



## **Hear My Music - Environmental/Sustainability Policy**

We recognise that our world is in a climate crisis, and that it is our responsibility to find new ways of working that can reduce our impact on the planet and reduce our carbon emissions. At Hear My Music we are committed to monitoring, managing and minimising our environmental impact and continually improving our environmental practices.

We are delighted to be a member of Creative Carbon Scotland's Green Arts Initiative, a growing networked community of 300+ cultural organisations committed to developing a greener arts sector throughout Scotland. We have an appointed green champion, our administrator, Noanie Heffron.

### **Implementation**

The Creative Director and Board of Trustees are responsible for ensuring that this policy is implemented. Training and guidance will be provided for key decision makers.

All staff, freelance contractors, and board members will be briefed on the policy and must agree to apply it in practice. The policy is incorporated in our contract of employment/freelance contractor agreement and it is a condition of service that all workers understand and operate the policy fully. The effectiveness of this policy will be monitored and updated annually in accordance with new legislation.

### **Our Environmental Commitments 2023-24**

- To reduce our carbon impact and embed sustainable practices within Hear My Music to help tackle the climate emergency and encourage positive contributions to environmental sustainability among our board, permanent staff members, freelancers and participants.
- Integrate and promote the consideration of environmental concerns and impacts into our decision making and activities across the organisation and to our stakeholders.
- Minimise waste by reduction, reuse, and recycling methods.
- Provide appropriate guidance and resources to staff, freelancers, and participants to meet the commitments of this policy through training, advice, and information, and encourage them to develop new initiatives.
- Communicate our environmental and sustainability commitments and practices to our board, staff, freelancers, volunteers, participants, and our communities, and encourage their support and participation.
- Encourage advocacy and awareness of climate change through song writing/expression, taking into account the unique/individual communication methods of our participants.
- To review, evaluate, and continually strive to improve our sustainability.
- To strive towards City of Glasgow's net-zero target by 2030.
- To meet Scottish Government's net-zero target by 2045.

Our Environmental commitments are central to our internal Policy and Action Plan for 2023/24. On the next pages, we will highlight the specific areas of work we will be focusing on.



## Travel

- We minimise unnecessary staff travel through our flexible home-working policy, and by using and promoting video-conferencing and digital shared-working platforms.
- We minimise board member travel by using video-conferencing instead of scheduling face-to-face meetings for 50% of our required annual board meetings.
- We minimise practitioner travel by matching practitioners to externally operated projects based on home address and availability of public transport/car sharing options.
- All Hear My Music staff and freelancers' necessary travel should be by public transport wherever possible, unless time or other considerations make it impractical. For example:
  1. Location is inaccessible via public transport
  2. Time to travel via public transport is vastly in excess of driving time
  3. Time to travel via public transport means project timetables cannot be met
  4. Multiple members of staff can travel in one vehicle
  5. Heavy or bulky items or project materials need to be transported
- We offer hybrid/remote music sessions to participants where appropriate.
- For long-distance journeys in the mainland UK, HMM staff must not travel by plane without approval from senior management. Should air travel be the only option for long-distance travel, we will offset carbon for specific journeys.

We will aim to travel by rail rather than air as far as possible on the occurrence of any staff member or practitioner travelling internationally.

## Operations/Reducing environmental impact

- We operate from a shared community building space, with use of an office that would otherwise be empty, as well as sharing hall space and kitchen/toilet facilities with several other organisations.
- We use non-disposable mugs/plates/cutlery both day-to-day and at all public events we hold.
- We ensure all lights, PCs, printers and non-essential electrical equipment are switched off at the end of every day/when not in use.
- We use freestanding as well as handheld whiteboards in meetings/music sessions instead of relying on printed resources.
- All general communications are undertaken via email, e-bulletins, WhatsApp, text, and telephone rather than via letters, brochures, or other printed materials.
- Printing is kept to a minimum. All essential printing utilises scrap paper or double-sided printing wherever possible to minimise unnecessary paper usage. All material printed by us will have the 'Recycle Me' logo added to encourage recycling.
- We ask recipients not to print out emails sent by HMM unless absolutely necessary.
- We operate a fully online/paperfree booking and scheduling system with additional accessibility adjustments such as talking through forms on video or phone call for all participants.
- Practitioner information and resources are shared electronically via Google drive.
- We use Google Forms for participant surveys/information gathering/project evaluation.
- We also make information available to access and download via our website to reduce reliance on printed material.
- We are continually expanding the availability of our online music sessions to increase the geographic range where we provide access to music without also increasing the travel footprint.

Hear My Music

Registered Scottish Charity SC048278

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## **Resources/Reducing waste**

- We strive to reduce waste by only purchasing necessary items.
- We run regular inventories of all HMM resources, to encourage reuse of items.
- We service our own instruments and equipment and repair damaged/broken items in-house.
- We ensure that any new electronic equipment purchases are as energy efficient as possible.
- We will phase out the retention on premises of merchandise such as T-shirts and move to a zero-stock, online purchase model.
- We purchase secondhand/refurbished items as standard, followed (in order) by reusable, repurposeable, recyclable and biodegradable items. Single use items will be purchased only if no other viable option is available, on request and upon approval.
- We work with suppliers that can evidence their own environmental policies and purchase products that do the least damage to the environment.
- We encourage our suppliers to support HMM's environmental aims.
- We use recycling facilities at locations we work in.

## **Shared Learning**

- All permanent staff members, freelance practitioners and board members will be Carbon Literacy trained by our Green Champion, and provided with any necessary guidance, resources or training to support them to feel confident in tackling the climate crisis.
- Every new staff member/freelance practitioner will receive a set of green guidelines on point of contract.
- All HMM personnel will take responsibility for adhering to the company's environmental policy. All HMM personnel are responsible for playing their part in achieving its objectives.
- The company's environmental policy forms part of the Company Handbook, which is agreed by all new members of staff. Both employed and self-employed staff and practitioners are encouraged to be involved in the company's advocacy and understanding of the climate crisis.
- We have a rolling Green Team agenda item at our monthly team meetings, led by our Green Champion. Initiatives derived from this will be shared with our freelance practitioners and board members.
- We will collaborate and share learning with other organisations to reduce carbon impact, recognising that collaboration is an essential component of carbon reduction.
- We will share learning with staff, freelancers, board members, participants and families, communities and audiences via regular communications
- We will embrace new models of working to reduce carbon impact.
- We will spread the message of the importance of more sustainable and environmentally friendly working through creative output on our website and social media.

## **Evaluation**

We will evaluate and formally track our progress annually, recognising that existing government policies are constantly changing and new policies are constantly emerging.

April 2024

To be reviewed annually