

Environmental Policy

We aim to operate an organisational model that reduces our impact on the environment, both in the office and on tour. We encourage artists, organisations and venues collaborating with us to work towards achieving this goal through implementation of our Environmental Policy and Action Plan as a contractual requirement.

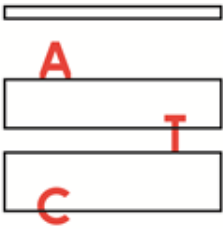
Our Aims are:

- **to reduce ATC's resource consumption (energy, water, carbon emissions, creation of waste, use of pollutants) and make significant progress towards carbon neutrality;**
- **use our activities to promote environmental sustainability among our audiences and artistic partners;**
- **integrate sustainability in all our planning and management decisions.**
- **Focus on "People, not Stuff" as a key driver for our aesthetic and green agenda**

Our Actions Are:

- We ensure compliance with all relevant environmental legislation.
- We educate and motivate staff to conduct their activities in an environmentally responsible manner.
- We minimise carbon emissions from travel and transport of team members, artists and participants.
- We communicate our environmental policy and practice through our artistic programme.
- We share the best practice with other organisations and artists and promote it among audiences.
- We take environmental issues into account in every aspect of productions we work on.
- We explore different options with regards to materials used in the design of the set, costumes, props, lighting, and an "exit strategy" (i.e. re-use/recycling) for all materials used.
- We recycle waste.
- We aim to reduce printed materials produced by ATC.

We carry out a regular review of our environmental policy to ensure its ongoing effectiveness.



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Our Measures are:

1. TRAVEL

- Members of our team get to work by bicycles or public transport.
- We travel by trains wherever it's possible and never use planes within the UK.
- We maximise every trip to achieve multiple aims re: networking, sourcing new partnerships/artistic content.

2. OFFICE

- We collaborate with our landlords ICA to measure our electricity, water, gas usage and thus the environmental impact of our office.
- We recycle paper, plastic and glass in our office.
- We don't print scripts but read them on devices.
- We print double-sided only and use scrap paper.
- We turn off all equipment that is not in use.

3. MARKETING

- We encourage our audience to use the website rather than leaflets and advise them on how to recycle our printed materials.
- We advise our audiences how to recycle our promotional materials.
- We discuss minimising prints for each of our productions with venues' marketing teams.

4. PRODUCTION

- We measure the carbon footprint of all our productions.
- We opt for sustainable and recycled materials for props and staging.
- We reuse and recycle sets and props as much as possible.
- We store sets and props post-production where possible.
- We attach our Environmental Policy and Green Riders to all contracts for full, part and freelance employees and partners including actors, creatives, co-producers and touring venues.

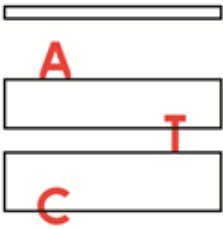
Date Range: April 2022– March 2023

ED = Executive Director AD = Artistic Director AdminD = Administration Director BD = Board of Trustees

Main Office

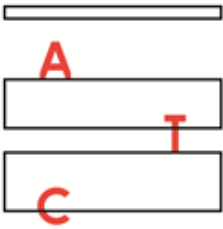
We are committed to monitoring and minimising the environmental impacts of our office practices and business processes as much as possible.

Action	How	Who	Timeline
Measure our office environmental impact audit on an annual basis.	Use the free web-based IG Office Tool available on the Julie's Bicycle website.	AdminD	annually



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Audit will include quantifying greenhouse gas emissions from electricity and gas use, water use and the amount of waste generated and recycled.	Work with landlord Brixton House / Lambeth Council to collect the data required and attribute just our own usage using the percentage space we occupy.	AdminD	Annually
Engage and educate staff on sustainability to help them manage and reduce their impacts.	ED meets annually with the AdminD to, set targets and aims and discuss progress against those targets and aims.	ED/ AdminD	Annually
	Update Green Riders on contracts.	ED	Annually
	Ensure Environmental Policy is highlighted in Staff Handbook as part of staff induction	ED/ AdminD	On all recruitment
Recycle as much as possible (including CDs and batteries).	Work with Brixton House to provide recycling bins in the office.	AdminD	ongoing
	Find local means or specialist organisations as required.	AdminD	ongoing
Compost food waste, if applicable.	Work with Brixton House to provide composting bins in the office.	AdminD	ongoing
Minimise waste including paper.	Paper-free office. No printer, no printing. Reuse paper, use recycled paper for note-taking.	ALL	daily
	Exclusive use of electronic filing, contracts, bank statements, etc.	AdminD	daily
	Read scripts on devices instead of printing them.	ALL	per project
	Reduce plastic paraphernalia of office. Use office equipment made from sustainable or recycled sources.	ALL	on move into new office (April 22), then ongoing

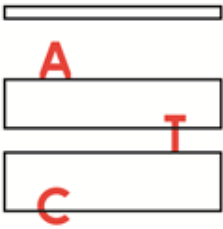


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Business Travel and Staff Commuting

We are committed to monitoring and minimising the environmental impacts of our business travel and encouraging staff to consider low GHG emission-commuting options.

