

TAKE ONE ACTION FILM FESTIVALS: ENVIRONMENTAL POLICY

Take One Action nurtures communal exploration of the stories, ideas and questions at the heart of positive social change. Through film screenings, conversation and enquiry, we bring people together to inspire a fairer, more sustainable and more fulfilling world, in Scotland and beyond our borders.

Environmental justice lies at the heart of Take One Action's ethos. We are committed to exposing and addressing the root causes of the climate crisis and its disproportionate impact on the most disadvantaged and excluded.

We recognise our own involvement in the systems and actions that continue to damage the environment and fuel the climate crisis. We are committed to reducing our impact on the environment wherever and whenever possible.

OUR BUSINESS:

Take One Action was established in 2008 with the aim of celebrating the people and movies that are changing the world. We do this through

- an annual festival held in September in Edinburgh and Glasgow,
- local weekend-long festivals held in November in Aberdeen and Inverness,
- a network of Film Clubs whose events take place throughout the year and throughout Scotland,
- year-round events and collaborations,
- a specially curated online film directory.

We are a small team, helped by a group of passionate and dedicated volunteers throughout the year.

OUR IMPACT:

We are committed to reducing the negative environmental impact that occurs as a result of our work in the following areas:

- our business travel,
- our office management and the goods and services we use,
- our building's use of energy, water and waste,
- our marketing materials,
- our online presence and the servers we rely on,
- our events and the energy, water, travel and transport that is involved,
- our banking and procurement policy.

OUR COMMITMENTS:

We are committed to understanding, measuring, analysing and reducing our environmental impact and engaging staff and volunteers in this process. Our main areas of focus for reducing our impact are:

- Keeping our business travel to a minimum. Alongside a commitment to avoid domestic flights and unnecessary flight legs for international travel, this also includes actively promoting the use of low-carbon modes of transport to our events such as walking, cycling and train travel;
- Working with our building managers – the Out of the Blue Education Trust – and venue partners to help identify and implement actions to reduce energy and water usage, reduce waste, promote recycling and rely, where possible, on green energy sources;
- Considering environmental factors in our daily office management and procurement by prioritising suppliers that are committed to environmental sustainability and ethical trading practices; enforcing a 'power-off' policy in the office;
- Minimising our digital carbon footprint – e.g. by hosting our website on "green" servers and probing all digital service providers (incl. film streaming sites) on their environmental commitments;
- Ensuring that our marketing strategies reflect our commitment to environmental sustainability (ordering smaller print runs to avoid wastage, working with vegetable inks, minimising the manufacture of branded goods, and using our website to highlight environmental causes to our audiences);
- Providing staff with training and information on environmental matters.

Take One Action is a member of the Green Arts Initiative, set up by Creative Carbon Scotland. Through this programme we are actively working to reduce our carbon footprint by measuring our carbon impact. This policy is reviewed on an annual basis and updated as and when necessary. The policy is supported by Take One Action's Environmental Action Plan (see appendix), which is informed by our environmental monitoring and measurement and is subject to annual review and approval by management.

Signed by: Tamara Van Strijthem: Executive Director

1st issued: 30th January 2018 Latest review: February 2021

Appendix: ENVIRONMENTAL ACTION PLAN

Take One Action aims to be an environmentally responsible organisation and our Environmental Policy clearly states our commitment to improving our environmental performance. The aim of this Action Plan is to outline the steps we will take to fulfil our commitments and reduce our areas of impact. The following areas have been identified as being of key importance:

- our business travel,
- our office management and the goods and services we use,
- our building's use of energy, water and waste,
- our marketing materials,
- our online presence and the servers we rely on,
- our events and the energy, water, travel and transport that is involved,
- our banking and procurement policy,
- our staff awareness.

1. BUSINESS TRAVEL

Objective:	Action:	Timeline:	By whom:
1.1 To calculate data on our travel and the carbon emissions produced so that we can identify areas of excessive use and subsequently take measures to reduce this.	<ul style="list-style-type: none"> • Use the Claim Expenses tool to record each journey made by the company and produce monthly and annual reports on our carbon emissions. 	Update monthly	Festivals & Operations Assistant
1.2 To book the most environmentally sustainable travel routes for all journeys made by staff, volunteers and guests.	<ul style="list-style-type: none"> • All UK travel shall be done by land. UK internal flights will be the last resort and only used in exceptional circumstances (when land travel takes over 8 hours or costs over £200). • Travel in the EU will be made by rail wherever possible. • If car travel is necessary car-sharing will be actively encouraged. • International flights will be booked in advance to ensure that direct flights can be used. If more than one flight is required TOA will try to book a public transport alternative to replace one leg of the journey. 	Ongoing	Festivals & Operations Assistant

