



**Live Art
Development
Agency**

Environmental Policy and Action Plan

2021 update

Approved by Trustees in July 2021.

This policy has been updated by Megan Vaughan, Finance & Administration Manager, but all LADA staff have a responsibility to implement it across all our work and operations.

Reviews are undertaken annually, and compliance monitored by LADA's Board of Trustees.

If you have any questions about this policy or suspect it may have been breached, please contact pandp@thisisliveart.co.uk.

1. Mission Statement

LADA recognises that it shares with all organisations a responsibility to protect and nurture the environment. By exercising proper control over its activities, LADA will promote the use of sustainable resources and discourage practices that are wasteful or damaging to the environment. LADA also recognises that the effects of climate change impacts individuals and communities that are marginalised more than those in power; with this in mind, LADA is committed to working with those individuals and/or communities towards a fairer Climate Justice.

LADA has been a member of an informal 'eco-arts' advocacy group. We strongly support ACE's funding condition around the development and implementation of Environmental Policy and Action Plans by all NPOs. LADA remains a part of ongoing conversations with other organisations, highlighting the ongoing effects of climate change, and the organisation's activities in this process.

This is being undertaken by attending various Julie's Bicycle events, What Next? Meetings, as well as other local community meet-ups that are based around these ideas, and then disseminating this knowledge to partner organisations.

2. Implementation

LADA recognises that our work can negatively impact the environment. This Environmental Policy is a statement of our commitment to help reduce the impact of our activities on the environment.

LADA has a long-standing commitment to environmental sustainability, and has had an Environmental Policy in place since 2007. Section 5 below details our Environmental Action Plan, which specifies how the policy will be implemented. This Environmental Policy and Action Plan is endorsed by LADA's Board of Trustees. We aim to regularly review our Environmental Policy and update our Action Plan on an annual basis.

3. Scope of Policy

Our activities have environmental impacts in the areas of: Energy, Water, Waste, Travel, Materials, Non-human Animals.

Our ability to improve our environmental impacts depends on our knowledge of, and commitment to, addressing them and our capacity to change and influence decisions not always within our immediate control. We will exert our efforts as much as possible to understand, measure, improve, and communicate our environmental performance in these scenarios.

4. Key Environmental Impacts

4.1 Office

We run our organisation from the office/library space we rent in Bethnal Green, London. Some of our events, workshop/training sessions and other activities take place in external spaces. Primary environmental impacts are fossil-fuel energy consumption, water consumption, waste generation and office supplies, production and services.

4.2 Business Travel, Staff Commuting and Stakeholder Travel

Our staff may need to travel across the UK and abroad. In addition to business travel there are also the environmental impacts produced from staff commuting to and from work. We also provide travel for our artists and we may as well be responsible for other stakeholder travel to our events, such as our events, Study Room Gatherings and training sessions. The primary environmental impact is fossil fuel energy consumption.

4.3 Goods and Services Procurement

Our procurement procedures take into consideration a number of factors, including environmental, financial, and other ethical concerns. When we are researching and assessing suppliers of goods and services, their environmental practices are significant. We

will consider materials (including use of chemicals and plastics), packaging, waste disposal, 'fuel miles', other environmental impacts and measures as well as ethical implications. There is more detail on this, and our other ethical considerations, in our Board-approved Ethical Fundraising Policy and Procedures.

4.4 Key Performance Indicators

We are committed to measuring and monitoring all those environmental impacts that we can reasonably gather data for, and control the use of. Subject to the availability of some information, we monitor our environmental performance across the following areas: energy consumption, water use, waste production, greenhouse gas emissions and staff's mode of travel.

5. Environmental Action Plan

Our key aims under this Action Plan are:

- To reduce unfavourable impacts on the natural environment by LADA through our work and consumption
- To conserve, support and improve on the use of sustainable resources
- To follow 'the waste hierarchy': Reduce; Reuse or reclaim; Recover (Recycle); Dispose - as last resort
- To establish and follow environmental good practice, and comply with all relevant environmental regulations and legislations
- To develop organisational awareness of the need to care for the environment, and measures that can be taken
- To make public our Action Plan and, within reason, extend our responsibilities to all those we work with

5.1 Main Office

We are committed to monitoring and minimising the environmental impacts of our office practices and business processes as much as possible. We have set the following aims regarding our office operations, and implement these whenever practical.

Energy and Waste:

- Minimise electrical consumption by switching off electrical appliances when not in use for long periods, and ensuring 'standby' or 'sleep mode' is automatically activated overnight or during other periods of inactivity for any electronic device
- Minimise electrical consumption by using environmentally friendly light bulbs and movement-activated lighting in areas such as the toilets, stock room and kitchen
- Minimise waste by ensuring all team members and daytime visitors use washable crockery, cutlery, cups, glasses, etc. Ensure that event guests and other large groups use recyclable cups and glasses

- Review heating settings and schedules on a monthly basis, adjusting to optimise and reduce our usage
- Check-in with our landlord at regular intervals in order to ensure that we are using the most environmentally-sound energy supplier and tariff

Cleaning and other products:

