

Environmental Policy

Who is covered by this policy?

All staff, trustees, volunteers, freelance artists and participants.

What is covered by this policy?

This policy outlines how Suffolk Artlink aims to ensure that environmental impact is considered in all the charity's activities.

Purpose

Suffolk Artlink recognises that environmental degradation, including climate change and ocean acidification is having a dramatic, negative impact on life on Earth.

Suffolk Artlink must provide a high-quality service in a manner that ensures a safe and healthy workplace for its staff and minimises its potential impact on the environment.

Suffolk Artlink aims to operate in compliance with all relevant environmental legislation and strives to follow pollution prevention and environment-friendly practices in all it does.

The policy

Suffolk Artlink will:

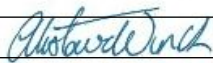
- Integrate the consideration of environmental concerns and impacts into all of its decision-making, planning and activities.
- Promote environmental awareness among Suffolk Artlink's staff, trustees, volunteers, freelance artists and participants and encourage them to work in an environmentally responsible manner by providing appropriate information and training on environmental issues and practices that may affect their work.
- Where possible, work with suppliers and partners who demonstrate a commitment to environmentally responsible practices."
- Avoid and reduce usage of resources and waste, and commit to re-using and recycling, and to purchasing recycled, recyclable, or re-furnished products and materials, where these alternatives are available, affordable and suitable.
- Promote the efficient use of materials and resources, including water, electricity, paper and arts materials, particularly those that are non-renewable.
- Consider the environmental impact of digital practices, including cloud storage, online meetings and emails, and adopt low-impact digital habits where feasible.

- Avoid the unnecessary use of hazardous materials and products and seek substitutions when feasible.
- When hazardous materials must be used, stored or disposed of, take all reasonable steps to protect human health and the environment.
- Purchase and use environmentally responsible products.
- Where required by legislation or where significant health, safety or environmental hazards exist, develop and maintain appropriate emergency and spill-response programmes.
- Provide our services close to the communities we serve to reduce travel.
- Promote lower impact travel options where travel is required.
- Communicate Suffolk Artlink's environmental commitments with colleagues, freelance artists, participants and the general public and encourage them to support these commitments.
- Continually improve Suffolk Artlink's environmental performance and minimise the potential negative impact of its operations by periodically reviewing this environmental policy in light of Suffolk Artlink's current and planned activities.
- Continue Suffolk Artlink's commitment to the Culture Declares Emergency movement, form new partnerships, alliances and benefit from the good practice and knowledge of others in order to reduce Suffolk Artlink's impact.
- Where appropriate, our creative programme we will raise awareness of environmental issues and engage participants and the public in taking positive local action.
- Produce an action plan with measurable goals.
- Report on CO2e emissions in Suffolk Artlink's annual accounts.
- Annual review of policy and actions by the Trustee Directors.



Revision History

This policy and related guidance will be monitored by the Co-Directors on a regular basis for compliance and will be reviewed by the Board of Trustees at General Meeting at least annually.

Date Approved	Date Amended	Signed
31/07/2023		
28/07/25		Alistair Winch, Company Secretary on behalf of the Board of trustees
20/07/2026	20/07/2026	Alistair Winch, Company Secretary on behalf of the Board of trustees

September 2024

Suffolk Artlink joined Fit for Future <https://www.ftf.org.uk/home>

November 2024

Energy Efficient Lighting Installed in first floor office

December 2024

Staff undertook training and were Certified Carbon Literate through the Carbon Literacy Project, January 2025.

February 2025

Suffolk Artlink's project team agreed that environmental impact will be considered in planning delivery – in combination with general access.

- Access by public transport or active travel is a consideration for venue selection.
- Timing of public transport is a consideration when scheduling activities

March 2025

Digital - Reduced maximum file attachment size on email and increased use of cloud file sharing (SharePoint etc).

Email footer pushed from domain and applied to outgoing email only.

September 2025

Staff attended Heritage Carbon Reduction Training Programme: How to measure a Carbon Footprint Workshop

Staff attended Heritage Carbon Reduction Training Programme: How to Write a Carbon Reduction Plan Workshop

October 2025

Suffolk Artlink draft CO2e measurement protocol.

Suffolk Artlink made significant changes to the charity's accounts to record and track information for CO2e measurement.

Suffolk Artlink began obtaining data for CO2e measurement baseline.

February 2026

Suffolk Artlink produced the charity's first quarter CO2e report for the period 1 October 2025 to 31 December 2025.

April 2026

Suffolk Artlink produced CO2e emissions report measurement for the period, 1st October 2025 to 31 March 2026.