

**Environmental Policy**

# Purpose

Scottish Book Trust (SBT) recognises its responsibility towards protection of the environment and is committed to minimising the environmental impact of its activities and operations wherever possible. Scottish Book Trust is committed to continuing to improve its environmental performance by monitoring its performance against environmental targets to measure compliance with this policy.

We also aim to foster an understanding of environmental issues appropriate to and in the context of our business, among our staff, partners, audience and communities and to encourage behaviours which contribute to the sustainability of our environment.

# Activity Areas

1. Facilities and Operations

Our offices are old and not as environmentally friendly as we would wish. We will strive to implement energy-saving initiatives to make the best of the office environment but we also ask staff to take responsibility for conserving energy and other resources and minimising waste in support of our environmental policy.

* We will seek to manage our office environment to reduce pollution and emissions by using energy efficiently and effectively
* Use thermostats to control temperature levels and avoid wasted energy
* Minimise use of electric heaters and never leave them on when not in use
* Use the infrared heaters on thermostats to avoid use of individual electric fan heaters and radiators
* Insulate around windows and doors where possible to reduce heat loss
* Require staff to dress appropriately for keeping themselves warm (especially if subject to draughts from windows or doors) rather than have to heat the whole office due to variations in personal preferences
* Turn off lights and PCs and other equipment when not in use
* We will conserve water by having efficient toilet and kitchen facilities and not leaving taps running
* We promote the reduction, reuse and recycling of materials to conserve resources and reduce waste disposal
* Recycling boxes and bins are provided round the office
* Reuse paper and packaging where possible
* Return unused resources to the office for others to use
* Minimise landfill by ordering recyclable materials and resources where possible
* We comply with the requirements of environmental legislation, ensuring all waste is disposed of in a safe and responsible manner and adheres to local and national environmental laws

1. Suppliers and Materials

* We will procure goods and supplies which take environmental specifications into account.
* We will identify and work with partners/ companies which have environmental policies of their own, thereby promoting the importance of, and our commitment to, a responsible approach to environmental issues.
* We will purchase as much recycled stationery and other office supplies as available/possible using partner’s recycled products range.

1. Communications

* We will raise awareness and encourage participation in environmentally conscious behaviours through discussions and training sessions for staff.
* We will use digital and telephone communications wherever possible in all our work, such as email, sharing information through our website and social media. We will minimise the use of print and recycle or reuse printed materials whenever possible.

1. Programme Delivery

* We will regularly review our activities to monitor their compliance with this policy. In planning our activities, we will include environmental considerations on our checklist.
* The location of events and travel options will always form part of our environmental considerations and well as the amount and type of materials to be used and distributed. Any unused stocks will be retained or recycled.

1. Staff Travel

* Staff will be encouraged to travel to and from work by public transport, bicycle or on foot through the lack of provision of dedicated car parking facilities, bicycle parking and nearby bus and train routes. Staff can participate in the Cycle to Work scheme.
* All staff travel for work related activities is done by public transport or car sharing wherever possible.

# Monitoring and Review

Scottish Book Trust will develop systems and processes for monitoring these activities and behaviours with a view to developing appropriate targets for improved performance within a defined timescale.