- Use non-ozone depleting chemicals
- Use only biodegradable, non-toxic, environmentally sound cleaning products and materials and use them sparingly
- Provide an environment free of hazardous materials
- Check-in with our cleaner at regular intervals in order to ensure that they are using the most environmentally-sound cleaning materials

Use of materials:

- Encourage electronic filing and archiving, including electronic submission of applications and proposals
- Print only when necessary
- Reuse printed paper for draft copies, internal notices, rough pads, draft printing, and informal hard copies of documents
- Recycle old envelopes and other packaging materials
- Use recycled and unbleached paper for all printing

Disposal of materials:

- Recycle all paper waste, including shredded confidential documents
- Provide clearly labelled containers for material to be recycled, with notices of what can and cannot be recycled in each
- Recycle paper, cardboard, glass, aluminium, etc.
- Return all toners and cartridges to suppliers or recyclers
- Advertise redundant furniture and equipment for reuse to local community groups or residents

Action	How
<p>Measure our office environmental impact audit on an annual basis by implementing an internal system for recording and submitting the required data.</p> <p>Audit will include quantifying GHG emissions from electricity and gas use, water use and the amount of waste generated and recycled.</p>	<p>Use the free web-based Creative IG Tool available on the Julie's Bicycle website.</p> <p>Work with our landlord to collect the data required and attribute just our own usage using the percentage space we occupy.</p>
<p>Undertake ongoing building energy management of the main office in collaboration with the landlord and other tenants in our building and encouraging staff to undertake home energy management.</p>	<p>Use Creative IG Tools.</p>

Engage and educate staff on sustainability to help them manage and reduce their impacts.	Our Green Champion will take a lead on the organisation's environmental initiatives. Ensure 'switch off' signage is clearly displayed in the office.
Purchase goods and services from suppliers with strong environmental credentials (e.g. using post-consumer and/or FSC paper products).	Request details from suppliers. Prioritise suppliers with strong environmental credentials by visiting the Julie's Bicycle Green Suppliers Database as a point of reference.
Recycle as much as possible (including batteries).	Provide recycling bins in the office and Study Room.
Minimise waste, including paper.	Develop effective waste management with regards to toxic and hazardous substances, as well as recycling procedures. Reduce paper consumption by printing thoughtfully, reusing paper, using recycled paper and increasing the use of electronic filing.

5.2 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.

We have set the following aims with regards to our travel:

- Create awareness of the benefits to the environment of commuting by walking, cycling or using public transport, while noting other constraints (such as personal safety).
- Support staff in the purchase of a bicycle through participation in Government Tax Relief schemes.

Action	How
Conduct an annual audit of business travel to assess travel and quantify the greenhouse gas emissions associated with that travel.	Information gathered from expense records. Use Creative IG Tools.
Evaluate organisational benefits of business travel where applicable.	Discuss merits of attending the event for organisational reach and maximise value from business trip.
Use train and coach services whenever possible.	Research options and book tickets in advance to get best rates. If being invited to an event request the use of public transport services.
Ban taking flights within the UK.	Only take internal flights when no other option is feasible and the attendance is deemed essential for company's outreach with stakeholders.
Support car-pooling and lift sharing.	Staff to share information about travel planning.

5.3 Stakeholder Travel

We are committed to minimising the environmental impacts associated with our stakeholder travel to our events and encouraging our stakeholders to consider low GHG emission travel options.

Action	How
Encourage the use of bus, tube, train and coach services whenever possible.	Research options and promote them on our website for our audience and artists.
Support car-pooling and lift sharing.	Share information about travel planning on our website.

We aim to:

- Provide environmental information and education for employees, encouraging employees to behave in an environmentally responsible manner
- Include relevant information in new employees' orientation
- Encourage existing staff to set examples for new employees
- Make information on recycling systems at LADA available to all staff
- Use signs and notices as reminders
- Share this Environmental Policy and Action Plan on LADA's website
- Encourage our landlord and partners to behave in an environmentally responsible manner
- Encourage our landlord and partners to purchase water from an environmentally responsible company and use 'green' energy suppliers

The Live Art Development Agency will only offset our carbon emissions after all reasonable practical actions to reduce our emissions have been taken. Offsetting is a last but significant final action. We will support offsetting companies with at least Gold Standard accreditation for GHG emissions offsetting projects.

5.4 Programming and Collaborators

Being acutely aware of the parameters of Climate Justice, we will take into consideration several factors in the decisions of our creative outlet, distribution and support given to external collaborators, artists and individuals, such as:

- Working with those that are at higher risk of the adverse effects of climate change
- Speaking with our collaborators on the effects of our actions towards climate degradation for improvement
- Disseminating knowledge gathered through various events on the effects of climate change for a fairer climate justice
- Giving support to those that are at higher risk to the effects of climate change, such as travel expenses costs and fair pay for all

6. Reporting and Communication

As stated above, each year we will assess the scope of our environmental impacts (primarily using the Creative IG Tools platform from Julie's Bicycle) and extend the scope for understanding, measurement and action as appropriate.

The consideration of our environmental impacts will be addressed at annual internal meetings of staff and Trustees, and we will share this Environmental Policy and Action Plan on LADA's website.