

KEAP and The Writers' Block

Environmental Responsibility Actions – Update Oct 23

| Item | Do we have control? | Can it be measured? | Plans to measure and reduce. Feb 23 | Update Oct 23 |
|---------------------------|---------------------|---|--|--|
| Team travel and commuting | Yes. | Yes. Freelance team invoices. Core team expenses. Commuting not currently measured. | Collate mileage from invoices & expenses and enter on spreadsheet – established Change expenses form to collect core team commuting – planned Write Staff Travel Policy to encourage car sharing & public transport – planned Incentivise car sharing by increasing pence per mile – planned Use local practitioners where possible – in progress Zoom meetings rather than in-person – established Combine in-person meetings – established Annually enter data onto Julie's Bicycle and compare to see if reduction measures have worked. – in progress | Established. Established. Active from Apr 23. Planned. Planned. Needs additional research to ensure does not effect insurance. Established. Recruiting local writers for Liskeard & Devonport projects. Established. Established. Data entered 22-23 and Apr-23 to Sept 23. |
| Audience travel | No. | Not fully, but we can undertake spot surveys to see how audiences have travelled to us. | Promote use of public transport on our 'How to get here' instructions – established Programme outreach events within easy access of public transport – in progress Undertake spot audience surveys - planned | Established. In progress. planned |
| Water | Yes to some extent. | No. Shared building. Could be apportioned to tenants. | Ask landlords to install water saving devices in toilets - planned Do not wash up under running taps – in progress | Planned. Established now sink area is available. |

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| Energy use | Yes to some extent. | Not at present, but there are plans to separate electricity metres for Ladder tenants. Could also roughly split usage between tenants. | <p>Ensure light bulbs are low energy LEDs and turn off when not in use – established</p> <p>Only use electric heaters when needed and turn off when not in use – established</p> <p>Other measures involved with refurbishment of The Ladder: planned</p> <p>Central heating in WB & shared space, reducing electric heater use</p> <p>Better insulated windows</p> <p>100% renewable electricity</p> <p>Gas from carbon neutral supplier</p> <p>Work with RIFT to measure carbon footprint of the building and how to share between tenants</p> | <p>Established.</p> <p>Central heating due to be installed Winter 23</p> |
| Materials purchase | Yes | Unsure. We can ensure we always make the best decision on purchase. Need to research if we can measure this further, beyond waste output. | <p>Always choose most sustainable option available – e.g. 100% recycled, no single use plastic, unbleached – in progress / established</p> <p>Use local suppliers – established</p> <p>Carefully calculate need to avoid over purchase – in progress</p> <p>Up cycle, repurpose, source from charity shops – established</p> <p>Policy – write staff guidance/policy on choosing suppliers and most sustainable products - planned</p> | <p>Established.</p> <p>Established.</p> <p>Established.</p> <p>Established.</p> <p>Planned.</p> |
| Food | Yes | Unsure. | <p>All catering is vegetarian and vegan – established</p> <p>Use local suppliers - established</p> <p>Choose ethical brands - established</p> <p>Carefully calculate need to avoid wastage - established</p> | Established. |
| Waste | Yes | Yes, though there will be some overlap with other users of the space. | <p>Work with landlords RIFT to plan recycling service – planned - agenda in meeting 08.03.2023</p> <p>Ensure that all waste possible is recycled – in progress (currently staff take home)</p> | <p>Established. All waste is collected by Biffa and is sorted at their facility.</p> <p>Established. Separate bins in shared area and basement in place.</p> |

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| | | | <p>Carefully calculate need to avoid excess wastage – established</p> <p>Use low waste suppliers – e.g. catering – check packaging – in progress</p> <p>Use china cups rather than disposable – in progress</p> <p>Do not buy individual portion packs – in progress</p> <p>Measure no. of bags of recycled and non recycled per month, enter on Julie’s bicycle. This may need to be split between tenants – planned</p> <p>Policy – create policy/staff guidance on waste management inc electrical waste - planned</p> | <p>Established.</p> <p>In progress.</p> <p>Established.</p> <p>Established.</p> <p>In progress. Separate bins are in place, but cannot split waste between tenants.</p> <p>Planned. Formal policy to be created, but good waste management is followed in practice.</p> |
| Digital | Yes | Yes, though only industry estimates | <p>Find out about eco credentials of website hosting services - planned</p> <p>Use file transfer services for large files - planned</p> <p>Encourage mailbox cleanup - planned</p> <p>Undertake shared cloud system cleanup - planned</p> <p>Discuss reducing unnecessary emails with team - planned</p> | <p>planned</p> <p>Generally use WeTransfer</p> <p>planned</p> <p>planned</p> <p>planned</p> |
| Money | Yes | Unsure. May only be a rough industry estimate. | <p>Research ethical banks inc online reviews and other org recommendations. Report to trustees, then move account – planned</p> <p>https://good-with-money.com/2023/01/06/top-7-ethical-business-current-accounts/#</p> <p>Company pensions – find out more about NOW pensions sustainability policy. See if there are alternatives which are easy to move to without incurring charges for staff already invested – planned</p> <p>https://www.nowpensions.com/about-us/our-investment-strategy/responsible-investing/</p> | <p>Some research undertaken. Difficult to find account with excellent user interface and good environmental credentials.</p> <p>planned</p> |
| Training & awareness | Yes | | <p>Undertake Carbon Literacy Training. HR – Oct 2022, GD – Feb 2023 established</p> | <p>Established.</p> |

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| | | | <p>Create and circulate initial Action Plan to team. - planned</p> <p>Create and circulate new policies and procedures to team, using staff meetings to ensure these are actively used. - planned</p> | <p>Established.</p> <p>In progress.</p> |
| Strategic / longer term | Yes | | <p>Create org policies and staff guidance stating intent and encompassing above actions</p> <p>Continue to liaise with and hold landlord to account on refurb plans inc their commitment to achieving Green Impact Accreditation for the building</p> <p>Monitor and track CO2 emissions where possible and practical, increasing use of tools and systems to do this.</p> <p>Set reduction targets.</p> <p>Set plan for Net Zero – Reduction plans are do-able, but challenge is how we can pay for carbon offsetting as we have 70% public funding and few funders currently allow this cost.</p> | |