

Environmental Policy and Action Plan

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 in 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.

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 infrared heating a sustainable replacement for our gas boiler such.
- 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.
- In 2023 we introduced carbon budgeting and reporting for all staff

ACTION PLAN FOR 2024-25

Addressing the crisis, inform and influence

WHAT	WHO	BY WHEN
-Ensure organisational policies relating to environmental sustainability are up to date.	BH	September 2024
-Review and update facility induction procedures to incorporate our green commitments.	ET,ZH,JW	Annually in April
-Continue to ensure that environmental sustainability is a standing agenda item at Board meetings	BH	Quarterly
-Ensure environmental sustainability is an agenda item at Youth Advisory Panel meetings	CIC	Quarterly
-Contribute to Environmental Sustainability sub-group of Scotland's Workshops.	BH	Quarterly
-Update Environmental policy on website	SPC	Quarterly
-Deliver course content on sustainable practice and research sustainable resources for users	ET,ZH,JW	Year-round
-Budget for environmental costs.	BH	Year-round
-Communicate policy to venue hire clients	CS	Year-round

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

Waste

WHAT	WHO	BY WHEN
-Update carbon budgeting spreadsheet for 2025-26	All	Feb 2025
-Keep 80% of promotional material digital.	SPC	Year-round
-Maintain e-billing from suppliers.	JMcK	Year-round
-Pursue alternatives to vinyl signage.	CC	Year-round
-Keep in-house public signage about recycling, paper.	CIC	Year-round
-Usage and 'switch off' policy up to date.	CC	Year-round
- Monitor recycling and waste	JW	Weekly
- Monitor and reduce intake of flyers	FOH	Year- round
- Ensure print promotion has minimal impact	SPC	Year- round

Energy saving

WHAT	WHO	BY WHEN
-Complete planning and costing for infrared heating option	BH, CS, CIC	September 2024
- Take responsibility for switching off lights when not in use	ALL	Year Round
- Replace old light bulbs with new efficient bulbs	ET	When required
- Monitor energy usage	CC	Monthly

Transport and Travel

WHAT	WHO	BY WHEN
- Monitor the CO2 of exhibition freight	CC	Per Exhibition
- Monitor artist travel	CC	Per Exhibition
- Compile directory of ethical online shops	ZH	April 2023
- Monitor Exhibition Audience travel	CS	Per Exhibition
- Monitor Course Audience travel	ET	Per term
- Monitor staff commutes	ALL	Year round
- Monitor staff business travel	ALL	Per Quarter
- Monitor CL participant travel	LMc	Per course

Monitoring and review

WHAT	WHO	BY WHEN
-Ensure this policy is reviewed quarterly	BH	September 2024
-Compile travel and energy consumption and submit annual reports to stakeholders	BH & CIC	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