



# Sustainability Policy

Revised April 2015

According to Resource Efficient Scotland, “no matter how big or small your Scottish organisation, the new law means you will have to separate your waste for recycling.” The regulations came into effect on 1 January 2014, and require that every business operating in Scotland separates plastic, metal, glass, paper and card for recycling or incur financial penalties.

In order for this requirement to be realised, we recognise the potential negative environmental impact that our developmental activity may have and the positive benefits that we can make as a community, from a position of prominence, through demonstrating best practice and reducing our negative environmental impacts.

## **The Commitment**

Edinburgh Palette is committed to increasing the environmental sustainability of its current operations. This involves integrating sustainable measures into its business model and future developments, while inspiring best practice from our stakeholders and the communities we serve. Our dominant environmental impacts are currently related to waste, energy and water use.

By this policy Edinburgh Palette recognises its responsibility towards the protection of the environment, and issues this statement as a commitment of both management and employees to minimising the environmental impact of its operations. The policy will be reviewed annually by the Edinburgh Palette team, seeking support from its stakeholders and the Green Team as it exists at the time.

## **With this commitment in mind, we will:**

- Strive to continuously improve our environmental performance by regularly reviewing our activities and policy, and setting new targets to reduce any environmental impacts.
- Measure and record levels of waste, energy and water use, and establishing a baseline.
- Comply with requirements of environmental legislation and work towards approved codes of practice throughout our business operations.
- Reduce our consumption of resources and improve efficiency.
- In all activities, improve efficiencies and reduce costs, both to the organisation and the environment.
- Promote the reduction, reuse and recycling of waste materials to conserve resources and reduce landfill disposal.
- Ensure all waste is disposed of in a safe and responsible manner.
- Take environmental specifications into account when procuring goods and supplies.
- Raise awareness and encourage participation in dealing with environmental matters through communication and educational events for staff, tenants and other stakeholders.

## Edinburgh Palette responsibilities to uphold the policy

### Edinburgh Palette is responsible for:

Procurement of goods and services;

- Working with contractors and suppliers who have positive environmental credentials, or working with them to raise their awareness of sustainability.
- Working with a reputable waste collector to provide compliant recycling facilities.

Communication and enforcement;

- Ensuring the staff, tenants and exhibitors are aware of and comply with the policy.
- Ensuring tenants are aware of this policy in their Welcome Pack.
- Ensuring exhibitors are aware of this policy in their Guide to Galleries.
- Establishing recourse for repeat breaches of this policy.

Planning for the future;

- Supporting the Green Team in their annual aims and vision.
- Participating in the Green Arts Initiative, a network of arts venues with shared ideals.

## Tenant/building user responsibility under the policy

### A tenant /exhibitor/ building user is responsible for:

- Managing waste in compliance with Waste Scotland Regulations and Edinburgh Palette facilities and procedures.
  - Dispose of recyclable and landfill waste generated in their studio on a weekly basis.
  - Asking for guidance when they are not sure, at the Main Office.
  - Applying the Waste Hierarchy wherever possible. Prevention and reduction of waste is a main priority, followed by reuse wherever possible.
  - Ensuring key recyclables are never disposed of as landfill waste.
- Increasing the efficiency of their use of electricity and water.
- Switching off lights in spaces no one is using (except for stairway and corridor lighting).