

Culture Action Europe Sustainability Policy

Culture Action Europe together with 15 other European cultural networks launched the SHIFT eco-certification pilot phase. The aim of this process is to co-develop a bespoke eco-certification for cultural networks, taking into account their specific needs and working methods.

cultureactioneurope.org

Outline

- Policy:** This policy seeks to ensure that Culture Action Europe operates in an environmentally sustainable way in all that it does.
- Purpose:** Its purpose is to define how Culture Action Europe will operate in an environmentally sustainable way
- Scope:** It applies to all of Culture Action Europe's work. The sustainability policy includes elements such as general purchasing as well as purchasing for events organised with local partners.
- Governance:** This policy will be reviewed every 2 years, is overseen by Culture Action Europe's Board and will be implemented through the associated Sustainability Action Plan, managed by Culture Action Europe's Green Team.
- Responsibilities:** This policy applies to all staff, freelancers and volunteers of Culture Action Europe.

Staff, freelancers and volunteers are required to ensure that in any activities that they undertake or projects that they manage or co-manage as part of their duties, they ensure that the Sustainability Policy is complied with in both letter and spirit.

Board members are required to ensure that their decisions and the work of Culture Action Europe and its staff comply with the Sustainability Policy in both letter and spirit.

Our Environmental Sustainability Approach

Culture Action Europe acknowledges the connection between human activity and the climate crisis and commits to minimising our ecological footprint, implementing environmentally sustainable practices, and behaving as an example of good environmental practice for our members and other cultural networks.

Our focus is on environmental sustainability, which invariably has strong connections with social sustainability and to a lesser extent economic sustainability.

Accordingly, we aim to achieve very high standards of environmental sustainability throughout our work. This applies both to how we work with others and the way in which we ourselves operate, including anyone working or volunteering with us. Below we set out the key areas this policy applies to and how we will approach them. The policy is fully supported and welcomed by all employees and has been agreed by our Board.

Our Policy Actions

Governance

- Overall responsibility for the implementation of this policy lies with Culture Action Europe's Secretary General and the Board, who will review this policy on a bi-annual basis.
- To ensure that we are meeting the aims and the spirit of this policy we will:
 - o Discuss and review how well we are implementing this policy, and adjust our practices and action plan where necessary
 - o Assess any significant new or revised policies and procedures for their impact on environmental sustainability
 - o Embed environmental sustainability into our work plans
 - o Ensure our employment practices and procedures are consistent with the aims of this policy.
- All staff and Board members have a responsibility to ensure that their own actions are consistent with the spirit as well as the contents of this policy. We understand that this policy needs to be made understandable to, and embraced by staff, suppliers, and partners.

Our Impact

We seek to understand our environmental impact so we can minimise our footprint. In order to do that, this policy seeks to identify and reduce emissions in our operations as follows:

Travel

- We will record and report our business travel. All employees will record all company travel and we will calculate emissions from this
- We will embed environmental [sustainability within our travel policy](#)
- Where possible, will plan our activities in a way that minimises our need to use carbon intensive forms of travel, for example flights
- We will allocate additional funds and time to accommodate environmentally-friendly travel choices

Awareness Rising

- Considering the high multiplier effect potential of Culture Action Europe, as a major European cultural network, we commit to developing actions that can raise awareness of environmental sustainability issues within our community - members, partners and the wider European cultural ecosystem..

Utilities

- We will minimise our use of energy and utilities in our work. All electronic equipment should be switched off when not in use. At the end of the working day, the last staff member to leave the office should check equipment to ensure that all computers are shut down and all printers are switched off, unless otherwise labelled.

Waste

- We will minimise the use of printed materials in our operations
- We will use the waste recycling facilities in the office
- All staff and members attending our events are expected to use available recycling facilities
- Where possible for events and meetings, we avoid the use of single use disposable items.

Procurement

- We will include a clause on environmental sustainability within our contracts with suppliers and partners

- We will work with our suppliers and partners to encourage them to apply the same principles, using their environmental sustainability policy as a criterion for procurement or partnership where appropriate. This will impact our choice of suppliers and partners amongst other areas.

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Revision History

Revision	Date	Description of changes	Requested By
1.0	6.10.2023	Added higher budget and time needed for sustainable travel and the section on awareness raising,	CAE Executive Committee