

Environmental Policy – Template

Please note this template is offered as a starting point for all SHIFT eco-certificate participants who are expected to adapt, refine and add to it as appropriate for their organisation.

Created By:	REMA	
Effective Date: 08/08/2023	Reviewed By: REMA’s Board	Date Reviewed:
	Approved By:	Date Approved:

Revision History

Revision	Date	Description of changes	Requested By
1.0			

- Policy:** This policy seeks to ensure that REMA operates in an environmentally sustainable way in all that it does.
- Purpose:** Its purpose is to define how REMA will operate in an environmentally sustainable way
- Scope:** It applies to all of REMA’s work.
- Governance:** This policy will be reviewed every 3 years, is overseen by REMA’s Board and will be implemented through the associated Sustainability Action Plan, managed by REMA’s Green Team
- Responsibilities:** This policy applies to all staff, freelancers, volunteers and board members
 Staff 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 Environmental Policy is complied with in both letter and spirit.
 Board members are required to ensure that their decisions and the work of REMA and its staff comply with the Environmental Policy in both letter and spirit.

Our Environmental Approach

(Organisation) 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 (Organisation)'s Director and Trustees, 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:
 - Discuss and review how well we are implementing this policy, and adjust our practices and action plan where necessary
 - Assess any significant new or revised policies and procedures for their impact on environmental sustainability
 - Embed environmental sustainability into our work plans
 - 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, partners and trustees.

Our Impact

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

1. Food

Work on products

- Promote seasonal products
- Promote local products
- Promote products from the organic sector and sustainable agriculture
- Promote low-carbon meals: vegetarian or vegan, otherwise prioritize "white" meats

Food Waste

- Work on and anticipate the quantities distributed
- Implement different meal options, catering to both small and large appetites
- Opt for a communal buffet (no food in private areas/rooms)
- Redistribute unconsumed meals (redistribution to volunteers, staff teams)

Drinks

- Provide fixed water points
- Make reusable water bottles available (preferably glass rather than plastic or metal)
- Promote local products / short supply chains

Miscellaneous

- Organize a responsible welcome for members and participants with a suitable roadmap
- Raise awareness among teams about managing food quantities
- Anticipate constraints related to: buying organic/local (price), buying in bulk (logistics to plan), products without packaging (food preservation logistics) or using reusable dishes (plan an efficient cleaning solution)

2. Waste prevention & management

- Offer tap water through the installation of fountains
- Use hard tableware and fabric tablecloths (rented or borrowed)
- Prevent food waste by adjusting quantities to the number of participants (close monitoring of registrations with explicit menu requests and portion sizes)
- Offer doggy bags (made from recyclable materials)
- Plan for organic waste valorization (add a dedicated bin if the municipality offers a suitable waste sorting service)
 - Use bulk or large packaging (drinks, coffee, sugar, etc.) instead of single servings
 - Rent, borrow, or buy second-hand decoration materials (recycling centers, resource centers, rental sites)
 - Inform suppliers about the waste reduction initiative to reduce packaging, request larger packaging, and ask for the return of delivery packaging and containers
 - Make objects (pens, notepads, documents, etc.) available without handing them out to every participant
 - Place collection bins at the exit of the event (nudge: collection bins used for voting or giving opinions)
 - Collect items not used by participants at the end of the event
 - Offer visible sorting points, placed at strategic locations (near the buffet) with clear signage for sorting instructions
 - Prioritize digital communication materials for information consulted only once, and limit the paper version to essentials (map, program) in poster format (not flyer), if possible without a date mention.

3. Mobility & logistics

Carpooling

- Avoid too many trips for members
- Pool the travel of members and teams
- Implement very precise schedules to minimize unnecessary trips

Public Transportation

- Encourage that members and participants traveling by train arrive simultaneously
- Encourage members to use public transportation
- Provide detailed and comprehensive information on public transportation schedules and fares
- Set up shuttle services to connect to the event location

Internal Transportation

- If necessary, prefer electric, gas, or hybrid vehicles

Organization

- Negotiate contracts that favor train travel to limit environmental impact
- Refuse to cover internal flights that can be taken by train
- Anticipate travel more and plan for arrivals the day before the service
- Ensure that accommodations and dining places are within walking distance
- Anticipate equipment transportation and optimize vehicle loading

Partnerships

- Engage only transportation companies that have implemented measures to reduce their environmental impact.

4. Accommodation

- Plan for accommodations close to the conference and arrival venues
- Ensure accommodations are chosen based on their eco-responsible commitments
- Engage in discussions with hotels regarding their sustainable development actions
- Choose hotels based on the mode of transportation of the members to avoid unnecessary travel, save time, promote eco-responsibility, and create partnerships accordingly

5. Energy

- Raise awareness and train teams, partners, speakers, and members about energy consumption and conservation (turn off and unplug electrical devices)
- Avoid using air conditioning in accommodations and prefer fans and natural cooling methods
- Avoid systematically resorting to energy-consuming equipment and technical means.

6. Event scenography

- Prioritize lightweight, dismountable, transportable, or even foldable scenographic setups to facilitate train transportation
- Focus on fixed and adaptable materials
- Refuse the use of polluting materials or plastics
- Create long-term reusable equipment, usable from one event to another
- Create using offcuts of materials and reuse them every year
- Reduce purchases of materials like Velcro and tape.

7. Water

- Ban plastics
- Reuse water bottles: facilitate access to tap water

8. Societal dimension

Equality, Inclusivity, and Accessibility

- Create a code of conduct including mention of gender equality, kindness, and
- Promote and aim for parity among speakers and scheduled artists.
- Develop gender parity, inclusion in meetings.
- Promote diversity and a variety of representations in meetings (women, non-binary individuals, transgender people, etc.).
- Support female artists (see REMArkable).
- Advocate for artistic and cultural diversity

Combating Harassment and Violence

- Organize interventions related to the prevention of sexist and sexual violence.
- Report and alert in case of non-respect towards an individual (racism, harassment, sexism, etc.).
- Create a code of conduct that includes a reminder to respect and be kind to everyone.
- Appoint a referent person trained related to collect testimonies and questions related to harassment and violence

9. Economy & Regulation

10. Communication & Marketing

- **Communication Materials:** Decide based on the message and information disseminated, as well as the lifespan of the information (from "immediate consumption" to "long-term dissemination").
- **Service Providers:** Opt for certified printers (ISO 14001) or those with eco-labels (such as 'Imprim' vert') for proper waste and effluent management and based on their location to minimize transportation.
- **Materials:** Choose eco-labeled materials.
- **Distribution Mode:** Use up-to-date and accurate files.
- **Quantity and Printing:** Adjust quantities to closely match needs, prefer eco-labeled papers, opt for lightweight grammages
Avoid finishes that are detrimental to recycling (laminating, spirals, staples, etc.).
- **Graphic Design:** Limit solid backgrounds and their density, use an economical font, rationalize pagination and format
- **Digital:** Opt for digital formats whenever possible, design easy-to-read-on-screen documents to avoid printing,
- **Packaging:** Choose responsible processes (limited, rationalized, lightened, recycled, and recyclable packaging).
- **Work Meetings:** Favor phone calls, teleconferences, video conferences.
- **Promotional Items:** Avoid if possible; if not, prefer useful, reusable, eco-designed promotional items such as pouches, badges, etc.
- **Raise Awareness:** Encourage good environmental practices and eco-gestures during the event and beyond by giving precise instructions (transport, water, waste, etc.)

Date and Location

Pontaumur – 8 August 2023

Signature



Veerle Declerck

REMA president