

Europe Jazz Network Sustainability Policy

Created By: Europe Jazz Network Green Team		
Effective Date: 12 th October 2023	Reviewed By:	Date Reviewed:
	Approved By: EJN Board	Date Approved: 12 th October 2023

Revision History

Revision	Date	Description of changes	Requested By
1.0			

- Policy:** This policy seeks to ensure that Europe Jazz Network operates in an environmentally sustainable way in all that it does.
- Purpose:** Its purpose is to define how Europe Jazz Network will operate in an environmentally sustainable way
- Scope:** It applies to all of Europe Jazz Network’s work.
- Governance:** This policy will be reviewed every 2 years, is overseen by Europe Jazz Network’s Board and will be implemented through the associated Sustainability Action Plan, managed by Europe Jazz Network’s Green Team
- Related Policies & Procedures:** This policy will affect all policies and procedures, including but not limited to:
Travel and accommodation
- When claiming for travel expenses, departure and arrival points and the type of travel must be logged in the appropriate cells on the expenses form. This is to help us form a footprint of our travel-related emissions, which will enable us to report them and help us work out how to minimise them.
- When travelling on office business, method of travel should be chosen on the basis of cost effectiveness and environmental impact.
- For journeys within the same city, use bicycle, walking or public transport whenever time allows rather than taxis.
 - For journeys within the same Country, train should always be chosen over air travel.

- For international flights, non-stop flights are preferred to multiple short-haul stops.
- Only if it is the most sustainable option should a car be used on CCS business.
- Europe Jazz Network will work towards increased use of videoconferencing where appropriate, and towards setting firmer limits of when travel is required.

Procurement

- When procuring goods or services, sustainability should be taken into account alongside cost effectiveness. A financial cost can be justifiable in return for a large environmental saving.

Working with Partners

- When working with partners we will encourage them to follow similar policies to our own.
- We will arrange meetings so as to be most environmentally efficient in terms of travel, making use of facilities such as Zoom, Teams, video-conferencing etc.
- When holding training workshops, meetings or other events we will seek to work with venues who hold satisfactory environmental policies including catering. If necessary, we will provide our own materials and equipment.

Responsibilities: This policy applies to all staff, freelancers and board members.

Staff, freelancers 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 Europe Jazz Network and its staff comply with the Environmental Policy in both letter and spirit.

Our Environmental Approach

Europe Jazz Network 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.

Accordingly, we aim to achieve 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 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 Europe Jazz Network's President, Staff and Board Members, 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:

Travel

- We will record and report our business travel. All employees, freelancers and Board members will record all company travel and we will calculate emissions from this
- We will organise events that are accessible to as many of our members as possible via lower carbon methods of travel
- We will work with others in our sector to advocate for lower carbon and accessible transport for all
- We will embed environmental sustainability within our travel policy

Waste

- We will minimise printed materials and use of physical materials in our operations
- 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 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.