

Stills is a registered charity and company limited by guarantee. Our vision is 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.

In line with our purpose and as an organisation in receipt of public funding, we believe in our responsibility to demonstrate best practice in the environmental sustainability of all our activities. We recognise the urgency of this and that we are living and working in a time of climate emergency. As well as adapting and changing our own ways of working, we aim to inform and influence our audiences, stakeholders, suppliers and partners to adopt a more responsible and sustainable approach to environmental impact.

Stills' Environmental Policy was established in 2014 to articulate our activity in this area and to formally set out our green actions and ambitions. This update covers our 2023-24 financial year. It is being monitored and supervised by Stills' Green Champion, Claire Cochrane and Director, Ben Harman with specific actions delegated to members of our staff team. This policy is reviewed quarterly and updated on an annual basis by the Stills staff team and Board of Directors. The next review will be in March 2023 when we finalise our next Business Plan. We are committed to playing our part in meeting the Scottish Government's commitment to achieving a zero carbon and climate ready Scotland by 2045.

### **Addressing the crisis, inform and influence**

- We will ensure that information on our environmental commitment is incorporated into inductions for new facility users, staff and Board members.
- Environmental sustainability will be an agenda item at quarterly Board meetings and meetings of our Youth Advisory Panel.
- We will be part of an Environmental Sustainability sub-group of the Scotland's Workshops network where knowledge and best practice is shared.
- We will publish our Environmental Policy on our website.
- We will continue to be a member of Creative Carbon Scotland's Green Arts Initiative and we will promote our membership of the scheme by displaying the logo at the public entrance to our premises and in a prominent place on our website.
- We will continue to research and deliver courses around sustainable photographic practice methods and our technical staff will continue to research and implement sustainable resources in our facilities.
- We hold a budget for costs relating to making our work more environmentally sustainable.
- Implement policy for venue hire agreements

## Reducing impact, year-round activities that we commit to undertaking:

### Waste

- We will provide bins in the staff offices and public areas for paper and mixed. Our recycling collection is made by Brightwaste, a reputable waste management company.
- We will introduce a policy to re-use paper as much as possible and always print documents on both sides.
- We will continue to ensure that 80% of our promotion is digital. For example, we use e-invites, e-newsletters and the Eventbrite ticketing system for exhibitions, announcements and event tickets. Where printing is necessary, we stagger orders to reduce excess waste and recycle any materials left over.
- We have switched to e-billing with all suppliers that offer this option to reduce the amount of paper bills we receive.
- We avoid purchasing and using single use plastic, such as for catering or lamination. We are investigating sustainable alternatives to vinyl for building and exhibition signage.
- We recycle darkroom chemicals.
- We have introduced a policy to stop using disposable cameras in our workshops and we no longer sell them in our shop.
- In-house signage reminds our visitors to use less paper, such as paper towels

### Energy saving

- We are investigating a sustainable replacement for our gas boiler such as an electric alternative or an alternative heat source.
- Throughout the building we use signage to highlight our 'Switch it off' policy to reduce energy consumption. Exhibition lighting is only switched on immediately prior to public opening hours.
- We use energy-saving lighting in all public areas and are no longer maintaining or replacing light fittings that are not energy-saving.
- We isolate central heating radiators that do not need to be switched on.

### Transport and Travel

Core to our purpose is the audience experience of photography in-person, such as viewing photographic objects in a gallery, handling cameras and learning in the darkroom. For this reason we are unable to completely eliminate transport and travel. However:

- We consolidate and share shipments as much as possible to avoid using dedicated vehicles or unnecessarily bulky crates or packaging.
- We reuse crates or packaging and recycle any waste.
- We only use road or rail transport within the UK.
- We review environmental impact as a priority when researching our programme.
- We produce artwork locally when possible to avoid unnecessary shipments.

- We are members of the UK government's Cycle to Work scheme, giving staff affordable access to cycling to and from work.
- Unless making an exception due to an individual's health or accessibility issues, we do not travel by plane within the UK.
- We buy bulk and we choose ethical supermarkets when shopping online. Otherwise we shop local.

