



Carbon Management Plan 2024-2028

Traverse Theatre (Scotland) is a Limited Company (Registered Number SC076037) and Scottish Charity (Registered Number SC002368) Registered Office 10 Cambridge Street, Edinburgh, Scotland, EH1 2ED.

Target Area	Aim	Action	Project Lead	Date
Energy Usage	Purchase energy efficient equipment	- Compare alternative products. Seek guidance where necessary.	General Manager	By 2028
		- Continuation of replacing all areas to LED lighting where possible.	Head of Production	By 2028
		- Fundraise for LED theatre lighting.	Head of Development	By 2025
	Switch to a green energy provider	- Research and select a green energy/renewable energy provider, ready for when our current contract ends	General Manager	By 2025
	Conserve Energy	- Continue to shut down electrical equipment when not in use and at the end of the working day	All Staff	Ongoing
	Monitor Energy Use	- Monitor, interpret and record energy usage for benchmarking	General Manager/ Finance Assistant	Conducted Annually
		- Make realistic targets for energy use reduction	General Manager	Assessed against carbon management plan
	Reduce digital energy usage	- Tidy the website, minimising the quantity and file size of content. - Work with web hosting to increase sustainable operation.	Marketing & Media Officer	Ongoing
		- Reduce email size and usage as appropriate	All Staff	Ongoing
Waste Management	Refuse, Reduce, Reuse, Repurpose, Recycle	- Eradicate single use plastic from hospitality function. - Develop a zero waste to landfill strategy.	General Manager	By 2025

		<ul style="list-style-type: none"> - Order less, where possible - Reuse & Repurpose items and materials where possible - Recycle/Donate items that cannot - Consider the 5 R's before committing anything to landfill 	General Manager & Head of Production	Implemented and ongoing
		<ul style="list-style-type: none"> - Train staff with good waste management practice 	Environmental Group	By 2025
		<ul style="list-style-type: none"> - Implement shared Stage Stock inventory across Scottish Producing Theatres 	Head of Production	By 2026
		<ul style="list-style-type: none"> - Ensure appropriate signage and enough recycling bins are in the building 	Finance Assistant / Marketing & Media Officer	Jan 2024, ongoing
	Monitor waste disposal	<ul style="list-style-type: none"> - Record sample weeks of waste disposal – a quiet, average and busy week to ascertain an estimate of total waste disposal over the year 	Finance Assistant	Annual
		<ul style="list-style-type: none"> - Set appropriate targets around reducing waste disposal 	General Manager	Ongoing
Transportation	Minimise staff and artists travel emissions	<ul style="list-style-type: none"> - Promote active travel and public transport options. 	All staff	March 2024, ongoing
		<ul style="list-style-type: none"> - No domestic flights where possible and long-distance meeting travelled to by public transport or conducted via online video calls 	All staff	Ongoing
		<ul style="list-style-type: none"> - Clauses added to contracts and agreements highlighting our policy on travel 	Producing & Programme Coordinator	Jan 2024, ongoing
	Minimise audience travel emissions	<ul style="list-style-type: none"> - Encourage active travel and public transport options. 	Marketing Team/ Finance Assistant/ Customer Experience Manager	By 2025

		<ul style="list-style-type: none"> - Facilitate public transport through communicating public transport routes, having more spaces for bicycles, programming show times to make sure that public transport home is a choice for audiences. 	Marketing Team	
	Monitor internal and external travel emissions	<ul style="list-style-type: none"> - Survey audiences for their mode of transport and distance travelled to monitor the data and see where improvements could be made. 	Producing & Programme Coordinator	Ongoing
		<ul style="list-style-type: none"> - Gather data from invoices and expense forms about mode of transport and distance travelled. 	Ticketing & Data Manager	Ongoing
		<ul style="list-style-type: none"> - Use the data to make informed choices. 	Finance Assistant	Conducted annually
		<ul style="list-style-type: none"> - Use the data to make informed choices. 	Environmental Team	Ongoing
Materials	Provide sustainable and locally sourced products for the bar	<ul style="list-style-type: none"> - Where possible, order direct from the supplier rather than through wholesalers 	General Manager	Implemented 2023, Ongoing
		<ul style="list-style-type: none"> - Have plant-based food options 	General Manager	In line with hires and programme
		<ul style="list-style-type: none"> - Avoid disposable containers, unless they are biodegradable 	General Manager	Implemented 2024, ongoing
	Create sustainable sets	<ul style="list-style-type: none"> - Avoid use of volatile organic compounds and source production materials with appropriate certification 	Head of Production	Ongoing
		<ul style="list-style-type: none"> - Create and implement design briefs for our in-house productions outlining our expectation for sustainability 	Head of Production	Jan 2024, ongoing
		<ul style="list-style-type: none"> - Create a way of monitoring materials recycled/bought to set realistic targets 	Head of Production	Jan 2024, ongoing
		<ul style="list-style-type: none"> - Build sets that are easy to dismantle, reuse and tour e.g. using modular construction and scaffold type framing 	Head of Production	Implemented 2022, Ongoing

		- Discourage excessive print from partner companies	Marketing Manager	June 2022, Ongoing
	Reduce Print	- Use a local printer where print is required and use FSC certified stock	Marketing Manager	June 2023, Ongoing
		- Print only necessary quantities and monitor what audiences are using to inform future figures	Marketing Manager	June 2022, Ongoing
		- Choose paperless alternatives where possible – e.g. QR codes for info sheets/programmes	Marketing Manager	June 2023, Ongoing
		- Environmental sustainability commitment to be included in all job descriptions and part of the staff handbook	Director of Finance & Operations / HR & Payroll Manager	March 2024, ongoing
General	Ensure all staff are committed to achieving environmental sustainability at Traverse Theatre	- Staff are well informed of any new policies and will play an active part to ensure we make progress in achieving our aims	Environmental Group / Finance Assistant	Ongoing
		- Everyone is responsible for achieving our sustainability goals	Environmental Group	Ongoing
		- Internal comms plan to make sure information is filtered and everyone is aware of progress and goals achieved	Finance Assistant/ Marketing & Media Officer	Ongoing
		- Publish Traverse Environmental Policy on the website	Marketing & Media Officer/ Head of Production	Feb 2024, ongoing
	Visibility of Traverse Theatre's commitment to environmental sustainability	- External comms plan to inform our external stakeholders of our aims, progress and achievements and to advocate for their support in achieving these.	Marketing Manager/ Head of Development	Feb 2024, ongoing

		<ul style="list-style-type: none"> - Add environmental sustainability information of productions to event pages and create social media posts, and news stories with updates on our Sustainability mission 	Marketing & Media Officer	Implemented 2023, Ongoing
		<ul style="list-style-type: none"> - Prompt Partner Companies to provide Traverse with sustainable initiatives surrounding Partner work through Deal Memos and freelancer contracts 	Producing & Programme Coordinator	September 2024
	Monitor and evaluate progress	<ul style="list-style-type: none"> - Ensure we are collecting the data we need, as efficiently as possible in order to report and inform decision making. 	Finance Assistant	Implemented and Ongoing
		<ul style="list-style-type: none"> - Embed environmental sustainability in project planning following the project planning framework. 	Executive Director	Implemented 2020, Ongoing