

Environmental & Sustainability Policy

Organisation: Newcastle Film Club Ltd

Company Number: 16474266

Policy Owner: Leadership Team / Directors

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1. Purpose

Newcastle Film Club recognises that filmmaking, events, travel, equipment use and other creative activities can have an environmental impact.

As a community-focused social enterprise working across filmmaking, education, events and creative collaboration, we have a responsibility to reduce unnecessary environmental impact wherever practical and to encourage sustainable practices within our community.

This Environmental & Sustainability Policy sets out our commitment to:

- reducing our environmental impact;
- using resources responsibly;
- reducing waste;
- considering sustainability when planning events and productions;
- encouraging sustainable travel;
- making responsible purchasing decisions;
- extending the useful life of equipment and materials;
- improving our environmental performance over time; and
- sharing sustainable practice with our members, volunteers and creative partners.

2. Our Commitment

Newcastle Film Club will seek to operate in an environmentally responsible way that is appropriate to the scale and resources of our organisation.

We recognise that environmental sustainability is a process of continuous improvement. We will therefore focus on practical actions that can make a meaningful difference rather than making commitments that cannot currently be measured or supported by evidence.

We will consider environmental impact when making decisions about:

- events and meetings;
- film productions;
- workshops and education;
- travel and transport;
- venues;
- equipment;
- procurement;
- catering;
- printed materials;
- digital activity;
- waste;
- suppliers and partners.

3. Scope

This policy applies to Newcastle Film Club's activities, including:

- meetings;
- workshops;
- film productions;
- film challenges;
- screenings and events;
- community activities;
- equipment and kit library operations;
- volunteer activities;
- procurement;
- travel undertaken for NFC activities;
- work undertaken by representatives of NFC.

We will also encourage partners, suppliers, freelancers, filmmakers and collaborators working with Newcastle Film Club to consider environmental sustainability within their own activities.

4. Sustainable Filmmaking

Environmental considerations will be incorporated into film production planning wherever practical.

Production teams should consider:

Transport

We will seek to:

- reduce unnecessary travel;
- encourage walking, cycling and public transport where practical;
- encourage car sharing where appropriate;
- avoid unnecessary vehicle journeys;
- consider location choices in relation to travel requirements;
- combine journeys and deliveries where possible.

Energy

We will seek to:

- avoid unnecessary use of lighting and electrical equipment;
- switch off equipment when it is not required;
- use energy-efficient equipment where practical;
- avoid leaving equipment powered on unnecessarily;
- consider energy requirements when selecting locations and production equipment.

Equipment

Newcastle Film Club operates a Community Film Kit Library, providing access to filmmaking equipment for members.

We will seek to maximise the useful life of equipment by:

- maintaining equipment appropriately;
- repairing equipment where reasonably possible;
- sharing equipment rather than unnecessarily purchasing duplicate items;
- encouraging responsible use;
- considering durability and energy efficiency when purchasing new equipment.

5. Materials, Props, Costumes and Sets

Where practical, productions and activities should prioritise:

- reuse;
- borrowing;
- hiring;
- repurposing existing materials;
- purchasing second-hand items;
- recyclable or responsibly sourced materials;

- avoiding unnecessary single-use materials.

Production teams should consider what will happen to props, costumes, set materials and other resources after a project has finished.

Where appropriate, materials should be returned, reused, donated, stored for future projects or recycled rather than disposed of.

6. Catering

Where food and refreshments are provided at Newcastle Film Club activities, we will seek to:

- avoid unnecessary single-use items;
- minimise food waste;
- use reusable cups, plates and cutlery where practical;
- reduce unnecessary packaging;
- consider locally sourced and seasonal food where reasonably available;
- provide appropriate options for different dietary requirements;
- use tap water or refillable water where practical rather than unnecessary single-use bottled water.

Catering decisions will take account of both environmental considerations and accessibility, dietary and cultural requirements.

7. Waste and Recycling

Newcastle Film Club will apply the principles of:

Reduce → Reuse → Recycle → Dispose

We will seek to:

- reduce waste at source;
- avoid unnecessary printing;
- reuse materials;
- recycle appropriate materials;
- dispose of waste responsibly;
- avoid unnecessary single-use products;
- communicate recycling arrangements clearly at events where facilities are available.

Waste generated through film productions should be considered during production planning rather than only at the end of a project.

8. Paper and Digital Working

We will use digital communication and documentation where practical.

This may include:

- digital meeting documents;
- online forms;
- electronic communications;
- digital promotional materials;
- online event information.

Where printing is necessary, we will seek to:

- avoid unnecessary printing;
- print only the required number of copies;
- use double-sided printing where appropriate;
- reuse paper where confidential information is not involved;
- recycle paper appropriately.

We will also consider the environmental impact of unnecessary digital storage and duplication by periodically reviewing and managing organisational digital files where appropriate.

9. Events and Venues

When selecting or using venues, Newcastle Film Club will consider environmental factors alongside cost, accessibility, suitability and safeguarding.

Where practical, we will consider:

- public transport accessibility;
- walking and cycling access;
- energy use;
- heating and lighting;
- recycling facilities;
- availability of reusable facilities;
- opportunities to minimise waste;
- whether the venue has its own environmental or sustainability policy.

Environmental considerations will not override essential accessibility, safeguarding or health and safety requirements.

