

Live Music Now Scotland

Environment Policy

The Environment Policy covers all aspects of Live Music Now Scotland (LMNS) operations - from good housekeeping measures such as using both sides of paper prior to recycling, to ensuring that investments made are environmentally sound. The policy also commits us to promoting suppliers and services that adhere to environmentally sound ways of operating.

All staff have access to this policy through the Company Handbook. It is included during the induction of new staff, board members and volunteers. The Environmental Policy is regularly referred to in decision-making through team meetings.

LMNS practices the principles of the **3Rs**:

- 1) **Reduce** waste where possible by thinking about what we buy and how we use it.
 - Move to online storage of all files.
 - Non-essential documents and emails will not be printed.
 - We will annually review which internal documents and external publications are essential, if they are not, they will be cancelled thus reducing waste and saving money.
 - We will endeavour to avoid disposable cups and food packaging bought by the office for events.
 - We will ensure all printing and photocopying is done on double-sided paper.
- 2) **Re-use** wherever possible by trying to find a second life for items especially paper and office stationery.
 - Scrap paper will be used in printers, fax machines, for taking messages and for writing notes or draft copies of documents.
 - Envelopes and packaging will be reused where possible.
- 3) **Recycle** as the least preferred option of the 3Rs.
 - All staff have the responsibility to recycle paper, cardboard, and other items in line with available facilities. Toner cartridges and inkjets will also be recycled.
 - If office furniture or IT equipment is being replaced, then LMNS will seek to have those items reused or recycled.
 - The General Manager holds responsibility for ensuring recycling facilities are in place in the office.

Recycled paper

LMNS will buy FSC certified recycled paper. We will endeavor to switch all publications and general office papers to 100% post-consumer waste recycled papers, any additional purchasing costs will be balanced against reduced consumption.

Travel

LMNS will promote the use of public transport, cycling and walking as the main means of travel for staff and musicians, for meetings, LMNS performances and other events. We will also promote the use of car sharing for musicians on tour.

All LMNS travel should be made by public transport unless time or money make it impractical to do so. For example:

- Location is inaccessible via public transport
- Time to travel via public transport is vastly in excess of driving time
- Heavy material needs to be transported
- Multiple members of staff are travelling

If staff have individual access requirements that make public transport impractical then appropriate arrangements will be agreed with their line manager.

For any long distant journeys, LMNS staff will aim to travel by rail rather than air as far as possible.

LMNS will monitor and evaluate all staff journeys and use the data collected to calculate and evaluate the company's annual carbon footprint. This will be gathered using Claims Expenses and all staff are required to submit their expenses via the online software, including all journey details, in order to measure the carbon generated.

Operations & Equipment

As tenants in an office building, LMNS will work with the landlord to monitor and reduce the carbon footprint and environmental impact of the company's office.

LMNS maintains a policy of "minimum waste" which is essential to the environmental, sustainable, cost-effective and efficient running of all our operations.

This includes materials, where we aim to reduce, reuse or recycle any waste generated, and energy, where we aim to increase efficiency.

All staff are expected to use the available recycling facilities within the office or their local authority (if working from home), which can take paper, cardboards, glass, plastics, cans and food. Printer and toner cartridges can also be recycled, and any used cartridges should be stored accordingly in preparation.

Lights and equipment will be switched on only when needed and not out of routine. Heating will be kept to a minimum and the thermostat will be regularly checked to ensure it is not set too high, thereby promoting the need to open windows.

At the end of the working day, the last staff member to leave the office should check equipment to ensure that all computers are shut down and all monitors and printers are switched off.

Review & Staff

LMNS fully supports this policy and it will be reviewed and updated annually. All staff are responsible for playing their part in achieving its objectives.

All staff and those engaged in LMNS activities are responsible for adhering to the company's environmental policy which will be made available to all new members of staff and freelancers as part of their induction.

Carol Main, Director

Date 31/8/2021