Action	How	Who	Timeline
Conduct an annual audit of business travel to assess travel and quantify the greenhouse gas emissions associated with that travel. The audit should be plotted against business activity.	Collect the information from expense records and flights/trains reservations. Use the free web-based IG Office Tool available on the Julie's Bicycle website.	AdminD AdminD	in line with travel plans Annually
Evaluate organisational benefits of business travel where applicable.	Discuss merits of attending the event for organisational reach and maximise value from business trip. Organise multi-purpose trips for all international travel.	ALL	in line with travel plans
Use train services whenever possible.	Research options and book tickets in advance to get best rates. If being invited to an event use public transport services.	GM ALL	in line with travel plans in line with travel plans
Ban flights within the UK.	Only take internal flights when no other option is feasible and the attendance is business critical.	ALL	in line with travel plans
Support car-pooling and lift sharing.	Staff to share information about travel planning.	AdminD/ ALL	in line with travel plans
Encourage staff cycling and walking.	Make sure the staff are updated on any travel disruptions and therefore able to plan journey to work ahead.	AdminD	ongoing
Measure staff commuting impact on annual basis.	Find ways to collect the data. Use Julie's Bicycle IG tools.	AdminD	Annually



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Artist and Audience Travel

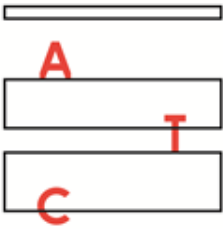
We are committed to minimising the environmental impacts associated with our artist travel; audience travel; and encourage our stakeholders to consider low greenhouse gas emission travel options (e.g. cycling, public transportation, etc.).

Action	How	Who	Timeline
Encourage the use of bus, tube, train and coach services whenever possible – during rehearsals and also whilst on tour.	Share information on how to get to rehearsal spaces and venues by public transport with stage managers, artists and creative team; include this information in schedules and email correspondence with creative and production teams. Inform collaborators about your travel policy in green riders added to the contracts.	AdminD ED	in line with rehearsal and tour schedule when booking tour
Encourage cycling and walking.	Encourage actors to walk or use bikes (including local bike hire schemes) around venues. List facilities for cyclists provided by venues on the website. Assess potential for personal bikes to be added to tour van for each company.	AdminD /stage managers stage managers /production managers	in line with rehearsal and tour schedule as per production schedule

Production

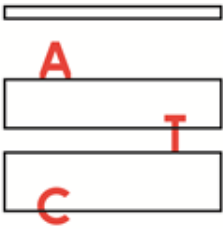
We are committed to minimising the environmental impacts associated with our productions and events through the use of material, lighting and sound.

Action	How	Who	Timeline
Measure the carbon footprint of your production (making the show).	Collaborate with creative and production teams to gather information that will allow us to measure impact of making the show.	AdminD /production manager/creative team/sta	as per productions schedule
Measure the carbon footprint of your			as per



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<p>production (touring the show).</p>	<p>Collaborate with venues to measure productions’ energy usage. Include in venue contracts where issued.</p> <p>Make Stage Managers responsible for monitoring and measuring impact of the production on tour (including running the show and the freight).</p> <p>Use the free web-based Production IG Tool available on the Julie’s Bicycle website.</p>	<p>ge managers ED/ AdminD /stage managers stage managers /GM (feedback) GM</p>	<p>production schedule as per production schedule annually</p>
<p>Encourage environmentally friendly practice among venues, production and creative teams.</p>	<p>Make sure the venues are aware of your Environmental Policy; add it to the contracts. Encourage them to use energy-efficient technologies.</p> <p>Ensure all tech hires are as energy efficient as possible.</p> <p>Switch off lights and equipment not in use.</p>	<p>ED/stage managers Productio n managers /LX and FX designers stage managers</p>	<p>as per production schedule as per production schedule as per production schedule</p>
<p>Opt for sustainable and recycled materials for props and staging. Reuse and recycle sets and props as much as possible. Store sets and props post-production where possible.</p>	<p>Educate our production crew and stage management employees. Attach Green Riders to actors’ and stage managers’ contracts.</p> <p>Add Environmental Issues as agenda item at Production Meetings.</p> <p>Avoid the use of tropical hardwood.</p>	<p>ED/ AdminD ED/produ ction managers designers /</p>	<p>as per production schedule as per production schedule as per production</p>



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	<p>Use FSC and/or recycled wood where possible.</p> <p>Consider the weight/cubic capacity/packaging of materials and equipment to minimise transport impacts.</p> <p>Use companies like Set Exchange and Scenery Salvage in the UK to recycle sets. Reuse sets in your next productions or events.</p>	<p>production managers</p> <p>production managers</p>	<p>schedule</p> <p>as per production schedule</p>
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Host Venues and Festivals

Action	How	Who	Timeline
Make venues and festivals aware of your Green Policy.	<p>Ask your host venues and festivals about their environmental initiatives and add ATC's Environmental Policy to the contracts.</p> <p>Use the Julie's Bicycle Green Venues and Festivals database to find out more about your host venues and festivals.</p>	<p>ED</p> <p>AdminD</p> <p>AdminD</p>	<p>as per production schedule</p> <p>ongoing</p> <p>ongoing</p>
Reduce publicity materials on paper	<p>Send Green Rider to host venues and festivals, with a list of our environmental sustainability asks.</p> <p>Use digital rather than paper marketing assets</p> <p>Reduce use of paper for marketing materials by 75% between 2020 and 2023</p>	<p>ED</p> <p>ED</p>	<p>ongoing</p> <p>2022-23</p>

Updated: June 2020
Next Review: June 2023