



Room 229, Crown Buildings, 20-22 High Street
Hawick, Roxburghshire, TD9 9EH
Scotland, UK

ENVIRONMENTAL & SUSTAINABILITY POLICY

[Revision June 2015]

This policy applies to all activities undertaken by Alchemy Film & Arts and impacts upon staff, key participants, filmmakers, freelance contractors, partner venues and audiences. Alchemy Film & Arts is committed to operating in an environmentally sustainable manner and will work to enable the people, staff, volunteers and filmmakers, and organisations whom we work with do the same. Alchemy Film & Arts recognises the importance of environmental protection and will comply with all environmental legislation, regulations and appropriate codes of practice relating to our processes and activities.

In particular, in designing our Festival and other programmes, events and activities, we aim to:

- Minimise negative impacts on the environment.
- Create a safe, secure and environmentally aware atmosphere for staff, participants and audiences.
- Establish accessible and inclusive settings for all.
- Encourage healthy living and lifestyles.
- Promote the use of responsibly made and socially ethical sources.
- Leave a positive legacy.
- Encourage more sustainable behaviours in others.

We will achieve this through our commitment to:

- **Participant transport:** we aim to encourage the use of low-emission transport, carbon offsetting and environmentally responsible transport providers when organising travel arrangements with filmmakers, speakers and workshop leaders who must travel internationally.
- **Audience transport:** We aim to encourage the use of public transportation systems and lift-sharing in advising audiences on travel to the festival. We also aim to provide a daily shuttle bus between the newly opened Tweedbank rail station and the Festival in Hawick, minimising individual car journeys.
- **Audience accommodation and hospitality:** We will work with accommodation and restaurant providers to encourage the use of responsible sourcing, and actively seek to support those who can demonstrate positive environmental policies and awareness. Encouraging overnight stays in Hawick, encouraging people to walk between venues, also minimises environmental impact. We will work with restaurants and catering providers to encourage healthy, green, responsibly sourced meal options.
- **HR policies:** These are designed to suit employees in a digital age, thus reducing environmental impact through tools such as email, on-line document storage, home working, use of Skype and telephone meetings, car sharing and use of public transport where possible for meetings. Wherever possible we will conduct national and international communications through the use of Skype and video-conferencing, minimising unnecessary transport.



- **Online promotion:** We will favour online promotion and digital distribution of information in order to minimise printed material and paper wastage. Our focus therefore, is on paper-free promotion and social networks. Twitter, Facebook, Alchemy community pages, on-line forums at Scottish Universities and internationally, online artists forums and email newsletters. Paper-based promotion will only be used where it is not viable to use an electronic alternative.
- **Film submission systems:** Environmental benefit is delivered by the use of on-line submission of films, rather than traditional routes of DVD and post. Our on-line review system reduces travel for reviewers and many review meetings have been held internationally over Skype. Our online entry database further reduces the use of paper.
- **Minimising waste, Recycling:** Efforts will be made across all areas of activity to minimise waste creation. All waste paper, cartons, glass and metal will be recycled. Waste separation boxes are included in all working spaces.
- **Minimising energy and water usage:** Efforts will be made across all areas of activity to minimise water and energy use through the use of energy efficient lighting and energy efficient technologies. This will be applied in tandem with human resource policies to ensure lights and appliances are not on when they do not need to be, water is not wasted needlessly, and spaces are not heated when they do not need to be.
- **Product sourcing:** Decisions about product sourcing, including all office and exhibition technology, will take into account the environmental record of manufacturers and energy consumption ratings when making purchasing decisions. We will also consider sustainable and socially responsible supply-chain issues by sourcing fair-trade, responsibly produced products wherever possible.

Alchemy Film & Arts aim to comply with all relevant legislation and regulations:

- We will regularly review the environmental impact of our activities, while endeavouring to reduce our overall environmental impact and prevent waste using best practice techniques.
- We will involve employees and contractors in our environmental programme and provide necessary training to enable them to manage their responsibilities.
- We will sustain a programme of continual improvement in environmental performance.
- We will work with key suppliers to encourage them to develop environmental best practice.
- We will strive to improve resource efficiency (including our use of water, energy and raw materials).

Richard Ashrowan, Creative Director, Alchemy Film & Arts, June 2015.