



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	1. Purchase energy efficient equipment	1.1 Determine criteria to compare products for environmental impact.	General Manager	By 2028
		1.2 Replace all building lights to LED.	Head of Production	By 2028
		1.3 Begin fundraising for LED theatre lighting.	Head of Development	By 2025
	2. Switch to a green energy provider	2.1 Switch to renewable energy.	General Manager	By 2025
	3. Conserve Energy	3.1 Shut down electrical equipment when not in use.	All Staff	Ongoing
	4. Monitor Energy Use	4.1 Monitor, interpret and record energy usage for benchmarking.	General Manager/ Finance Assistant	Conducted annually
		4.2 Set targets for energy use reduction.	General Manager	Conducted annually.
	5. Reduce digital energy usage	5.1 Tidy the website, minimising the quantity and file size of content. <ul style="list-style-type: none"> Work with web hosting to increase sustainable operation. 	Marketing & Media Officer	By 2028
		5.2 Reduce email size and usage.	All Staff	By 2028
Waste Management	6. Refuse, Reduce, Reuse, Repurpose, Recycle	6.1 Eradicate single use plastic from hospitality function. <ul style="list-style-type: none"> Develop a zero waste to landfill strategy. 	General Manager	By 2025

		<p>6.2 Order less, where possible</p> <ul style="list-style-type: none"> • 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	Jan 2024
		6.3 Develop waste management training for staff to complete.	Environmental Group	By 2026
		6.4 Implement shared Stage Stock inventory across Scottish Producing Theatres.	Head of Production	By 2028
		6.5 Ensure appropriate signage and enough recycling bins are in the building.	Customer Experience Manager	Jan 2024, ongoing
	7. Monitor waste disposal	7.1 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
		7.2 Set targets around reducing waste disposal.	General Manager	Annual
Transportation	8. Minimise staff and artists travel emissions	8.1 Promote active travel and public transport options.	All staff	March 2024, ongoing
		8.2 No domestic flights and long-distance meeting travelled to by public transport or conducted via online video calls.	All staff	By 2026
		8.3 Clauses added to contracts and agreements highlighting our policy on travel.	Producing & Programme Coordinator	Jan 2024
	9. Minimise audience travel emissions	9.1 Encourage active travel and public transport options.	Marketing Team/ Finance Assistant/ Customer Experience Manager	By 2025

		9.2 Facilitate public transport use for audiences.	Marketing Team Producing & Programme Coordinator	By 2025
	10. Monitor internal and external travel emissions	10.1 Survey audiences for their mode of transport and distance travelled to monitor the data and see where improvements could be made.	Ticketing & Data Manager	By 2028
		10.2 Gather data from invoices and expense forms about mode of transport and distance travelled.	Finance Assistant	Conducted annually
		10.3 Save data in central location and monitor progress towards reduction.	Environmental Team	By 2026
Materials	11. Provide sustainable and locally sourced products for the bar	11.1 Order direct from the supplier unless wholesalers offer reduced environmental impact.	General Manager	By 2027
		11.2 Have plant-based food options.	General Manager	In line with hires and programme
		11.3 Only use disposable products if they are biodegradable.	General Manager	By 2026
	12. Create sustainable sets	12.1 Avoid use of volatile organic compounds and source production materials with appropriate certification.	Head of Production	Ongoing
		12.2 Create and implement design briefs for our in-house productions outlining our expectations for sustainability.	Head of Production	Jan 2024
		12.3 Create a way of monitoring materials recycled/bought to set realistic targets.	Head of Production	Jan 2024
		12.4 Build sets that are easy to tour (e.g. using modular construction and reusable type framing).	Head of Production	Implemented 2022

		12.5 Discourage excessive print from partner companies.	Marketing Manager	June 2022
	13. Reduce Print	13.1 Use a local printer where print is required and use FSC certified stock.	Marketing Manager	June 2023
		13.2 Print only necessary quantities and monitor what audiences are using to inform future figures.	Marketing Manager	June 2022
		13.3 Choose paperless alternatives where possible – e.g. QR codes for info sheets/programmes	Marketing Manager	June 2023
		13.4 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
General	14. Ensure all staff are committed to achieving environmental sustainability at Traverse Theatre	14.1 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
		14.2 Enable everyone to participate in sustainability initiatives and reinforce their individual responsibility to meet organisational targets.	Environmental Group	Ongoing
		14.3 Internal comms plan to make sure information is filtered and everyone is aware of progress and goals achieved.	Finance Assistant/ Marketing & Media Officer	Ongoing
		14.4 Publish Traverse Environmental Policy on the website	Marketing & Media Officer/ Head of Production	Feb 2024
	15. Visibility of Traverse Theatre's commitment to	15.1 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	By 2026

	environmental sustainability	15.2	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
		15.3	Prompt Partner Companies to provide Traverse with sustainable initiatives surrounding Partner work through Deal Memos and freelancer contracts	Producing & Programme Coordinator	September 2024
	16. Monitor and evaluate progress	16.1	Collect data for benchmarking.	Finance Assistant	Ongoing
		16.2	Embed environmental sustainability in project planning following the project planning framework.	Executive Director	By 2025