

## **Book Works Sustainability Policy**

Book Works is determined to making environmental sustainability a core component in terms of its approach to the work it does, its workplace environment and the organisation's energy efficiency. We have a policy of reminding and educating everyone who works at and with Book Works to create a more sustainable environment within the building and the resulting benefits thereof. This covers all areas of activity: from waste disposal to using resources in a considered and efficient way.

This policy is updated annually (March/April) in consultation with staff and other stakeholders, alongside our required annual reporting to ACE/Julie's Bicycle.

### **Responsibility**

Co-Directors Gavin Everall, Rob Hadrill and Jan Burgess are responsible for ensuring that the environmental policy is implemented. However, all employees have a responsibility to ensure that the aims and objectives of the policy are met.

### **Policy aims**

Book Works endeavours to:

- Continually improve and monitor environmental performance and improve and reduce environmental impacts from all activities in the building and beyond.
- Increase employee awareness and where necessary consider training.
- Implement the aims and ambitions for Environmental Responsibility as agreed in the Arts Council funding agreement (annual agreed Activity and Investment Principles Plans)
- Ensure the board of trustees has information required for oversight and scrutiny of these aims

### **Paper and materials**

- Book Works aims to minimise the use of paper in the office, and buy recycled and recyclable paper products and reuse and recycle all paper where possible.
- Book Works aims to reduce packaging and recycle packaging as much as and where possible; this includes considerations around shrink-wrapping books (only half run, instead of whole; result trial pending) .
- Before the purchase of new products Book Works will assess their potential environmental impact (equipment/inks/materials etc.).
- Where possible, Book Works will favour more environmentally friendly and efficient equipment/products.

### **Cleaning and waste disposal**

- Cleaning materials used at Book Works will be as environmentally friendly as possible where possible.
- Book Works separates recycled and non-recycled waste into clearly marked bins throughout the building.
- Book Works uses Hackney Council services to dispose of all waste.
- The sustainable disposal of magnesium blocking plates is a matter of ongoing attention.

### **Energy efficiency**

Book Works seeks to reduce the amount of energy used for all its activities as much as possible.

- Lights and electrical equipment will be switched off when appropriate.
- Heating will be adjusted with energy consumption in mind.
- The boiler is serviced every 2 years, and was installed in Summer 2017.

## Transportation

Book Works will make additional efforts to accommodate the needs of those using public transport or bicycles to travel to and from work.

Book Works favours 'greener' forms of transport to and from events and considers the impact of attendance of events and activities outside our premises in the UK and beyond.

## Monitoring and improvement

As an NPO Book Works will continue to prepare annual reviews and update statistics for energy, water, waste and travel onto Julie's Bicycle (working in partnership with Arts Council England).

Book Works will continually attempt to reduce the environmental impacts of its work within the Publishing office and the Studio.

## Action Plan (November 2024)

### IN HOUSE

1. Recycling/Waste Collection: Is there a better provider to collect our waste?
  - a. Explore the use of **First Mile** who do separate collections so you can separate food from general waste, and sharps such as scalpel blades. They have a nothing to landfill policy meaning the general waste goes to energy production (is this actually more environmentally friendly?). They collect as we need it – so don't have to pay for surplus collection bags just to keep on a schedule of 2 per week.
2. Recycling – Schedule a refresher for all staff (Jan-February 2026)
3. Reusable lunch containers – regular accumulation of plastic containers that are then disposed of – would people use these to get their takeaway lunches in? Build into recycling-refresher
4. Food waste – is there a local compost station we can drop off at/Bokashi then drop off
5. Source refillable containers for products such as dishwash liquid/handwash/cleaning products
6. Studio paper and card offcuts
  - a. Give to schools or local organisation that would use them
  - b. Use offcuts to make something we can sell (notebooks?)
  - c. Advertise on Instagram etc. for an artist to collaborate using our offcuts/waste materials

### SUPPLIERS

We aim to source local products, and recycled, eco-friendly material where possible, and applicable, including:

1. UK-based paper suppliers/producers:
  - GF Smith who have a list of products made locally
  - James Cropper, paper producer in Cumbria
  - St Cuthberts Mill, based in Somerset producing 'Somerset' paper
2. Paper producers with high sustainability credentials, and EU eco-labels: Gmund, Germany, Canson, France, Munken, Sweden etc.
3. Eco-friendly printing practices:
  - Digital printing is seen as more eco-friendly than offset lithographic as you can print a smaller amount without having to make up printing plates, or waste paper as off-set does.
  - Printing inks: Offset litho often use vegetable and soy based inks now, digital uses toner which is mainly made up of plastic particles but there are some toners coming that are (partially) plant based.
4. UK based sustainable printers:
  - Sustainable Print, Kent
  - Ashley House, Devon
  - A Local Printer, Storrington, West Sussex
  - Rapidity, London

- Aura Print, Huddersfield (plant based toner)
  - Calverts, London
5. European printers: Publishing mainly works with European printers who have a high standard of environmental responsibility, or are FSC certificated, such as Graphius, or Robstolk who reduce water use by using Eco-Plates for offset printing.