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# SUSTAINABILITY POLICY AND PROCEDURES



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## 1. ABOUT THIS POLICY

- 1.1 Earth is in a climate emergency. This century, its average temperature has increased faster than ever before, and evidence suggests this global warming is down to human activity and our rapidly growing use of fuels such as petrol, diesel, gas, and coal generating greenhouse gases. In a 2018 report on the impacts of global warming, the United Nations warned that we may only have until 2030 to limit a climate crisis.
- 1.2 Climate change threatens the existence of human civilisation, the world's fauna, and flora. An increase of global warming at current rates will significantly increase the risk of drought, floods, extreme heat, and climate-related poverty for millions of people across the world.
- 1.3 Many of the ways in which humans have become used to doing things, are not sustainable.
- 1.4 According to Caring for the Earth, sustainability is, *"Development that meets the needs of the present without compromising the ability of future generations to meet their own needs' and improving the quality of life while living within the earth's carrying capacities."*
- 1.5 We care for the future of this planet, and so are committed to developing as impactful a sustainability policy as possible, to reduce the negative environmental impacts of our activities, and to maximise contributions to tackling this climate emergency.
- 1.6 It is essential to the sustainability of our organisation that we remember our core focus. But protecting the planet and quality of future generations' lives is crucial if we want to achieve our vision and give *"Vulnerable people, including those convicted of offences, the chance to become valued members of society and to forge fulfilling, constructive lives."* It is critical to us enabling *"participants to see themselves with positive futures"* which is part of our mission. It fits with our values, e.g. sustainable approaches, self-responsibility, respecting and valuing all.
- 1.7 We believe in climate justice - in the fair treatment of all people and the freedom from discrimination in the creation of policies and projects that address climate change as well as the systems that create climate change and perpetuate discrimination. We work with people from marginalised communities, from places where trust and a sense of community are scarce, and it's these people who are likely to be disproportionately impacted by the climate emergency, despite them often having the smallest carbon footprints. We want to work collaboratively with these participants and settings to develop our sustainability strategy.
- 1.8 We are committed to: complying with all applicable legislation and relevant codes of practice; integrating sustainability considerations into our business decisions; implementing this policy; and doing much more to help tackle the climate emergency through turning the draft action plan in Appendix 1 into a far-reaching *Sustainability strategy*.
- 1.9 This policy applies to all Good Vibrations freelancers, employees, trustees and volunteers.

## 2. PROCEDURES TO REDUCE OUR ENVIRONMENTAL IMPACT

- 2.1 To reduce our environmental impact, especially in relation to reducing carbon emission, which is the main driver of climate change, we will implement the following procedures
- 2.2 To **reduce paper waste** we will:
  - (a) Adopt a think before we print approach, only printing where absolutely necessary
  - (b) Minimise our use of paper by double-siding all paper used

- (c) Use recycled paper wherever possible
- (d) Make use of recycling facilities in all home offices and on site when delivering projects
- (e) Streamline documents that are to be printed so they are shorter
- (f) Develop e-marketing materials wherever possible

2.3 To be **sustainable in relation to travel** we will:

- (a) Walk, cycle or use public transport to carry out Good Vibrations business unless impossible, impractical or prohibitively expensive
- (b) Set up video calls or teleconferences instead of in person meetings, for the majority of our meetings; and keep up with changing best practice in the effective use of remote meetings
- (c) Plan the timing of meetings and projects efficiently to avoid multiple trips if possible
- (d) Continue to support home working for employees, rather than having a head office

2.4 To **reduce energy consumption** we will:

- (a) Purchase energy efficient equipment
- (b) Turn heating down in spaces where work, where reasonable to do so
- (c) Switch off monitors and lights when they are not needed or in use
- (d) Encourage team members to use energy suppliers with a good track record for providing clean energy (see the [Big Clean Switch](#) website)
- (e) Send fewer emails and less unnecessary emails (see this [article](#))

2.5 To **reduce e-waste**, we will:

- (a) Postpone upgrading electronic items for as long as we can, so long as they are safe and their performance is not affecting or slowing down our charitable work
- (b) Find opportunities for reuse if electrical items are still in good working order or require only minor repairs, e.g. giving them to someone else or another charity that will get value from them, or returning them to the manufacturer if they are broken or unusable
- (c) Use dedicated [e-waste recycling facility](#) to dispose of any electronic items when necessary, following our *Privacy and data protection policy and procedures*

2.6 To **influence others** to be sustainable we will:

- (a) Support team-members and participants to undertake voluntary environmental work
- (b) Ask team members to take account of sustainability in advice they give to participants
- (c) Encourage team members to implement these procedures in their lives outside of Good Vibrations

2.7 In relation to **food and drink** we will:

- (a) Predominantly opt to buy vegan, vegetarian, fair-trade and/or organic food and drink for events and meetings
- (b) Re-use canvas bags when purchasing refreshments, rather than using plastic bags
- (c) Compost food waste, wherever possible, e.g. in home offices
- (d) Avoid buying one-off, disposable items, e.g. paper tablecloths and plastic cutlery
- (e) Fight food waste by not buying too much, by getting people to RSVP, and by buying seasonal food

2.8 In relation to **merchandise** we will:

- (a) Only order merchandise if it will serve a good purpose and add value to our work
- (b) Only buy ethical merchandise. More tips are available [here](#).