2. OFFICE MANAGEMENT

Objective:	Action:	Timeline:	By whom:
2.1 To reduce the electricity wasted in the office.	<ul style="list-style-type: none"> To maintain a 'power off' policy to ensure that equipment is correctly switched off at the end of the day 	Ongoing	Festivals & Operations Assistant
2.2 To use recycled materials in the office.	<ul style="list-style-type: none"> To only buy recycled paper, envelopes, stationery etc. for in-house use. Use energy-efficient light bulbs. Only printer cartridges that can be refilled or recycled will be used. 	Ongoing	Festivals & Operations Assistant
2.3 Recycle office waste effectively.	<ul style="list-style-type: none"> Continue using a clear recycling system so that daily waste is recycled appropriately. 	Ongoing	Festivals & Operations Assistant

3. BUILDING MANAGEMENT

Objective:	Action:	Timeline:	By whom:
3.1 To help and encourage the Out of the Blue Drill Hall to reduce power use and wastage and to maintain an effective recycling policy.	<ul style="list-style-type: none"> To attend any tenants' meetings and environmental discussions To use and support the recycling policy in the building 	Ongoing	Executive Director

4. MARKETING MATERIALS

Objective:	Action:	Timeline:	By whom:
4.1 To continue building our digital marketing presence and move away from print materials.	<ul style="list-style-type: none"> To continue to use social media effectively to publicise our events Direct audience members to the resources on our website where possible so that they can engage on an online platform 	Ongoing	All staff
4.2 To reduce the quantity of printed materials.	<ul style="list-style-type: none"> Continue to send newsletters by email rather than post For each print run keep a record of the quantity ordered, the quantity used and the quantity left over so that steps can be made to reduce wastage 	Ongoing	Festivals & Operations Assistant
4.3 To use recycled paper and vegetable inks for printed materials.	<ul style="list-style-type: none"> To continue to print all of our marketing materials on recycled paper and with vegetable ink 	Ongoing	Festivals & Operations Assistant

<p>4.4 Influence audience behaviour and environmental awareness.</p>	<ul style="list-style-type: none"> • Provide travel directions to each event in order of the least carbon emissions (walk, cycle, train, bus, car) on the event pages. • To display the Green Arts Initiative badge on our website and provide information on any steps we take to reduce our environmental impact. • Make our Environmental policy available on our website. • Use green straplines e.g. "Please recycle me" on all printed materials. • Continue to prioritise content exploring issues of environmental sustainability and relating these to climate justice. 	<p>Ongoing</p>	<p>All staff</p>
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5. ONLINE PRESENCE

Objective:	Action:	Timeline:	By whom:
<p>5.1 Monitor and minimise our digital carbon footprint.</p>	<ul style="list-style-type: none"> • Use "green" servers to host the TOA website. • Probe all digital service providers (incl. film streaming sites) on their environmental commitments. 	<p>Ongoing</p>	<p>Festivals & Operations Assistant</p>

6. EVENTS

Objective:	Action:	Timeline:	By whom:
<p>6.1 To ensure that all Festival events are planned and run with an awareness of environmental impact and climate justice.</p>	<ul style="list-style-type: none"> • Work with venues that have an environmental policy in place. • Minimise the purchase of materials; ensure that all materials used are made from recycled materials where possible, and that they are recycled after the event. • For film transportation only use couriers who have an environmental policy. 	<p>Ongoing</p>	<p>Executive Director</p>

7. BANKING AND PROCUREMENT

Objective:	Action:	Timeline:	By whom:
7.1 To ensure we use banking providers and goods suppliers in line with our commitment to sustainability	<ul style="list-style-type: none"> • Interrogate the environmental policies of all suppliers. • Prioritise suppliers that are committed to environmental sustainability and ethical trading. • Use sharing/circular economy initiatives where possible. 	Ongoing	Executive Director

8. STAFF AWARENESS

Objective:	Action:	Timeline:	By whom:
8.1 To provide staff with appropriate training and information	<ul style="list-style-type: none"> • Where appropriate, staff members will attend training sessions with Creative Carbon to gain a deeper understanding on the steps we can take as an organisation. • Signage will be placed in the office to remind staff of recycling facilities and the 'power-off' policy. • A clause explaining our environmental policy will be included in the staff, freelancer and volunteer handbook. 	Ongoing	Executive Director