



MINISTRY OF STORIES

Environmental Responsibility and Ambition: Guiding Principles

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

Principle 1	Ministry of Stories is committed to environmental responsibility				
CULTURE	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				
STRATEGY	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				
GOVERNANCE AND LEADERSHIP	We have a named Environmental Champion on the board of trustees.	Our Board Champion participates in ACE's Board Environmental Champions Programme .	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				

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 annual audit with Julie's Bicycle, reporting our carbon footprint and reviewing our impact beyond carbon.	We publicly report our environmental performance in our Annual Report.			