyond legal and regulatory requirements where possible and will continue to build consideration of its environmental performance into its business strategy and operational methods.
3. The Traverse Theatre will promote an environmentally responsible attitude amongst its employees, Partner Companies, artists, audiences, and all those we engage with through creative engagement activities by encouraging the use of the various provisions made in our efforts to reduce waste and conserve resources.

### **5. Roles & Responsibilities**

#### **1. The Traverse Theatre will:**

1. Ensure the Environmental Policy is communicated to all staff and is made readily available in the Traverse Handbook.
2. Make the Environmental Policy available on our website for audiences to access and to be completely transparent with our commitment to reducing our environmental impact.
3. Update this policy annually, taking into account any organisational and legislative changes.

## **2. Managers:**

1. Managers should ensure that their staff comply with this policy at all times.
2. Managers should formally review their individual department's practices at least every 12 months following a set of evaluation guidelines, to ensure compliance with the Environment Policy and further reduce the department's impact on the environment.
3. As part of the project planning process, managers should project and evaluate the environmental impact of every project completed.

## **3. Staff:**

1. The Environmental Team follow the structure of the Theatre Green Book, we have 3 management positions who have responsibility of productions, building and operations. These roles will lead and work with the relevant team members to improve on these areas and work towards the focus of change as part of the ongoing day to day practices. Head of Development will attend regular meetings to work on funding opportunities for projects. Director of Finance & Operations will chair the meetings with support from the Finance Officer.
2. All staff should ensure they are aware of the contents of this policy and take all reasonable steps to comply with its requirements.
3. All staff should actively contribute to measuring and recording the Traverse Theatre's carbon emissions as outlined in the Carbon Management Plan.

## **6. Key Environmental Impact Areas**

The Traverse Theatre promotes and encourages a policy of Reduce, Reuse and Recycle in every aspect of its operations and expects all staff to adopt an environmentally responsible attitude in all aspects of their work. The Traverse Theatre's activities have an environmental impact in five key areas: energy usage, water consumption, waste management, transportation, and materials/procurement.

### **1. Energy Usage**

1. The Traverse Theatre commits to analyse the consumption data provided by the energy supplier to identify high energy spikes in the daily cycle of activity to ensure energy efficiency.
2. The energy usage will be measured and recorded on a monthly basis to establish a baseline and set achievable targets to further reduce our usage.

3. There are motion sensors controlling lighting in areas that are populated infrequently. In addition to this, the majority of the lighting is installed with LED or low wattage/long-life lamps. The fan coil units that control the air handling for over 50% of the building are thermostatically controlled to ensure that temperatures stay a consistent level and conserve power.
4. All staff must shut down electrical equipment when not in use and at the end of the working day.
5. As lighting and equipment requires to be replaced, research will be undertaken to find the most energy saving equivalent to further reduce the Traverse Theatre's energy consumption.

## **2. Water Consumption**

1. The water input is controlled and monitored closely by the landlords at Saltire Court, and waste-water readings are supplied by the supplier.
2. There are measures in place to reduce the capacity of the cisterns in both staff and public toilets, and the taps in public spaces are self-closing.
3. As and when equipment needs to be replaced, it is ensured that water usage of the new equipment does not exceed current levels.

## **3. Waste Management**

1. Items should only be recycled or disposed of when they are no longer fit for purpose. Every attempt should be made to reuse or re-purpose goods before they are disposed of.
2. Where possible, outgoing documents should be emailed rather than printed and posted.
3. Incoming emails should be stored electronically where required, and only printed out if necessary. Traverse encourages this to recipients by including this ask in the Traverse email signatures.
4. Equipment which is no longer required but still fit for use should be resold or donated.
5. Items which can no longer be used should be recycled using the appropriate receptacles placed around the building.
6. The Traverse Theatre continually seeks out and utilises technology which makes us more sustainable. In 2021, Traverse introduced e-ticketing, reducing our paper waste and posting.

7. The Traverse Theatre's waste and recycling arrangements are shared with the landlords at Saltire Court. To track our waste generation, staff will record whenever bins are emptied and replaced during sample weeks to help us give an accurate picture of the Traverse Theatre's carbon footprint.
8. The Traverse Theatre discourages excessive print for marketing purposes and from Partner Companies in favour of more sustainable materials. Where print is required, materials are produced on FSC (Forest Stewardship Council) certified stock.
9. The Traverse Theatre are introducing low energy electronic screens to cut down on the production and transportation of advertising print.
10. The Traverse's bar facilities use fully compostable Vegware packaging where possible and provide reusable plastic cups for drinks that can be consumed in the auditorium.

