



Hear My Music - Green Guidelines for all workers

Hear My Music's environmental policy forms part of the Company Handbook, which is available in the shared Googledrive. Additionally, a hard copy is available in the HMM office. All workers should take responsibility for adhering to the charity's environmental policy. All workers are responsible for playing their part in achieving its objectives.

Hear My Music is 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. Our appointed green champion is administrator Noanie Heffron.

All HMM workers are invited to make suggestions about reducing our environmental impact or improving our sustainability to our appointed Green Champion. This can be done informally, at any time, as well as through dedicated time at team training and reflection sessions.

Everyday Sustainability Actions

Working in our base at Cathcart Trinity Church

- Switch off office/session room lights/electrical equipment when not in use
- Switch off office/session room lights/electrical equipment when leaving the building
- Where possible, use whiteboards in sessions instead of relying on printed resources
- For necessary printing, use waste paper/double sided printing to minimise paper use
- Use the recycling facilities (blue bin at kitchen fire exit for paper, cans, plastic packaging)

Working on external sites

- Follow all external site notices/instructions re. energy use
- Switch off session room lights/electrical equipment when leaving the building
- Use any on-site recycling facilities provided

Travel and transport

All Hear My Music staff and freelancers' necessary travel should attempt to minimise car travel wherever possible, unless time or other considerations make it impractical. For example:

- Location is inaccessible via public transport
- Time to travel via public transport/bicycle is vastly in excess of driving time
- Time to travel via public transport/bicycle means project timetables cannot be met
- Multiple members of staff/freelancers can travel in one vehicle
- Heavy or bulky items or project materials need to be transported

Mileage expenses: Travel mileage can be claimed for 'active travel' i.e. journeys by bicycle.

Maximising the lifespan of session equipment/resources

Please report any breakages or general wear-and-tear issues promptly in order that in-house repairs/servicing can be carried out and necessary purchasing of new equipment can be minimised.