

# ALQUD

## **Environmental and Sustainability Policy**

Reviewed December 2023

For Review December 2024

The Aloud Charity is committed to minimising the impact its activities have on the environment. We will always strive to continually improve our performance to ensure that the sustainability of our activities is a key consideration across all aspect of the charity. We are committed to finding ways in which we can reduce the impact of our work in the office, in the rehearsal room, and away from the office at meetings and events.

We are fortunate that in delivering our activities we aren't required to purchase large quantities of materials and that, as a result, we don't produce much waste. We recognise however that we do have a negative impact on the environment through the travel we do across Wales and the venues we use for office space, rehearsals and events.

It is our policy to:

- Comply with all relevant environmental legislation, regulations, and requirements
- Reduce, reuse, and recycle all waste material possible
- Aim for a paperless office
- Encourage staff to evaluate the necessity of every business trip and utilise technology-based alternatives that minimise the need for travel as appropriate
- Encourage use of our agile working policy, supporting staff to work from a location most suited to their work on any particular day. This minimises unnecessary travel both to the office and across the country
- Keep energy usage low. We are committed to ensuring computers and other electronic equipment are shut down after work, that all lights are switched off and all windows are closed
- Always make use of recycling schemes by the printer manufacturers (to recycle toner cartridges and drums)
- Purchase products made with recycled paper where possible. For example, laser paper
- Use non-plastic, recyclable materials for merchandise such as albums, programmes and Christmas cards
- Use low impact transport wherever possible for travel to and from work and travel for business. Where using cars or other forms of high carbon travel are necessary, we encourage staff to make this as sustainable as possible e.g., through car sharing or other modes of group travel. Any flights that are taken must be authorised by the Chief Executive ahead of booking. They will only be authorised where there is a clear business need for this.
- Recruit local choir leaders for each choir to minimise unnecessary travel
- Make resources available to choir leaders and participants through our web-based Portal. We do however recognise that not all our participants have access to broadband or remote devices and that for their well-being and focus in rehearsals, it is appropriate to also have paper copies of music available. We will do this by producing booklets of repertoire rather than individual paper copies as required.

- Consider accessibility by public transport as one of the criteria when deciding on rehearsal and performance venues
- Provide accessibility statements against our rehearsal venues on our website that includes details on how they can be accessed by public transport
- Utilise buses to transport choir members to regional and national rehearsals, performances, and events
- Use our eco-friendly business card Encourage use of our office container for general recycling to maximise our recycling in the office
- Communicate our environmental policy to staff, freelance contractors, participants, and other stakeholders, raising awareness amongst these groups of their own environmental responsibilities and requirement to commit to environmental improvements
- Publicly share this policy on our website

**In 2023 we:**

- Began using refillable liquids in the office
- Calculated our carbon footprint for the first time at 1.314 CO<sub>2</sub>e – this demonstrated to us that our biggest impact is in the business travel category
- Opened a CAF bank account for our savings
- Used local businesses for our team day and board day meals
- Were nominated in the Arts & Business Awards for an Environmental Award following our partnership with the Port of Milford Haven
- Developed a template to support us to calculate our carbon footprint on an ongoing basis

**In 2024, we commit specifically to lowering our carbon footprint by 5%. We will do this through:**

- Actively look for corporate partnerships that support environmental causes in our communities
- Recycle or repurpose our old office furniture as we look to change the office layout
- Source recycled desks / office equipment for our new office layout
- Investigate ethical banks for future investments
- Look for ways to offset our carbon footprint
- Source an environmental speaker for Only Girls Aloud to promote environmental career opportunities
- Make conscious decisions about where we purchase supplies for our office and activities, forward planning as much as possible to ensure more ethical purchasing and less use of Amazon
- Consideration of monthly ordering of supplies and subscriptions (e.g., toilet roll)
- Bulk order annually of activity fliers to minimise carbon footprint
- Cutting down on unnecessary printing - stop, think, do you need to print?
- Develop a mechanism that facilitates young people signing off receiving music to ensure copies are only distributed once to minimise unnecessary printing
- Do video walk through of active travel options to rehearsal venues

We will review our Environmental Policy annually and seek to reduce our impact wherever possible.