

T100 Environmental Policy and Action Plan

Purpose

The purpose of this environmental policy is to indicate our organisational commitment to addressing environmental issues within T100 and through the services we deliver. This document outlines what T100 will do to identify our environmental impact, how we will adapt to reduce our impact, and the responsibilities of team members in this space.

Scope

This policy applies to employees, freelancers and contractors, both full time and part time. The policy will be shared with suppliers, potential partners and consultants wherever appropriate to indicate our commitment to environmental action.

Action

T100 is committed to accelerating a just transition to net zero and reducing the impact on the environment from our operations and service delivery, We will address this this in the following areas of work:

Staff engagement

We will promote responsibility for the environment within the organisation, and communicate and implement this policy at all levels of our team. We commit to ensuring key members of staff have the time necessary to embed this work into our operations and providing further resource where possible and necessary.

We have appointed an environmental champion who will lead on, and encourage, engagement in this work.

We will support staff wellbeing by considering how we promote positive, action-led messaging about climate breakdown and provide opportunities for them to change the ways they work for T100 in line with positive climate behaviours. We will provide

space for staff to discuss this issue, including their own concerns and worries about environmental breakdown, through any wider wellbeing programmes in place.

The senior management team of T100 will:

- Share its expectation of responsibility for the environment to employees, steering task team members, partners, volunteers and contractors
- Demonstrate clear commitment to the environment and lead by example, to ensure that the protection of the environment is promoted to all employees.
- Support team wellbeing and work to combat hopelessness by committing to driving action in the organisation, and setting a positive example.

The employees of T100 will:

- Be familiar with all the environmental requirements relevant to their role and responsibilities, including exploring the carbon footprint/environmental impact of specific areas of work
- take responsibility for their own impact on the environment while in the workplace/working from home, sharing ideas with other staff members on how to reduce personal impact.
- Assist with data collection when measuring our environmental impact

Operations

Our mission is: to provide an organisational framework which links grassroots activities to larger initiatives, mechanisms for local people to access and shape place-based strategic narratives and ensure a spatial framework which literally connects people and places together. The sustainability of our services is important for the people, places and communities we work with.

As part of delivering our mission in line with our values and objectives, we will assess the environmental impacts of our operations and set objectives and targets annually in order to improve our internal carbon emissions. We will review these targets annually. This work will include:

- Monitoring utilities consumption in office buildings and home working
- Promoting, encouraging and rewarding green travel choices from employees, volunteers and audiences
- Conscious consideration of the amount of travel necessary for our services to go ahead, encouraging green transportation modes and/or providing remote access to events
- Review our waste and educate employees, volunteers and audiences about effective recycling and reducing use of single use plastic where possible
- Communicate with the communities we work with about climate breakdown and how it is relevant to our mission, vision and values
- Generally increase communications about the climate crisis, to encourage awareness within our networks and the communities we work with
- Implement environmental aims
- Comply with all relevant environmental legislation and regulations

Governance

Our Steering Task Team Members have overall responsibility for T100 and its strategy. We commit to exploring on an annual basis the impact climate breakdown will have or is having on the communities we work with. This work should be led by the Environmental Champion and should include, but is not limited to:

- Discussing at one Steering Task Team meeting per year how our mission, vision and values intersect with climate breakdown. This discussion should include how our work will be affected by climate breakdown; where there is

opportunity to collaborate and support wider climate action; and how to embed climate actions in our strategy, business planning and organisational goals.

- Providing a short statement in our annual report each year outlining the discussions we have had around climate breakdown and any action we have taken, alongside our aims for the following business year.
- Making time to discuss and review data gathered at 1 meeting per month with our team.

Suppliers and procurement

The suppliers of T100 will:

- Share environmental policies or describe planned actions if a formal policy is not in place when entering into any contract or agreement with T100. This will be done independently through our due diligence processes.
- Work with us to reduce the impacts of the goods and services purchased from them wherever possible.

We recognise that although we may not be able to reject suppliers based solely on their sustainability credentials that asking questions raises the profile of this issue, and that we may partly influence behaviours through this action alone. Our engagement with suppliers is designed to identify suppliers with values which align with our own, and we will make public our preference to work with organisations who minimise their environmental impact wherever possible.

Projects

We will endeavour to include environmental targets at the beginnings of discussions and scoping of projects.

We will prioritise gathering new volunteers for T100 from the local area.

We will gather data across each strand of activity and report it to the Arts Council for review.

This policy is supported by an Environmental Action Plan which follows, and specifies how the policy will be implemented, complete with the person responsible for delivering it. It is reviewed and updated annually by the Environmental Champion:

T100 Environmental Action Plan

Objective	Current Actions	Actions to be taken	Timeline	Responsibility	Performance indicator
<p>Reduce Audience Travel by Car</p>	<p>Information on public transport detailed on website to each event</p> <p>Audience travel data is captured</p>	<p>Review locations of events ensuring good, accessible transport options are available</p> <p>Investigate collaborating with local bus transportation to T100 events for local audiences</p> <p>Partner with local community groups to encourage group travel to events</p> <p>Include environmental Statement on all event listings and pages</p>		<p>Environmental Champion and Programme Manager</p>	<p>Data of Audience travel</p>
<p>Reduce waste and Single use plastic</p>	<p>Encourage participants to bring</p>	<p>Encourage Volunteers, participants and staff to</p>		<p>Environmental Champion and</p>	<p>Measuring of waste at events</p>

	reusable water bottles	<p>carry reusable water bottles</p> <p>Identify nearest drinking water source to walks/events</p> <p>Purchase drinking water facilities and mugs for the Garden</p>		Programme Manager	
Reduce staff/volunteer travel and footprint	<p>Search for Volunteers Locally</p> <p>Homeworking is available to staff</p>	<p>Cater for Volunteers with veg/vegan options</p> <p>Share environmental action plan with Volunteers</p> <p>Encourage lift shares</p>		Environmental Champion	Data of travel
Encourage Young Ambassadors to Work Environmentally		<p>Create a Green Charter for groups to sign</p> <p>Appoint Environmental Champion per YA group</p>		Environmental Champion/ Programme Manager	Results of green charter and event reports
Increase Environmental planning across all projects/events	<p>Looked at first and last event audience and participant travel</p> <p>Explored Donut Toolkit</p>	<p>Use Donut Toolkit before organising events</p> <p>Gather data on travel and waste at every project and event</p>		Environmental Champion/ Programme Manager	

Reduce reliance on Next day deliveries	Purchased catering from local business. Reuse items from previous events	Plan ahead for events and items we will require Explore shopping local Reduce Amazon Prime deliveries. If required bundle into a larger deliver day for multiple events		Environmental Champion/ Programme Manager	
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