

## **Britten Sinfonia Environmental Policy**

Britten Sinfonia shares a responsibility toward the environment with all orchestras and other arts and cultural organisations and acknowledges that, as part of its pursuit of excellence and an expanding performance and educational programme, it must also consider and monitor its impact on the environment as part of these ongoing activities.

By exercising proper control over its activities, Britten Sinfonia will endeavour to protect and nurture the environment through the use of sustainable resources and discourage practices that are wasteful or damaging to the environment; increasing awareness amongst staff and sector peers.

An annual review of this Environmental Policy will enable any specific achievements to be evaluated, highlight any deficiencies and identify opportunities for improvements. This will run in accordance with the environmental reporting requirements to which Britten Sinfonia is bound through its status as one of Arts Council England's National Portfolio Organisations during 2015-18. Britten Sinfonia will ensure its energy consumption data is updated annually, using the tools provided by Julie's Bicycle; monitoring its impact on the environment as the organisation continues to expand.

### **Key Aims**

- To reduce any unfavourable impact of our work on the natural environment
- To conserve energy and support the use of sustainable resources
- To follow a 'waste hierarchy':
  - Reduce;
  - Reuse or reclaim;
  - Recycle;
  - Dispose (last resort)
- To follow environmental good practice, and comply with all relevant environmental regulations and legislations
- To develop awareness across the organisation of the need to care for the environment, and measures that can be taken to do so

### **Purchasing**

Where appropriate and possible, Britten Sinfonia will:

- Purchase recycled, environmentally friendly and/or Fair Trade products
- Favour suppliers who use minimal packaging or remove packaging, and who operate according to sound environmental principles
- Use a milk delivery service for the office where glass bottles are returned for reuse
- Use local suppliers and printers etc. to minimise 'fuel miles'
- Order printed stationery (letterhead, envelopes etc.) from a printer or supplier with a responsible environmental policy
- Carefully consider required quantities of printed publicity etc. before ordering

### **Use of materials**

Where appropriate and possible, Britten Sinfonia will:

- Use double-sided printing and photocopying
- Reuse printed paper for draft copies, internal notices, rough paper and informal copies of documents
- Take care, when printing (from single sheets to large mailings), that documents are accurate, minimising the need for reprints
- Take care, when producing correspondence and mailings, not to use unnecessary additional pages

- Refrain from printing email correspondence and other materials unless absolutely necessary, and follow the procedures above if so
- Reuse (then recycle when appropriate) old envelopes, boxes and other packaging materials
- Ensure any printed publicity (flyers, brochures etc.) are printed on recycled paper and that our printers are certified by the FSA

### **Disposal of materials**

Where appropriate and possible, Britten Sinfonia will:

- Reduce disposal of waste by following the hierarchy listed above
- Recycle all paper waste, including out of date publicity and shredded confidential documents
- Recycle all packaging including cardboard, hard plastics, glass, aluminium, etc.
- Return all printer toners and cartridges to suppliers or recyclers
- Advertise redundant furniture and equipment for reuse

### **Electrical and waste conservation**

Where appropriate and possible, Britten Sinfonia will:

- Minimise electrical consumption by switching off/ unplugging electrical appliances when not in use for long periods or overnight, including lights, printers, laptops, computer monitors and heaters
- Minimise use of kitchen appliances, e.g. boiling a full kettle, rather than two halves, and avoid re-boiling
- Review energy suppliers annually to ensure there is an appropriate balance between cost and 'green credentials'
- Minimise waste by using washable crockery, cutlery, cups, glasses, etc.
- Ensure the dishwasher load is full before running

### **Transport**

Where appropriate and possible, Britten Sinfonia will:

- Promote environmentally friendly commuting and business-related travel by encouraging the use of public transport, car-sharing, cycling or walking
- Minimise unnecessary attendance at meetings or events, particularly where an eco-friendly means of transport is not possible
- Endorse 'responsible touring' that will encourage the orchestra and staff to find and use the greenest mode of transport both to reach the tour destination and whilst on the tour itself
- Evaluate ongoing transport usage to ensure the greenest means of transport are used, and only when necessary

### **Employees' awareness**

Where appropriate and possible, Britten Sinfonia will:

- Provide environmental information for employees, encouraging them to behave in an environmentally responsible manner and contribute to the aims of this policy
- Use signs and notices as reminders of environmentally friendly behaviour in the office
- Remind staff on a regular basis of the above policies, and encourage even the smallest possible contributions to this policy e.g. ensuring computer monitor is off before leaving the office each day
- Include relevant information in new employees' orientation, including an introduction to this policy
- Encourage existing staff to set examples for new employees