kalasangam

ENVIRONMENTAL SUSTAINABILITY POLICY & ACTION PLAN

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Last Reviewed: **July 2019**

Board Approved: **28 July 2021**

Next Review: **Due for review**

1. Environmental Sustainability Policy

Kala Sangam (Charity no. 1055488) is an intercultural arts hub which aims to reflect the diversity of contemporary Britain through the work we present, the artists we support and the communities we engage.

The company is committed to sustainable development as a key aspect of our delivery; meeting the needs of the present without compromising the ability of future generations to meet their own needs.

Concern for the environment is an integral and fundamental part of this commitment.

Our aim is to reduce the impact on the environment from our operations.

2. Action Plan

Kala Sangam will:

- Ensure the operation of our premises minimises waste and energy consumption.
- Promote responsibility for the environment within the organisation, with partners and artists we support, and communicate and implement this policy at all levels within the organisation.
- Minimise waste by reduction, re-use and recycling methods.
- Comply with all relevant environmental legislation/regulation.
- Ensure that our policies and services are developed in a way that is complimentary to this policy.
- Not prioritise funding needs ahead of sustainability requirements.
- Identify and provide appropriate training, advice and information for staff, and encourage them to develop new ideas and initiatives.
- Provide appropriate resources to meet the commitments of this policy and promote and encourage involvement in local environmental initiatives/schemes.
- Keep informed of current legislation and examples of best practise in this area, reviewing the environmental impact of our operations on an annual basis.

3. Key Actions

3.1. Purchasing equipment/products

- **Whether to buy**
  We will look at how much use the item will receive – is the purchase absolutely necessary and is there a recycled/refurbished alternative? We will purchase items that have the least impact on the environment wherever possible.
- **Where to buy**
  We will use local suppliers, where viable, to reduce supply chains and delivery costs.
- **What to buy**
  We will ensure energy efficiency is considered when making a purchase.

3.2. Waste Management

- **Disposal of products/equipment**

  Length of life will be considered when making an initial purchase. We will aim to repair equipment where possible rather than replace. Equipment will be disposed of in the most environmentally friendly way possible. Before disposal, all staff will be made aware so any further uses for the item might be identified.

- **Paper**

  We will purchase and use recycled paper/stationary wherever possible. Paper will be reused where appropriate, e.g. one-sided printing can be placed in the company's reuse stack in the office. Photocopying will be monitored to ensure we are only photocopying what is needed. We will not over-order leaflets, posters, brochures and other promotional print.

- **Reusables**

  Wherever possible, we will use reusable glasses / crockery / cutlery rather than single-use alternatives. All staff / tenants have access to a well-stocked kitchen.

- **Water**

  We will ensure staff don't waste water, e.g. toilet taps operate with timed-flow compression valves, kettles are filled only with the amount of water required.

3.3. Energy Consumption

Staff members and tenants are reminded on an ongoing basis to:

- switch off all lights when not required or on leaving a room.
- close windows and doors when heating is in use.

Heating is to be switched off in rooms that are to be left empty for longer periods of time, and an intelligent Building Management System also regulates heating demands appropriately.

3.4. Transport

Staff are encouraged to use public transport where possible, instead of driving or using taxis. Where public transport is not practical or possible we will reduce our emissions through car sharing where possible.

Visitors and audiences are informed of public transport options as standard.

3.5. General

All staff and Board members are encouraged to suggest ways in which Kala Sangam can become more environmentally sustainable. Staff will be consulted on a yearly basis in their annual appraisal. The Board will be consulted at the annual Board meeting where this policy is presented.