### Monitoring and review

- Our policy is reviewed quarterly by Stills' Director and Green Champion. It is updated 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.
- We monitor travel by staff and will begin implementing audience travel monitoring.
- We monitor our use of gas, electricity and water.
- We undertake annual environmental and energy reporting to our core funders: City of Edinburgh Council and Creative Scotland.

---

## ACTION PLAN FOR 2023-24

### Addressing the crisis, inform and influence

WHAT	WHO	BY WHEN
-Ensure organisational policies relating to environmental sustainability are up to date.	BH	March 2023
-Update the Staff Handbook and Board induction paperwork with all our green commitments.	BH	Annually in March
-Update facility induction procedures to incorporate our green commitments.	ET,ZH,JW	Annually in March
-Ensure environmental sustainability is a Board agenda Item.	BH	Quarterly
-Ensure environmental sustainability is a YAP agenda Item.	CIC	Quarterly
-Contribute to Environmental Sustainability sub-group of Scotland's Workshops.	BH	Quarterly
-Add Environmental policy to website	SPC	Annually in March
-Deliver course content on sustainable practice and research sustainable resources for users	ET,ZH,JW	Year-round
-Budget for environmental costs.	BH	Year-round
- Implement policy in venue hire	CS	April 2023

### Reducing impact, year-round activities that we commit to undertaking:

## Waste

### WHAT

- Keep 80% of promotional material digital.
- Maintain e-billing from suppliers.
- Pursue alternatives to vinyl signage.
- Keep in-house public signage about recycling, paper.
- Usage and 'switch off' policy up to date.
- Monitor recycling and waste
- Monitor and reduce intake of flyers
- Ensure print promotion has minimal impact

### WHO

SPC  
JMCK  
CC  
CIC  
CC  
JW  
FOH  
SPC

### BY WHEN

Year-round  
Year-round  
Year-round  
Year-round  
Year-round  
Weekly  
Year-round  
April 2023

## Energy saving

### WHAT

- Research options and costing for an alternative heat source to our gas boiler.
- Take responsibility for switching off lights when not in use
- Replace old light bulbs with new efficient bulbs
- Monitor energy usage

### WHO

BH, CS  
ALL  
ET  
CC

### BY WHEN

March 2024  
Year Round  
When required  
Monthly

## Transport and Travel

### WHAT

- Monitor the CO2 of exhibition freight
- Monitor artist travel
- Compile directory of ethical online shops
- Monitor Exhibition Audience travel
- Monitor Course Audience travel
- Monitor staff commutes
- Monitor staff business travel
- Monitor CL participant travel

### WHO

CC  
CC  
ZH  
CS  
ET  
ALL  
ALL  
LMc

### BY WHEN

Per Exhibition  
Per Exhibition  
April 2023  
Per Exhibition  
Per term  
Year round  
Per Quarter  
Per course

## Monitoring and review

### WHAT

- Ensure this policy is reviewed annually.
- Compile travel and energy consumption and submit annual reports to stakeholders.

### WHO

BH  
BH & CIC

### BY WHEN

Annual Strategy Day  
September each year

- BH -Ben Harman, Director  
ET -Evan Thomas, Technical Manager  
ZH -Zoe Hamill, Technician  
JW -Joe Wilson, Technician  
CIC -Claire Cochrane, Creative Learning Manager  
CC -Cheryl Connell, Programme Manager



SPC -Sean Patrick Campbell, Communications Manager  
CS -Caitlin Serey, Development Manager  
DG -David Grinly, Research Associate & Tutor  
LMc - Creative Learning Project Assistant  
JMCK -James McKenzie, Finance Manager

Exhibitions | Courses | Production Facilities | Creative Learning | Events

5

**Gallery** Tues – Sat, 12-5

**Technical Facilities** Tues, Fri, Sat, 12-5 | Weds, Thurs 12-9

[www.stills.org](http://www.stills.org)