



## Environmental Responsibility and Ambition: Guiding Principles

*These Guiding Principles outline our commitment and ambition to Environmental Responsibility.*

| Principle 1                                                            |                                                                                                                                                                                    |                                                                                                               |                                                                                               |                                                                                                                                                 |                                                                                                                                                                                         |
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| Ministry of Stories is committed to environmental responsibility       |                                                                                                                                                                                    |                                                                                                               |                                                                                               |                                                                                                                                                 |                                                                                                                                                                                         |
| <b>CULTURE</b>                                                         | We maintain a low energy usage culture - lights turned off in unused spaces, equipment and devices off when not in use. Also turning off high energy consumption features like AI. | We encourage Staff and Volunteers to walk or cycle to Ministry of Stories headquarters, workshops and events. | We provide 100% vegetarian and vegan food for catered events.                                 | We are conscious about purchasing new goods, focusing on repairing and sharing equipment. Purchasing second hand tech e.g. refurbished laptops. | We recycle as much of our waste as possible - using recycling bin bags from the council, taking food waste to the community garden and glass and old tech down the road to be recycled. |
| Principle 2                                                            |                                                                                                                                                                                    |                                                                                                               |                                                                                               |                                                                                                                                                 |                                                                                                                                                                                         |
| Environmental responsibility is articulated in our strategy            |                                                                                                                                                                                    |                                                                                                               |                                                                                               |                                                                                                                                                 |                                                                                                                                                                                         |
| <b>STRATEGY</b>                                                        | We state our commitment to environmental responsibility in our strategy.                                                                                                           | We produce an Environmental Action Plan every two years.                                                      | We review our Environmental Policy every 2 years.                                             |                                                                                                                                                 |                                                                                                                                                                                         |
| Principle 3                                                            |                                                                                                                                                                                    |                                                                                                               |                                                                                               |                                                                                                                                                 |                                                                                                                                                                                         |
| Our board are engaged and ambitious about environmental responsibility |                                                                                                                                                                                    |                                                                                                               |                                                                                               |                                                                                                                                                 |                                                                                                                                                                                         |
| <b>GOVERNANCE AND LEADERSHIP</b>                                       | We have a named Environmental Champion on the board of trustees.                                                                                                                   | Our Board Champion participates in ACE's <a href="#">Board Environmental Champions Programme</a> .            | We will provide time at Board meetings to discuss environmental responsibility and ambitions. |                                                                                                                                                 |                                                                                                                                                                                         |

| Principle 4                   |                                                                                                                                                                                   | Our workforce (staff and volunteers) is engaged and informed about environmental responsibility                                                                       |                                                                                                                                                                                                                         |  |  |
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| WORKFORCE                     | Environmental procedures are a part of new staff and volunteer induction i.e. sustainable supplies sourcing, double-sided printing, recycling, composting and use of scrap paper. | Where possible we will provide training to develop knowledge around environmental action.                                                                             | Our Code of Conduct, which applies to all staff, volunteers and freelancers, emphasises the importance of environmental impact when planning or undertaking any work with us.                                           |  |  |
| Principle 5                   |                                                                                                                                                                                   | Environmental responsibility is embedded into our programmes                                                                                                          |                                                                                                                                                                                                                         |  |  |
| PROGRAMME APPROACH            | Where financially viable, we use sustainable paper for printing young people's work, advertising leaflets and posters. Noting sustainability in print on the final product.       | We use recyclable and second hand resources where possible for projects i.e. Zine fair. Young people are encouraged to use and are informed about recycled materials. | We encourage our young writers to explore environmental themes in their work when it organically arises i.e. our Speak Up school programme that runs each term and Time To Write our annual spring term project in CWL. |  |  |
| Principle 6                   |                                                                                                                                                                                   | We will be public about where we need to improve and celebrate our commitment to environmental responsibility                                                         |                                                                                                                                                                                                                         |  |  |
| COMMUNICATION AND CELEBRATION | We complete an <a href="#">annual audit</a> with Julie's Bicycle, reporting our carbon footprint and reviewing our impact beyond carbon.                                          | We publicly report our environmental performance in our Annual Report.                                                                                                |                                                                                                                                                                                                                         |  |  |



## Ministry of Stories: Environmental Action Plan 2024-2027

Aug 2024

The Environmental Action Plan lays out the practical steps the Ministry of Stories will take to create a culture of environmental responsibility in and through our work. This sits under our overarching Environmental Policy, and will be reviewed and updated biannually.

