



8 February 2023

Environmental Sustainability Policy

1.0 Introduction

1.1 Upland Arts Development CIC (referred to as Upland below) is a membership organisation representing artists and creatives in Dumfries and Galloway. This large rural area in the south west of Scotland consists of the main town of Dumfries and stretches from Stranraer in the west to Langholm in the east, a distance of some 112 miles. The area consists of a largely dispersed rural population and public transport options are limited with a car often being the only option.

1.2 As an organisation, an increasing number of community projects working in partnership with other organisations and venues are delivered. Recent projects have seen environmental themes developed, working to raise awareness of climate change and the effects of this on the landscape, wildlife and population.

1.3 Upland is signed up to membership of the [Green Arts Initiative](#), an accreditation scheme that enables a greener approach in our activities, and become part of a growing network of arts and culture organisations trying to reduce their environmental impact.

2.0 Objectives

2.1 The aims of this policy are to improve our environmental performance by reducing carbon emissions and to research, develop and implement cost effective ways of operating across all platforms of activity. The policy also aims to educate and increase awareness amongst staff and users.

3.0 Scope of Policy

3.1 We are committed to reducing the negative impacts of our own activities and facilitating the reduction of the impact of those who take part in and visit Upland events and activities.

3.2 Our key areas of focus for reducing our impacts are:

- To identify and implement actions to reduce energy and water use, reduce waste and increase recycling in our office.
- Reducing the impacts of business travel and staff commuting: working at home, using webinars, Skype and teleconferences.
- Integrating environmental and ethical considerations when choosing supplies for our business operations, especially stationery, equipment, furniture, website and email hosting.
- Working with suppliers and contractors to reduce the impacts of our publications and events.
- Reducing our digital and ICT impact.
- Researching, identifying and implementing methods of energy reduction for audience travel.

- Working with our members to encourage environmental thinking in their studio practice.

4.0 Implementation

4.1 Upland is committed to ensuring staff wellbeing, notably by providing a safe, open and co-operative working environment, professional development and training opportunities, good terms and conditions of employment.

4.2 We are committed to working with our members, board, staff, suppliers, funders and our external stakeholders to ensure we understand and communicate the environmental impacts of our activities. We will seek to minimise and monitor our carbon footprint by utilising such means as a carbon calculator.

4.3 There is an increasing requirement to demonstrate to funders how we will take into account environmental sustainability and seek to minimise our carbon footprint. This approach will be embedded into the work of Upland and its project work as outlined below.

4.4 The board of directors and the staff will work with members and audiences to promote environmental awareness and encourage them to work in an environmentally responsible manner. For each financial year we will assess and report our environmental performance to stakeholders. This information will be used to update our action plans.

Actions we will take:

4.5 Travel

- When travelling on office business, public transport is the preferred method of travel on the basis of cost effectiveness and environmental impact. When travelling locally staff should use bicycle, walking or public transport whenever time allows. For longer journeys within the UK, staff should choose use rail over air travel.
- Operating in a dispersed rural area poses challenges with regards to travel, with a car often being the only option. Where public transport is not feasible, we will promote car sharing when travelling to events and meetings to reduce carbon emissions and we will use more video conferencing where appropriate to limit our travel.
- All staff must complete a travel expense claim form which details the type of travel along with the journey details (distance, start and end points). We will use this information to help us monitor our travel related emissions helping us to keep a record which can be reviewed and then allow us to minimise travel.

4.6 Procurement

When procuring goods or services, sustainability will be taken into account alongside cost effectiveness.

- Where possible we will work with suppliers that have a robust environmental policy in place.
- Any new equipment the company purchases will be as energy efficient as possible.

4.7 Working with Partners

When working with partners we will encourage them to follow similar policies to our own.

- We will ask for a copy of their environmental policy.
- Project applicants must demonstrate their approach to environmental sustainability and seek to minimise their carbon footprint in any project applications to Upland. This will also be an important element of project implementation and monitoring.
- We will arrange meetings so as to be most environmentally efficient in terms of travel, making use of facilities such as Zoom, Skype, videoconferencing etc.

4.8 Printing and Office Equipment

- Double-sided printing and multiple pages per sheet are to be used whenever possible to minimise paper and ink usage, and documents and correspondence should only be printed when strictly necessary.
- All staff are expected to use the internal recycling facilities in accord with Dumfries and Galloway Council's waste and recycling policy, which can take paper, cardboards and cans. Printer inkjet and ribbon cartridges can be recycled locally at various outlets.
- All electronic equipment should be switched off when not in use. At the end of the working day, the last staff member to leave the office should check equipment to ensure that all computers are shut down and all printers are switched off, unless otherwise labelled.

4.9 Publicity & Communications

- Upland will invest in digital and online methods to communicate with audiences.
- The company will encourage all subscribers to opt into email, e-newsletter and social media communication in preference to paper mailouts.
- Upland will use local suppliers and printers wherever practical, and all publicity will be printed on sustainable paper.
- Printed material will include an encouragement to recycle it.

4.10 Flagship Event: Spring Fling Open Studios

As Upland's flagship event with a large audience travelling to artists studios all over the region, it is important to address specific ways to minimise the environmental impact of the event (in addition to the above organisational commitments):

- Working to reduce the amount of printed materials the event produces – looking to the viability of less print and more online, encouraging people to pass on their event brochures if possible and to reuse or recycle.
- Printing the brochure on sustainable paper.
- Encouraging audiences to consider environmental sustainability when travelling to and around the event.

- Creating a 'Help Us Make a Greener event' section in the brochure which asks visitors to bring their own bags, promotes car sharing, highlight electric car charging points.
- Offering bus tours and bike hire as an alternative way to travel around the event and promotion of car sharing.

Dumfries and Galloway Council propose to introduce a "Green Events Toolkit" for large events and this will be taken into account when available.

Document Management

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| 1. 1 st Draft August 2021 | Amy Marletta |
| 2. Version 2 - Revised 27 January 2023 | Wendy Macleod/ Sarah Casey |
| 3. Final Version 8 February 2023 | Wendy Macleod |