

# Business to Arts



## Green Policy

Extracted from Employee Handbook

Business to Arts commits to learning more about how it can improve its commitment to sustainability and leading by example with our suppliers, members, and the wider community we engage with.

This policy shall be reviewed annually and revised in line with our new strategic plan.

V1 prepared by the BtoA Executive July 2023, approved by Board Sept 2023.

# Green Office Policy & Procedures

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## A) STATEMENT OF POLICY

We at Business to Arts strive to promote good practice in all its work. Whilst we do not have an environmental remit, we recognise that we have environmental responsibilities and therefore operate our office, as far as practicable, in a way that conserves the natural environment.

## B) PROCEDURES

### 1) General Principles

The purpose of this internal document is to provide guidance to all those who work at Business to Arts whether on a voluntary or paid basis on how to minimise the organisation's impact on the natural environment.

### 2) Measures

These procedures list the measures which must be taken in order to fulfil the policy.

## C) WASTAGE:

1) We maintain a policy of "minimum waste" which is essential to the cost-effective and efficient running of all our operations.

2) You are able to promote this policy by taking extra care during your normal duties by avoiding unnecessary or extravagant use of services, time, energy, etc., and the following points are illustrations of this: -

a) Handle machines, equipment and stock with care.

b) Turn off any unnecessary lighting and heating. Keep doors closed whenever possible and do not allow taps to drip.

c) Ask for other work if your job has come to a standstill.

d) Start with the minimum of delay after arriving for work and after breaks.

### 3) Damage and Loss, Negligent Behaviour

a) Any damage to stock or property (including non-statutory safety equipment) that is the result of your carelessness, negligence or deliberate vandalism will render you liable to pay the full or part of the cost of repair or replacement.

b) Any loss to us that is the result of your failure to observe rules, procedures or instruction, or is as a result of your negligent behaviour or your unsatisfactory standards of work will render you liable to reimburse to us the full or part of the cost of the loss.

4) In the event of failure to pay, we have the contractual right to deduct such costs from your pay.

- a) The recovery of any monies owed by you does not preclude the Company from initiating disciplinary action relating to the offence.

#### D) WASTE: MINIMISE AND RECYCLE

- 1) Stationery  
Reduce stationery wherever possible. Remove reusable items or parts before disposing of any waste.
- 2) Recycling  
Use recyclable goods in preference to disposable alternatives. Recycle paper, metal, glass, plastics, organics and any other goods, if there are feasible collections or disposal points.

#### E) CONSUMPTION: USE LESS

- 1) Lighting  
Switch off lights if the office is unoccupied or when natural light is showing and sufficiently bright for work. Wherever possible, use energy efficient light bulbs.
- 2) Temperature  
Only switch heaters on if the office is cold and occupied. Only use electric fans if the room temperature cannot be lowered by opening windows and closing blinds.
- 3) Electrical Equipment  
Switch off electrical equipment when not in use.
- 4) Paper and Card  
Always use paper and card on both sides. Make double sided computer prints and use the draft printing option wherever possible. Make double sided photocopies.

#### F) TRANSPORT AND COMMUNICATION: LIMIT IMPACT

- 1) Couriers  
Only use couriers if absolutely essential – then use cyclists whenever possible.