



Written: Jan 2020

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Environmental Policy

Rural Media (comprising Rural Media Charity and Rural Media Productions Ltd) is based at one site in Hereford. Rural Media produces digital arts, education, training and resources and corporate films, for the public and private sectors. As an organisation based in a rural county, we regularly need to travel around the county and the UK. As a responsible organisation we intend to grow and develop in a sustainable manner. However, we recognise that some of our operations have an impact on the environment and we are committed to reducing that impact.

The Finance and Operations Director is ultimately responsible for formulating, implementing and reviewing Rural Media's environmental policy, targets and environmental action plan. The policy is to be reviewed whenever any significant operational or other changes occur within the organisation and will be systematically reviewed at least annually.

All staff and suppliers are expected to follow the principles of this policy to assist Rural Media in meeting its objectives. We recognise the need to continuously improve environmental performance.

The environmental action plan covers those operations that we consider to have the biggest potential for improvement. As part of our environmental action plan, our environmental impacts will be assessed and in particular we will:

- adhere to the Greening Government Commitments
- meet all current and foreseen environmental legal requirements and related official codes of practice, and require our suppliers to do the same
- communicate and engage with all staff about our environmental policy and performance.
- ensure that the goods and services we purchase support our environmental objectives wherever practicable encourage our suppliers and contractors to improve their own environmental performance
- identify and provide appropriate training, advice and information for staff and freelancers and encourage the development of new innovations
- implement and regularly review our action plan and KPIs.
- Reduce our use of natural resources such as energy and water; in particular electricity.
- Reuse resources, specifically paper and packaging whenever possible rather than disposing of them.

- Encourage the use of recycled materials and recycling initiatives throughout the organisation.
- Encourage the use of online film dissemination methods, as opposed to DVDs/Blu-ray discs.
- Discourage unnecessary travel and encourage to use of online video conferencing and webinar tools where possible.
- Implement a 'no plastics' and vegetarian catering policy for productions.
- Ensure that everyone can access our policy.