



Environmental Policy

Scottish Screen is committed to the continual improvement of its environmental performance recognising the contribution that this will make to the wider sustainability agenda in Scotland.

Recognising our role as the Agency responsible for leading the development of the screen industry across Scotland, we will reduce the environmental impact of our operations and promote resource efficiency.

Senior managers acknowledge their responsibilities in delivering this policy and recognise the importance of engaging all staff in its implementation.

To deliver this policy within our internal operations we will:

- **Comply with all relevant legislation and the principles of the “Greening Government” policy.**
- **Adopt and promote more energy and resource efficient practices.**
- **Recognise that waste disposal has an environmental impact and cost and therefore seek to prevent it where possible.**
- **Recognise that the nature of our business requires the occasional use of hazardous substances and therefore endeavour to minimise their use by actively seeking alternatives where possible.**
- **Seek to minimise the impact that transport has on the environment, in particular recognising its contribution to global climate change, and therefore support more sustainable modes of travel.**
- **Recognise the importance of Scotland’s biodiversity and seek ways of conserving and enhancing it.**
- **Encourage and influence businesses, organisations and individuals we work with across Scotland to adopt more sustainable business practices and protect the environment.**
- **Provide all the necessary resources for the effective delivery of this policy.**
- **Openly measure, audit, review and report on our progress.**

Chief Executive

Date: 3 July 2006

SCOTTISH SCREEN
ENVIRONMENTAL MANAGEMENT PROGRAMMES – 2006/2007
ENERGY

OBJECTIVE (Greening Government Policy)	TARGET (Scottish Screen)	METHOD OF ACHIEVEMENT
<ul style="list-style-type: none"> • USE ENERGY EFFICIENTLY TO MINIMISE GREENHOUSE GAS EMISSIONS 	<ul style="list-style-type: none"> • Establish an accurate baseline figure for energy consumption in Kwatt hours per head (then CO₂) by 1 Nov 2006. • To establish a reduction target on 1 Nov 2006 to be no less than 5% but reliant on baseline figure • To meet with direct landlord (DLA) to discuss approaches to improving energy efficiency operations within the office (by mid-Sept) 	<ul style="list-style-type: none"> • Negotiate access to main electricity meter with DLA • Take readings over three monthly periods • Calculate a “running mean” figure for use of electricity • Analysis of baseline data • Review of energy using operations with portable meter • Implement energy efficiency measures (to be developed following review) • Discussions with landlord • Review options

SCOTTISH SCREEN
ENVIRONMENTAL MANAGEMENT PROGRAMMES – 2006/2007
RESOURCE USE - WASTE

<p style="text-align: center;">OBJECTIVE (Greening Government Policy)</p>	<p style="text-align: center;">TARGET (Scottish Screen)</p>	<p style="text-align: center;">METHOD OF ACHIEVEMENT</p>
<ul style="list-style-type: none"> • USE RESOURCES MORE EFFICIENTLY 	<ul style="list-style-type: none"> • Establish our baseline use of paper by 1 Aug 2006. • Set a reduction target by 1 Aug 2006 • Establish baseline use of toner cartridges (per head of staff) by 1 Aug 2006 • Set reduction target 	<ul style="list-style-type: none"> • Collect figures from orders and purchases • Do necessary calculations • Start reduction measures (e.g. default on printer set to double-sided)
<ul style="list-style-type: none"> • MINIMISE WASTE BY REDUCTION, REUSE, REPAIR AND RECYCLING METHODS 	<ul style="list-style-type: none"> • Establish by 1 Oct 2006 an accurate baseline figure for various fractions of waste materials generated within the office e.g. paper, tin, plastic, glass, cardboard • Establish pilot waste segregation scheme for office from 1 Oct 2006 	<ul style="list-style-type: none"> • Questionnaire to all staff • Establish labelled and/or colour coded bin system • Establish appropriate areas for storage and handling • Liaison with appropriate contractors for pick-up and final disposal

SCOTTISH SCREEN
ENVIRONMENTAL MANAGEMENT PROGRAMME – 2006/2007

TRAVEL

<p style="text-align: center;">OBJECTIVE (Greening Government Policy)</p>	<p style="text-align: center;">TARGET (SBSA wide)</p>	<p style="text-align: center;">METHOD OF ACHIEVEMENT</p>
<ul style="list-style-type: none"> • TO ADOPT MORE SUSTAINABLE MODES OF TRAVEL 	<ul style="list-style-type: none"> • Establish current transport usage by staff by 1 Sept 2006 • Establish an “ethos” of the adoption of more sustainable forms of travel from 1 Sept 2006 • Provide information to staff and visitors on accessible public transport by 1 Oct 2006 • Explore possibility of video conferencing as a means of cutting down on travel and the consequential emissions of greenhouse gases 	<ul style="list-style-type: none"> • Issue questionnaire to all staff • Assess results • Update the “how to find us” details on web site and in e-mailed version and promote public transport where possible • Promote car sharing • Promote more walking and use of bicycles (where appropriate) • Explore adapting existing IT equipment • Assess costs • Explore possible sharing with other bodies

ENVIRONMENTAL MANAGEMENT PROGRAMME – 2006/2007
SPECIFIC PARTS OF THE ENVIRONMENT

<p style="text-align: center;">OBJECTIVE (Greening Government Policy)</p>	<p style="text-align: center;">TARGET (Scottish Screen)</p>	<p style="text-align: center;">METHOD OF ACHIEVEMENT</p>
<ul style="list-style-type: none"> • TO CONSERVE AND ENHANCE BIODIVERSITY 	<ul style="list-style-type: none"> • To determine ways in which we can conserve and enhance biodiversity by 1 October 2006 	<ul style="list-style-type: none"> • Raise awareness about biodiversity in general (start August 2006) • Organise a “learning at work day” focusing on biodiversity issues (e.g. with external support from BTCV) in Sept 2006 • Organise a lunchtime seminar with Glasgow City Council Biodiversity Officer by 1 Nov 2006