

## Environmental Policy

[Updated March 2017]

Stills is a registered charity in receipt of public funding and believe in our responsibility to demonstrate best practice in the environmental sustainability of all our activities. In turn, we aim to inform and influence audiences, staff, stakeholders, suppliers and partners to adopt a responsible approach toward the impact of their operations on the environment.

Stills has been undertaking environmentally-friendly procedures for some time but we established an Environmental Policy in 2014 and this is reviewed on an annual basis by the Stills staff team and Board of Directors. In this policy we are formally setting out our green ambitions for the next 12 months with indicative activities and results over the next 3 years. These will be monitored and supervised by Stills' green champion, our Director.

This policy is in line with our vision and purpose outlined in our 2018-21 Business Plan:

Our Vision is for Stills to be one of the world's leading centres for photography.

Our purpose is to be a centre of excellence for the advancement, understanding, practice and enjoyment of photography; to provide learning and empower diverse communities; to champion the important role that photography plays in the world today; and to be a foundation for the future of the photography sector in Scotland, based in Edinburgh

### **Year-round activities that we commit to undertake:**

#### Recycling:

- Bins are available in the office and public areas for glass, paper, cardboard and aluminium drinks cans and our recycling collection is made by Changeworks, a reputable waste management company.

#### Reduction of paper wastage:

- We re-use paper as much as possible and print documents on both sides.
- In-house signage reminds our visitors to use less paper, such as paper towels.
- 80% of our promotional material is digital. We produce e-invites, rather than printed cards, for exhibitions, events and course announcements.
- We have switched to e-billing with as many suppliers as possible to reduce the amount of paper bills we receive.

#### Energy saving:

- Throughout the building we use signage to highlight our 'Switch it off' policy to reduce energy consumption, particularly when the building is empty.
- We use energy saving light

#### Transport:

- We have joined the UK government's Cycle to Work scheme so Stills employees have affordable access to cycling as a green and healthy way of getting to and from work.

#### Partnership working:

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- Stills has been a member of Creative Carbon Scotland's Green Arts Initiative since 2014 and this has enabled us to keep connected, informed and abreast of best practice and relevant changes to government legislation.
- We promote our membership of the Green Arts Initiative scheme by displaying the logo at the public entrance to our premises and in a prominent place on our website.
- Information on our environmental commitment is incorporated into inductions for new facility users, staff and Board members.
- This policy is adopted by all Stills staff and is an agenda item at staff meetings at least 4 times per year to enable monitoring of activities.

#### Monitoring and review

- This policy is adopted by all Stills staff and is an agenda item at staff meetings at least 4 times per year to enable monitoring of activities.
- Our policy is reviewed annually by staff and Board against current examples of best practice and any changes to relevant legislation.
- We undertake an annual energy audit to measure our consumption and to help identify areas for improvement.

#### Indicative activities we will undertake between 2018-21

- Introduce an annual budget for environmental procedures so that we can begin to meet the cost of measures identified during our premises energy audits, such as the introduction of energy saving lighting where this has not already been possible.
- Deliver at least one partnership project, such as a photography commission, as part of our artistic programme, to increase audience awareness of environmental issues.
- Highlight our environmental commitment on our website and continue to update in-house and online signage to better communicate our policy and actions such as the switching off equipment and reducing usage and wastage of paper.
- Investigate and increase the number of low carbon options for our activities such as the transportation of artworks for exhibitions and travel undertaken by staff and stakeholders. For example, explore more options for sharing the transportation of objects and implement a staff policy of travel by rail and road only within the UK.
- Further increase the amount of e-billing from suppliers.
- Investigate options for further reducing waste and increasing the recycling of waste, where possible in partnership with local partners, such as neighboring businesses.
- Switch to products and services, prioritizing local businesses, that are a more environmentally sustainable option whilst remaining of the right price and quality.
- Use a reporting document to monitor and analyze our waste and recycling levels and energy, water and transport usage. Make these reports available to the public, funders and stakeholders.

#### Indicative results by 2021 include:

- Increased audience and stakeholder awareness of our environmental commitments.
- 10% reduction in carbon emissions from activities relating to our work.
- A 10% reduction in energy usage through measures such as the increased use of energy saving light bulbs.
- 20% increase in e-billing from suppliers
- The successful delivery of a partnership project that has raised audience awareness to environmental issues.

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