

DOGWOOD PRODUCTIONS CIC

SUSTAINABILITY POLICY

Dogwood Productions is a Community Interest Company and referred throughout simply as “Dogwood”.

We are committed to reviewing our Sustainability Policy regularly. This policy was last reviewed: July 2024

This document is accessible to staff, including freelance staff and those contracted on a short-term basis. This policy is an active document and will be monitored and reviewed regularly to ensure it remains fit for purpose and in line with current legislation and guidance.

Section 1 - Materials and Resources.

- 1.1 We will make use of second-hand or recycled items in creating set, properties and costumes for each of projects. We will store them until we are aware that they are no longer required and will dispose of them either through a further sale or through a local recycling centre.
- 1.2 Where new materials are required, we seek eco-friendly suppliers.
- 1.3 We will recycle all recyclable material at our administrative base, including office supplies. We will print emails only when essential and will use as a default double-sided printing for administrative paperwork.
- 1.4 Whilst recognising that successful marketing requires multiple streams, we will limit the quantities of print material required and make use of electronic media.
- 1.5 We will provide a water dispenser at our administrative base, rather than using bottled water.
- 1.6 We will use fair-trade tea and coffee when purchasing refreshments.

Section 2 - Managing Waste.

- 2.1 Every effort will be made to recycle waste, such as cardboard, glass, paper and plastics.
- 2.2 We will use toner cartridges that can be recycled.
- 2.3 We will not dispose of hazardous items except as specialist sites

Section 3 - Energy Use.

- 3.1 We will consider using utility suppliers for our administrative base that supply renewable energy.
- 3.2 We will to turn off lights, televisions, monitors and stage equipment when not in use.

- 3.3 We will endeavour to make our administrative base energy efficient by using energy efficient lighting, ensuring doors and windows are not left open and ensuring insulation is adequate, and pipes and hot water tanks are properly lagged.
- 3.4 We will respect the energy saving policies of venues that we visit.

Section 4 - Water Use.

We will reduce water consumption by ensuring all taps are properly maintained.

Section 5 - Emissions and Transport.

- 5.1 We will use public transport wherever it is practical, and our financial policies will be designed to support this.
- 5.2 Where we do not use public transport, we will share vehicles to their safe maximum capacity.
- 5.3 When hiring vehicles, we will use those with the lowest emissions within the practical specification of the task required.
- 5.4 We will source goods locally wherever possible.
- 5.5 We will plan meetings to reduce travel and where possible use online video conferencing to replace face-to-face meetings.

Section 6 – Governance.

Whilst being a CIC, Dogwood will aim to reflect in its policies the Charity Environmental Regulation & Responsibilities found in Charity Commission RS17