3. FINANCIAL SUSTAINABILITY AND KNOWLEDGE MANAGEMENT PROCEDURES

3.1 In relation to **financial sustainability** we will:

- (a) Budget using Full Cost Recovery principles to cover full costs of operations/overheads
- (b) Continue to work to establish a more broad and sustainable blend of income sources
- (c) Plan strategically in relation to political, economic, social, technological, legal and environmental factors through a Risk register, SWOT analysis and Strategic plan

3.2 In relation to sustainable **knowledge management** we will:

- (a) Ensure knowledge is accessible to relevant people, not squirrelled away by one person
- (b) Use Salesforce as a customer relationship management system for employees
- (c) Use Tresorit as a secure shared drive that can be accessed remotely
- (d) Maintain our *Emergency contingency policy*
- (e) Support team members through training, supervision, handbooks, policies, buddy schemes, and facilitator and staff representatives
- (f) Carry out continuity planning through identifying and developing rising stars, and forming relationships with a wide range of practitioners and organisations in the sector

4. IMPLEMENTING AND REVIEWING

4.1 Normally, this policy will be reviewed every 2 years to check it is robust and accurate. Trustees will be asked to sign off any amendments to the policy. But as we are developing a *Sustainability strategy* from our draft action plan, we will next review this policy by Dec 2021.

4.2 Staff, contractors and trustees embarking on work with Good Vibrations are required to read our full range of policies and procedures, giving confirmation that they have read and understood them. They are required to adhere to this policy in their Good Vibrations work.

- 4.3 Volunteers embarking on work with Good Vibrations are required to read the policies and procedures set out in the *Volunteer handbook*, giving confirmation that they have read and understood them and will adhere to them in their Good Vibrations work.

5. APPENDIX ONE – DRAFT ACTION PLAN

5.1 This draft action plan details components of the *Sustainability strategy* we are developing:

Discuss	Do
<ul style="list-style-type: none"> <li>• Good Vibrations already models a more just and sustainable world. How can we use this to position ourselves to influence the necessary collective cultural shift society around climate change?</li> <li>• What are the links between sustainability and diversity and inclusion, e.g. colonialism, capitalism, and the disproportionate impact climate crisis has on people in the global south, such as Indonesia?</li> <li>• How does the climate crisis inform and impact our work?</li> <li>• How can we connect our work more directly to the climate crisis? Should we? E.g. capitalising on nature themes that arise on prison projects, and exploring how a lack of access to nature affects mental health.</li> <li>• How can we involve beneficiaries in this conversation? Might anxiety or guilt associated with the issue have <a href="#">damaging impacts on their mental health</a>? Or are they already thinking about it anyway and we could facilitate creative approaches to opening up the conversation?</li> <li>• Should we hold our partners and suppliers to account in terms of how sustainable they are? How would we go about that productively and not cut off our nose to spite our face?</li> <li>• What are our individual roles in delivering this policy? What does ‘advocacy’ mean in relation to this?</li> </ul>	<ul style="list-style-type: none"> <li>• Sign up to the <a href="#">Culture declares emergency</a> campaign to express a collective voice and call for political and community action as we build up to the 26th UN Climate Change Conference in November 2021.</li> <li>• Update this policy document by Dec 2021 incorporating all the learnings and activity we have committed to as a result of this action plan.</li> <li>• Apply to do an <a href="#">eco audit</a> through The Bromley Trust when this scheme reopens post Covid.</li> <li>• Research what is involved with setting up a <a href="#">Cycle to Work Scheme</a> and put one into place if feasible.</li> <li>• Find out what our partners are already doing in this space and work together to share ideas and spread a more ecologically aware ethos throughout the sector</li> <li>• Identify organisations who are already doing good work in the intersection between arts and the climate crisis, and learn from/partner with them.</li> <li>• Establish a working group to drive this sustainability strategy forward</li> <li>• Consider if there is a need for specific training in relation to sustainability, or for Good Vibrations to add new resources and books to its library on this topic for people to borrow, e.g. <a href="#">A new story</a></li> </ul>