

Guide to writing an Environmental Policy

An environmental policy is a document to communicate a company's impact, steps taken to reduce it and the governance surrounding the monitoring of progress. A good environmental policy will be concise, easy to follow and periodically reviewed.

Step 1: Describe your starting point

- Outline the details of your business:
 - Who you are
 - What you do
 - Where you are based
 - Who is your client base/audience
- Define your largest environmental impacts and support your claims with data (use albert to identify these)
- List all of the potential stakeholders (office staff, crew, cast, suppliers, sub-contractors, studios, audiences etc.)

Step 2: Set your goals

- Set out measurable, achievable and realistic targets which are relevant to your company practices and time-scales.
- Provide information on how these targets will be achieved. This should include;
 - Who will take responsibility for achieving targets, at each level of your organisation
 - How you will observe legal compliances (if appropriate)
 - Plans for continual improvement

Step 3: Communicate

- Get your environmental policy agreed and signed off by senior member of the team
- Share and publicise your environmental policy with all of these identified groups