#### **4. Transportation**

1. The Traverse endeavours to restrict business travel to a minimum and to option for online meetings to avoid long-distance travel where possible. The Traverse expects all staff to choose a method of transport based on considerations of environmental impact and cost-effectiveness where practicable.
2. All travel reimbursed by the Traverse will be recorded and taken into account in calculating our organisational emissions.
3. We encourage all staff to travel to work by public transport, bicycle, or on foot where possible.
4. We intend to continue our Cycle to Work scheme where employees can have access to cycling equipment at reduced cost via a salary sacrifice arrangement.
5. We provide information on our website informing audiences and visitors of local public transport facilities with links to bus and rails providers as well as how to find us on foot.
6. As a producing theatre company, our productions tour both domestically and internationally. The Traverse seeks to use the most environmental modes of transport whilst undertaking its mission.
7. The Traverse Theatre is a member of the Scottish Theatre Touring Consortium; a consortium of 11 Scotland-based leading arts and theatre venues working collaboratively to identify a new, dynamic, and sustainable business model for producing theatre and community enrichment in Scotland.

## **5. Materials/Procurement**

1. Care must be taken to ensure that goods are purchased only when necessary. Where goods must be procured, consideration must be given to environmental credentials of any goods or suppliers prior to any order placement. Priority should be given to goods which conform to the principles of sustainability and environmental responsibility where these are available, economical and suitable.
2. Traverse Theatre is a member of The Edinburgh Cultural Venues Group (ECVG); a consortium of Edinburgh's key publicly funded cultural organisations, which offers additional opportunities for the sharing of resources and materials.
3. The Traverse bar will work with local suppliers, offer local brands and ensure a wide range of plant-based options are available.

## **6. Production and Design**

We will always consider the environmental impact of our productions and regularly review the practices in place to ensure sustainability at all stages of the production process from commissioning to production. Sustainability will form a major part of our design briefs in all areas including but not limited to lighting, set, costume, stage management and sound. Steps we are committed to taking include:

1. Making clear from the outset of discussions with designers and stage management the Traverse's aims, objectives and commitment to a sustainable production practice and troubleshooting any foreseeable challenges to meeting those aims at the earliest possible point.
2. The designer and production team will be asked to consider the future recyclability and repurposing of all materials used within the production design.
3. The designers and production team will be asked to consider onward touring and future life of productions sets, props and costumes from the outset to ensure future adaptability and maximize sustainability.
4. Where possible we will encourage the use of 3D design software instead of model making to reduce materials use.
5. Where this isn't possible, we will provide a reusable model box and encourage the use of sustainable and / or repurposed model making materials.

6. In collaboration with the designer and stage management team, we will endeavor to use sustainably, and ethically sourced materials sourced as locally as possible to reduce our carbon footprint and ensure sustainability at all stages of the manufacturing and design process.
7. Where appropriate we will encourage the use of online video software for design and production meetings where that can reduce travel time and associated carbon footprints.
8. To achieve the above, we will endeavor to provide more lead-in time for design processes, encouraging a rigorous approach to embedding sustainability within an artistic process from idea to procurement to end of use management.
9. We will adopt a traffic light system to track and record how production materials are sourced.

## **7. Communication and Review**

1. The Traverse Theatre Environmental Team with representatives across the organisation has been set up to monitor our environmental performance, communicate updates and work with the wider team, and investigate opportunities to build upon and improve the provisions we have in place.
2. The Traverse Theatre Environmental Team encourages all staff to come forward with any suggestions for improvements by contacting the General Manager - [david.drummond@traverse.co.uk](mailto:david.drummond@traverse.co.uk)
3. The Environmental Team will be responsible for preparing and implementing the Carbon Management Plan, specifying actions and targets to further the principles set out in the Environmental Policy.
4. The Environmental Team will produce an annual report at the end of each financial year on Traverse's progress to reach net zero, including a summary of the monthly benchmarking data provided per department.
5. The Traverse Theatre aims to ensure all relevant employees will be made aware of this Policy. Staff with a Traverse email address are able to access an electronic copy of the Policy via the network/cloud storage system. All staff are able to access the Policy in hard copy form in the red Handbook folders, kept in the Green Room and Admin Office. Alternatively a copy can be requested from the HR department by emailing [Pauleen.rafferty@traverse.co.uk](mailto:Pauleen.rafferty@traverse.co.uk)
6. The Environmental Policy will be reviewed on an annual basis and, if necessary, revised in light of legislative or organisation changes.



## 8. Document Review Record

Review/Amendment Details	Date
General Review Updated section 3.1 Updated section 7.1 and 7.3 7.5 Information on accessing the Policy updated Changed to Environmental Team from Green Team	28.11.23