10. Procurement

When purchasing goods or services, Newcastle Film Club will consider environmental impact alongside cost, quality, suitability and value for money.

Where reasonably practicable, we will consider:

- durability;
- repairability;
- energy efficiency;
- recycled or recyclable materials;
- packaging;
- local suppliers;
- second-hand or refurbished equipment;
- whether an item can be borrowed, hired or shared instead of purchased.

We will seek to avoid purchasing products simply because they are inexpensive if doing so is likely to result in unnecessary replacement or waste.

11. Travel

Travel can be one of the significant environmental impacts associated with film and creative activity.

Newcastle Film Club will encourage members, volunteers and project teams to consider the most sustainable practical form of transport.

Where appropriate, we will encourage:

1. walking or cycling;
2. public transport;
3. shared transport or car sharing;
4. efficient vehicle use;
5. remote participation where it is appropriate and does not negatively affect the purpose or quality of the activity.

We recognise that not all forms of sustainable travel are accessible or practical for everyone. Transport decisions will therefore take account of accessibility, safety, location, equipment requirements and individual circumstances.

12. Sustainable Use of the Community Film Kit Library

The NFC Community Film Kit Library provides a practical opportunity to support resource sharing within the filmmaking community.

We will seek to:

- maintain equipment so that it remains usable for as long as possible;
- encourage members to borrow rather than unnecessarily purchase equipment;
- repair equipment where practical;
- manage equipment responsibly;
- avoid unnecessary duplication of kit;
- consider the environmental impact of new equipment purchases;
- responsibly dispose of equipment that is beyond economical repair.

13. Education and Community Engagement

As an organisation focused on filmmaking, creativity and education, Newcastle Film Club recognises that creative activity can help people explore environmental issues and encourage positive conversations.

Where appropriate, we will:

- share practical sustainability information with members;
- encourage environmentally responsible filmmaking;
- include sustainability considerations in relevant workshops;
- encourage filmmakers to consider environmental themes where appropriate to their creative work;
- share useful sustainability resources with members and partners.

We will not require environmental themes to be included in creative work; rather, we will support filmmakers to make informed and sustainable choices about how their work is produced.

14. Suppliers, Partners and Collaborators

Where practical, Newcastle Film Club will encourage suppliers, venues, freelancers, filmmakers and partner organisations to consider environmental sustainability.

When appropriate, we may ask suppliers or partners about:

- environmental policies;
- waste reduction;
- sustainable transport;
- energy use;

- sourcing of materials;
- packaging;
- relevant environmental certifications or initiatives.

The size and resources of suppliers will be taken into account, and environmental expectations will be proportionate to the nature of the work.

15. Measuring and Improving Our Environmental Performance

Newcastle Film Club recognises that measuring environmental impact is important to understanding whether our actions are effective.

As our capacity develops, we will seek to record relevant information such as:

- travel;
- energy use where information is available;
- waste;
- significant purchases;
- equipment purchases and repairs;
- event materials;
- production-related environmental actions.

We will use this information to identify practical opportunities for improvement.

We will not claim to have achieved carbon neutrality, net zero or other environmental outcomes unless we have appropriate evidence to support such claims.

16. Responsibilities

Directors and Leadership Team

The Directors and Leadership Team are responsible for overseeing implementation of this policy and ensuring that environmental considerations are incorporated into appropriate organisational decisions.

Events and Production Teams

Those organising events and productions should consider environmental impact during planning and delivery.

Kit Manager

The Kit Manager will support responsible management, maintenance, reuse and procurement of equipment within the Community Film Kit Library.

Volunteers and Members

Members and volunteers are encouraged to:

- reduce unnecessary waste;
- use resources responsibly;
- follow venue recycling arrangements;
- switch off equipment when appropriate;
- consider sustainable travel;
- report environmental issues;
- support sustainable practices during events and productions.

This complements the existing Volunteer Code of Conduct, which requires volunteers not to do anything that could cause harm to people, animals, property or the environment.

17. Environmental Incidents

Any significant environmental incident associated with Newcastle Film Club activity should be reported to a member of the Leadership Team.

Examples may include:

- significant pollution or contamination;
- unsafe disposal of materials;
- substantial accidental waste;
- damage to property or natural environments;
- inappropriate disposal of chemicals, batteries or electrical equipment.

The Leadership Team will consider appropriate action and, where necessary, review procedures to reduce the likelihood of recurrence.

18. Compliance

Newcastle Film Club will seek to comply with relevant environmental legislation and applicable requirements associated with venues, productions, waste, equipment and other activities.

Where specialist environmental advice is required, NFC will seek appropriate external guidance.

19. Policy Review

This policy will be reviewed every 2 years and sooner if there are significant changes to our activities, environmental requirements or relevant good practice.

As our organisation develops, we will seek to strengthen this policy through improved measurement, clearer targets and increased participation from members and volunteers.

Feedback and suggestions are welcomed.

Email: newcastlefilmclub@gmail.com

20. Related Policies and Documents

This policy should be read alongside additional policies which can be found here -

<https://www.newcastlefilmclub.co.uk/code-of-conduct>

- Newcastle Film Club Code of Conduct for Members and Visitors;
- Newcastle Film Club Code of Conduct for Volunteers;
- health and safety policies and procedures;
- production risk assessments;
- venue-specific environmental requirements;
- relevant production sustainability guidance.

Next Review: September 2028