

Environment Policy

Owner: Barbara Eifler, Chief Executive
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1. Policy purpose and aims

Making Music is committed to sustainable practice as a guiding principle within our work. Concern for the environment is an integral and fundamental part of this commitment and we believe we have a responsibility to the environment beyond legal and regulatory requirements.

Policy aims:

- To ensure we are working to the principle of; reduce, reuse, recycle
- Continually improve and reduce our impact on the environment by:
 - minimising our contribution to pollution of land, air, and water
 - reducing the use of all raw materials, energy and supplies.
- Make our environmental performance a central part of our business strategy and operating methods.
- Raise awareness among employees about environmental concerns and empower them to make sustainable decisions.
- Raise awareness and support members to make environmentally sustainable choices for their groups.

2. Seek to keep wastage to a minimum and maximise the efficient use of materials and resources

- Before discarding an item, we will consider if we can reuse or repurpose the item.
- If we do discard the item, we will consider if it could be reused by someone else.
- If the product cannot be reused, we will recycle the product, where that is an option.
- We will use a licensed waste disposal company that prioritises and encourages recycling
- We will work to minimise printing and towards being a paperless office.
- Before buying something new will consider if we:
 - already have something that could be reused or repurposed
 - if there is a genuine business need to buy it.
- Where it is necessary to buy something: see Suppliers and Suppliers below.

3. Materials we produce

The main materials we produce are paper based (e.g. publications, letters, welcome packs).

We will always consider if activity or materials can be delivered or produced in exclusively digital formats.

If there is practical or business need to produce physical copies we will:

- minimise the amount we produce to what is necessary
- minimise any associated packaging
- use recycled materials and environmentally responsible suppliers where possible (see Suppliers and Suppliers below)
- use materials that can be reused or recycled where possible.

4. Supplies and Suppliers

When sourcing products or services the environmental impact of the purchase will be a key consideration.

This will include:

- if the product is reused / recycled

- if the product can be reused or recycled
- if renting / sharing is an option
- the energy efficiency of the product
- environmental impact (e.g. of cleaning products)
- the environmental impact of receiving / delivery of the product
- the environmental credentials of the supplier.

We will prioritise the products and services that have the least environmental impact, within relevant budgets constraints.

5. Energy and water use

We will seek to reduce the amount of energy and water used as much as possible. This includes things like:

- turning off lights and electrical equipment when not being used
- minimising water boiled in the kettle
- ensuring office temperature controls are used and adjusted with energy efficiency in mind, taking advantage of natural ventilation when possible.

6. Travel

- Employees will be encouraged to cycle to work where possible by offering the Cycle to work scheme and providing a safe place to store bikes.
- We will reduce the need to travel by using online / digital options for events and meetings where possible.
- Where travel is necessary staff are encouraged to use public transport.

If car hire is necessary, we will prioritise hiring green vehicles.

7. Digital Impact

We will put the environmental impact of our digital outputs at the forefront of our day to day activities and future planning

- **Employees will be encouraged to be mindful about their email activities and to regularly clear out their inboxes, unsubscribe to mailing lists and to consider the necessity of outgoing emails**
- **Where possible we will cut down on the storage of unnecessary digital data**
- **We will continue to assess environmental impact of current systems including website host/server, database host/ server, email provider and prioritise energy efficiency when choosing new suppliers and products**

8. Our activities, projects and partners

When planning and delivering new and existing services, activities and projects, their environmental impact will be a key consideration:

- offering online / digital access to services and content where possible / appropriate
- minimising travel involved in delivery
- working with funding and delivery partners who show a commitment to minimising environmental impact.

Minimising environmental impact will be prioritised where we are confident business requirements are met and we can operate within relevant budgets constraints.

9. Culture and Implementation

- To help meet the aims we the policy and embed sustainable practice throughout the organisation we have created a 'Green team'. They will:
 - identify areas of impact
 - establish and implement plans to reduce this impact
 - monitor the efficacy of these plans
 - communicate environmental initiatives to staff members
 - ensure the delivery of initiatives within the organisation
 - engage with staff members to field queries and suggestions

- encourage all individuals to contribute ideas and suggestions to help reduce our collective and personal environmental impact.
- engage with broader sustainability initiatives across the sector and participate in local schemes
- We will monitor our environmental performance and will regularly communicate to our employees and other significant stakeholders about it.
- We will review this policy annually to ensure it is relevant and useful.
- We will provide training for our staff so that we all work in accordance with this policy and within an environmentally aware culture.
- We will develop our management processes to ensure that environmental factors are considered during planning and implementation. Budget holders are empowered to:
 - seek and consider environmentally sustainable options when sourcing products, services and suppliers
 - consider the sustainable credentials of products / suppliers in decisions
 - make decisions based on sustainability, balanced with business need and budget.

10. Supporting members

We will provide resources to help members understand the environmental impact of their groups and how they can reduce it. This will be achieved in a variety of ways but might include:

- creating an online network to regularly meet and discuss environmental impact
- providing access to expert views and advice
- providing written, video and audio resources.
- celebrating steps that members are already taking towards their own sustainable practices (launch of the Green Award 2023)

11. Investments

We will assess environmental credentials of current bank, investment and pension providers and look into divesting to environmentally sustainable products and institutions in line with our investment policy.

12. Policy review

This policy will be reviewed every year by the Chief Executive and amendments will be approved by the Board of Trustees. It will also be reviewed in response to changes in relevant legislation, good practice, or in response to an identified failing in its effectiveness.