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| **Purpose**  **of Procedure** | Before purchasing all options to reuse, recycle, borrow, or purchase second hand items before purchasing new. To be aware of the Co2 footprint caused by new items and discarding old. |
| **Overview** | To ensure everyone understands how important it is to consider the actions they take that may impact the planet |
| **Scope: Mandatory P**rocedure | For all board members, senior managers, and staff, including freelance and short contract staff. |

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| **Document control** |  |
|  | Approved by the board 21st December 2023 |
| Policy | Dundee Rep and Scottish Dance Theatre Limited (DRSDTL) embraces and promotes awareness of sustainable development and environment issues through our practices and to monitor environmental performance on an ongoing basis.  We will work closely with stakeholders, engaging in short term and long-term impacts of sustainability in the activities that we do, aligning our business values the sustainability objectives.  Procurement plays a key role in all activities we do. We will develop our procurement practices in line with iso 2400 compliance management.  DRSDTL will respect the basic rights and freedom of every person in accordance with the Human rights act and comply with and promote equality, diversity, and inclusion, in doing so, will prevent discrimination and provide a fair and equal society and refuse products made from unethical suppliers.  Through staff training and awareness, DRSDTL will utilise its position to influence all aspects of procurement, to ensure before decisions to purchase are made, they, in the first instance consider reusing items, rent items, or borrow items. |
| Key Points | * To encourage all those involved in conducting purchases on behalf of DRSDTL to be considerate of environmental and sustainable issues in all purchasing activity. * To encourage the elimination of hazardous materials and substances in our purchasing. * To encourage the reduction of waste in both goods and packaging of goods and to ensure the safe disposable of waste with consideration to the environment. * To encourage the reduction of emissions through excessive travel and to encourage the use of environmentally friendly vehicles. * To encourage a culture to re-use and recycle goods. * Wherever possible to be ethical in our business practices. * To procure goods and services from local suppliers and contractors that have their own sustainable procurement policy. * Whenever re-organising or re-designing processes within the company to consider purchasing, if possible, goods from local suppliers, sustainable practices or generate less emissions and prevent large quantities of waste. * Look to minimise the use of energy and natural resources and maximise the use of renewable energy sources where possible. |
| Aim | DRSDTL will prioritise its impact on the planet to prevent further pollution and to minimise its carbon footprint in all activities. To lead in awareness, while ensuring the health and wellbeing of staff and visitors to the building. |