Environmental & Sustainability Policy

**General Principles**

Creative Kernow aims to minimise our environmental impact across all activities whilst ensuring the sustainability, efficiency and effectiveness of our operations.

All employees and volunteers are required to accept responsibility for understanding, assimilating and implementing this policy in their work for and on behalf of the company.

Creative Kernow will actively promote awareness of environmental and sustainability in building relationships and delivering activity. We aim for best practice and will lead by example; as part of that employees are encouraged to do outside voluntary work e.g. as board members of local organisations.

**Our Environmental & Sustainability Policy is split into five areas:**

1. Office-based operations
2. Travel
3. Information, advice, guidance and support services
4. Project & event delivery
5. Our role as a landlord

The policy will be monitored and reviewed annually by senior management in partnership with the Board; our Environmental Sustainability Action Plan sits alongside this policy and contains SMART targets for change.

1. **Office-based operations**

Creative Kernow through its staff and volunteers will:

* turn off electrical appliances when not in use, with especial regard to PCs, monitors and electric heaters
* use LED bulbs or high-efficiency tubes wherever possible
* turn off lights when not in the room
* use natural light and heat from the sun as much as possible
* maintain office temperatures at a maximum of 20 degrees Celsius
* when purchasing new appliances, consider their energy rating and water efficiency
* install and maintain water saving devices in cisterns of toilets
* recycle paper, card, plastics, bottles, ink cartridges and metal as much as possible
* encourage staff to minimise waste from packaging when purchasing or bringing materials on site
* minimise the use of paper and other office consumables, e.g. by double siding all paper used, identifying opportunities to reduce waste and not printing emails or documents unless really necessary
* use ecologically sustainable detergent and cleaning products
* not boil more water than needed in the kettle
* whilst following fair procurement, use local suppliers wherever possible for office and catering materials and favour suppliers who pursue environmentally sustainable practices, including fair trade products
* use recycled products where possible and ensure that at least 50% of paper consumption through print is on recycled paper
* use waste bags made from recycled and / or biodegradable plastic
* use internet-based forms of marketing e.g. e-bulletins instead of newsletter when appropriate
* as far as is practicable, purchase electricity from a supplier committed to renewable energy.

The Chief Executive and the Creative Kernow Administrators are responsible for managing and maintaining this policy and for supporting all staff in complying with it. Training will be provided where necessary.

**2. Travel and meetings**

Creative Kernow will encourage its staff and volunteers to:

* walk, cycle and / or use public transport to attend meetings whenever possible
* travel within mainland Europe by train
* Include the full cost of more sustainable forms of transport in our financial planning, rather than the cheapest option which may involve travel by car / air
* avoid physically travelling to meetings etc where alternatives are available and practical, such as using teleconferencing
* make use of alternative working arrangements such as home working.

**3. Information, advice, guidance and support services**

In the services that we provide to the creative industries sector and others, these issues will be highlighted with particular reference to:

* travel efficiency
* minimising paper use, particularly in marketing materials
* using recycled products
* using local suppliers.

**4. Project and event delivery**

When developing and delivering Creative Kernow projects (for example, Cultivator programme events, Carn to Cove events or FEAST projects), staff will endeavour to continue to operate within the guidelines above. Sustainability factors will be considered throughout project planning processes, procurement & delivery and within project risk assessments. Project applicants will be encouraged and supported to implement best practice within their projects.

**5. Our role as a landlord**

Krowji Ltd has developed detailed environmental policies for the operation of the Krowji site with support from Arts Council England and others. There are environmental commitments in our agreements with tenants and we operate an approved green lease model as approved by BREEAM. The Percy Williams Building which was completed in 2015 has achieved BREEAM Excellent status, with 60kw of PV panels and thermal cells; the Phase 2 extension to this opened in spring 2020, replacing a further 14 or so environmentally inefficient old workspaces with about 20 more BREEAM Excellent units. We will continue to upgrade the efficiency of our other old buildings and install further PV and solar thermal on site where possible.