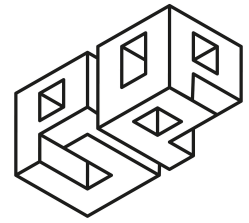


# Pop Up Projects CIC

## Environmental Policy

Last updated - May 2021



### OUR MISSION

Pop Up Projects is a Community Interest Company, founded in 2011, and our mission is to work collaboratively with educational, literary and cultural organisations to enable children, empower teachers, and engage families from all walks of life to read more widely, write more creatively, and develop visual storytelling skills. As a not-for-profit social enterprise, we reinvest any money we make back into our projects.

### OUR MOTIVATION

We continually assess the environmental impact of our activities because we believe it is the most ethical way to conduct our business, and it allows us to reduce costs. As far as it is possible for a small organisation with under 10 employees, we strive to decrease our carbon footprint across all areas of our work and at all stages. It is our expectation that our creative and stakeholder partnerships, freelance contractors, and suppliers support us in this where possible.

### OUR COMMITMENT

Our aim is to reduce, as reasonably practicable, those negative environmental impacts over which we have (some) control, in particular those relating to:

- Our **office** – energy & water use; waste; procurement (stationary, ICT, cleaning)
- Our **travel** – commuting; business travel; author & freelance travel; audience travel
- Our **communications materials** – printing & distribution
- Our **events** – energy & water use; waste; food; materials; production transport & travel

To that end we commit to:

1. Requiring all employees to implement our Environmental Action Plan, e.g. saving energy and water, reducing waste, recycling and using environmentally-friendly travel modes;
2. Informing partners, contractors and suppliers of our commitment to sustainability. Through this we hope to encourage them to take similar steps;
3. Being mindful of material waste in all forms, which we consider good management practice and sound business sense;
4. Measuring and annually reviewing our environmental impact by submitting data to Julie's Bicycle's Creative IG Tool and comparing to industry benchmarks;
5. Monitoring and annually reviewing this policy and the corresponding Action Plan.

### ENDORSEMENT

This policy is fully endorsed by senior management and has been agreed with our Board of Trustees. It stands in conjunction with the **Environmental Action Plan**, which translates the outlined aims into individual measures, and delineates monitoring mechanisms.

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Dylan Calder, Executive Director