| Action                                                                                                     | Means                                                                                                                                                                                                                                                                                          | Progress (RAG) |         |  |  |  |  |         |  |  |  | Responsibility                                                    | Notes                                                                                            | Priority |
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| Principle 1: Culture                                                                                       |                                                                                                                                                                                                                                                                                                | 24/25          | 2025/26 |  |  |  |  | 2026/27 |  |  |  |                                                                   |                                                                                                  |          |
| Allow for sustainable/ green products and services as % increase from current products and services spend. | - Review expenditure under 'Stationery and Office Sundries', 'General Expenses (inc. Consumables)', 'Project' and 'Production Costs' and 'Utilities' to consider how decisions for more eco-friendly versions of things can be procured<br>- 100% of our print output will use recycled paper. |                |         |  |  |  |  |         |  |  |  | Senior management with board, Finance and Programme Administrator |                                                                                                  | HIGH     |
| Hoxton Street Monster Supplies product review.                                                             | Removing or replacing at least 50% of products with high environmental impact (materials, production or transit).                                                                                                                                                                              |                |         |  |  |  |  |         |  |  |  | Deputy Director, Retail Manager                                   |                                                                                                  | HIGH     |
| Actively collaborate with other cultural organisations to find                                             | National ESG Council (NESGC). Work with organisations like                                                                                                                                                                                                                                     |                |         |  |  |  |  |         |  |  |  | Finance and Programme Administrator, all                          | Invited Sustainable Hackney to attend Speak Up Dec 24 to listen to young people's speeches, they | LOW      |

|                                                                                                            |                                                                                                                                                                                    |              |  |  |  |  |  |  |  |  |  |  |                                                                                |                                                                                                                                                                                                         |             |
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| and share solutions to environmental issues.                                                               | <a href="http://childrensscrap.co.uk">http://childrensscrap.co.uk</a> for Dream State.                                                                                             |              |  |  |  |  |  |  |  |  |  |  | staff                                                                          | wrote a blog about the event: <a href="https://www.sustainablehackney.org.uk/post/speak-up-event-ministry-of-stories">https://www.sustainablehackney.org.uk/post/speak-up-event-ministry-of-stories</a> |             |
| Improving air quality and greening the workshop space.                                                     | Exploring adding plants and other air quality improvements.                                                                                                                        |              |  |  |  |  |  |  |  |  |  |  | Deputy Director, Finance and Programme Administrator, Programme Team           |                                                                                                                                                                                                         | <b>LOW</b>  |
| Reduce our IT energy consumption                                                                           | Optimising our online storage:<br>- Deleting unnecessary and duplicate files from Google drive.<br>- Improving organisation and use of the cloud.<br>- Compressing archived files. |              |  |  |  |  |  |  |  |  |  |  | Deputy Director, Volunteers Administrator, Finance and Programme Administrator |                                                                                                                                                                                                         | <b>MED</b>  |
| Become a member of environment/climate-related local networks.<br>NB: Programme partners - e.g. word fence | Actively support and/or provide space for climate justice groups to convene in our community.                                                                                      |              |  |  |  |  |  |  |  |  |  |  | Deputy Director, Finance and Programme Administrator                           |                                                                                                                                                                                                         | <b>LOW</b>  |
| <b>Principle 2: Strategy</b>                                                                               |                                                                                                                                                                                    | <b>24/25</b> |  |  |  |  |  |  |  |  |  |  |                                                                                |                                                                                                                                                                                                         |             |
| Future Home search to have environmental responsibility as a                                               | e.g. energy consumption, bike racks, green space                                                                                                                                   |              |  |  |  |  |  |  |  |  |  |  | Deputy Director, Finance and Programme Admin                                   |                                                                                                                                                                                                         | <b>HIGH</b> |

|                                                                                                         |                                                                                                                                                                                        |           |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |            |
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| priority.                                                                                               |                                                                                                                                                                                        |           |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |            |
| <b>Principle 4: Workforce</b>                                                                           |                                                                                                                                                                                        | 24/<br>25 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |            |
| Access training opportunities for relevant staff in environmental responsibility at least annually.     | Julie's Bicycle and London Youth offer free training in areas like Building Energy Management and Carbon Literacy.                                                                     |           |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | <b>MED</b> |
| Review:<br>- Volunteer Handbook<br>- Staff Handbook<br>- Trustee Welcome Pack                           | To state our commitment and expectations around environmental responsibility.                                                                                                          |           |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | <b>MED</b> |
| <b>Principle 5: Programme</b>                                                                           |                                                                                                                                                                                        | 24/<br>25 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |            |
| Review 'What to Expect at Ministry (for young writers)'                                                 | To articulate commitment and expectations around environmental responsibility.                                                                                                         |           |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | <b>LOW</b> |
| Explore options to offset carbon emissions for publications, productions and events where budget allows | Administrator – Finance and Programme to explore costs with deputy director's support; development team to look at asking project funders to support this, in close collaboration with |           |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | <b>LOW</b> |

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|                                                                                                                                                           | programme team and Director.                                                                                                                                                                                                                                                                                             |              |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |            |
| Celebrate the environment and its importance as one of the themes explored by our programme as part of our young people's interests.                      | Regular opportunities to include:<br>Speak Up - termly with secondary school settings<br>Time to Write - annual with Community Writing Labs                                                                                                                                                                              |              |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | <b>MED</b> |
| <b>Principle 6: Communication and Celebration</b>                                                                                                         |                                                                                                                                                                                                                                                                                                                          | <b>24/25</b> |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |            |
| Put environmental awareness and appreciation as part of our wider communications calendar and share related content from our programme at least annually. | Programme team to set up folders to keep environmentally themed work of our young writers, noting sharing permissions;<br>Volunteer's Administrator to organise volunteer typists of young people's work;<br>Marketing Manager to access and use young people's environmental work on social on at least an annual basis |              |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | <b>LOW</b> |