



## **ENVIRONMENTAL POLICY**

### MISSION STATEMENT

Dir Mill Theatre Management Company has a responsibility to the environment that is manifest in what we do and how we do it. We are fully committed to monitoring and where we can reduce our environmental footprint: it is our intention to continue to improve our environmental performance as part of our business strategy and operations. We will review this strategy on a regular basis and will continue to encourage all our staff to do the same.

### RESPONSIBILITY

Shona Ashmore (Theatre Manager) and Kris Mooney (Technical Manager) are responsible for ensuring that our environmental policy is implemented and monitored. However, all employees have a responsibility in their area to ensure that the aims and objectives of the policy are met.

### POLICY

To ensure good environmental performance, the Dir Mill Theatre Management Company have identified the following objectives and actions.

Objective

Action

Waste

We will minimise the use of paper in all parts of our operation but especially in administrative and other office functions.

We will use email where possible and set the photocopier to double sided print outs across all departments.

We will reuse and recycle everything, including paper/glass/cardboard/plastic we can.

We will seek to buy recycled and recyclable paper products.  
We will monitor how we use materials, encouraging reuse within and across departments.  
We will have recycling bins near all offices to make it easier for staff to recycle.  
We will have recycling bins for all glass produced by our bars  
We will use biodegradable plastics for our bar drinks.  
We will reuse sets wherever possible and recycle all production waste, including wood, in an environmentally friendly way and monitor our success.  
We will only use licensed and appropriate organisations to dispose of waste.

We will use more environmentally friendly products wherever possible.

We will evaluate the environmental impact on any new products we intend to purchase.

Energy

We aim to reduce the amount of energy used as much as possible.

We will charge our Operations Manager, in conjunction with our energy suppliers monitor heating within the building to ensure carbon impact is limited.  
We will ensure that lights and electrical equipment are switched off when not in use and those doors and windows are closed and effectively sealed.  
We will ensure that bar fridges operate on timers to ensure that they switch on only when required.  
We will turn heating systems on only when necessary, and generally only between October and April.  
We will assess the energy efficiency of products at procurement.

We aim to work with our energy suppliers and and take advice as to how we save energy costs around the building on an annual basis.

We will monitor in particular our gas and electricity consumption.

Water

We will monitor water consumption and reduce where possible.

We will put water savers in all our toilets cisterns and install water saver flushes in all toilets throughout the building  
We will investigate the benefits of smart metering for our water usage.

#### Transportation

We will reduce the need to travel, restricting journeys to necessary trips only and encourage walking, cycling and the use of public transport.

We will actively promote the use of travel alternatives such as email or video/phone conferencing.  
We will promote walking and cycling as our preferred modes of transport.  
We will promote car-pooling where that might be appropriate.

#### Maintenance and cleaning

We will use cleaning materials that are environmentally friendly.

We will instruct our cleaner of our requirement that they use environmentally-friendly cleaning products.  
We will undertake monthly audits with our cleaner with the aim of identifying areas of improvement.

We will aim to use environmentally-friendly materials in all departments including in any building refurbishment.

We will encourage staff to exhibit appropriate environmentally-sensitive behaviours and share good practice

#### Monitoring and improvements

We will continue to monitor our environmental requirements and aim for on-going improvement of our environmental policies.

We will review this policy and identify any related training that is required.  
We will ensure that a discussion of all environmental concerns and improvements is had at staff meetings.  
We will review this policy at Board level on an annual basis, updating where appropriate.

We will aim for continually improvement in our environmentally-aware behaviours and reduction of our environmental impacts.

We will incorporate environmental factors into our business decisions with accountability held by the Board.

We will increase employee awareness of our environmentally-aware values and policy.

We will attend Theatre Forum online workshops to ensure that we are coming up with new and improved ideas to reduce our carbon impact.

#### POLICY REVIEW

The Dlr Mill Theatre Management Company Policy and Action plans are reviewed:

at least annually; or,

- whenever there are significant changes to the organisation or our work; or,

- whenever we carry out new activities with different impacts; or,
- Whenever there are changes in relevant legislation.

Our environmental policy and action plan will be circulated round staff, visiting companies and will be available to view on our website.