



**Good To See**

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## *Good To See/Theatre Breaks' Green Policy 2008*

At Good To See we deal with a lot of schools and educational establishments, therefore we want to express the importance of being 'green'. It is the future generations that will see the benefits of environmental responsibility, so where better to start teaching than at school? We believe the best way to change the future is to influence the way our younger members of society are treating the environment and their surroundings by setting a good example.

We want to highlight the importance of protecting, preserving and enhancing the environment by making some simple changes around the office and by raising awareness amongst our staff and clients.

Our close relationship with Theatre Breaks and the fact that we share an office building means we are able to work towards making two companies environmentally responsible. Theatre Breaks liked what we were doing with our Green Policy and asked to become a part of it too.

As a starting point we decided to calculate our combined Carbon Footprint based on our fuel consumption in the office and fuel consumption from employee travel with the help of Carbon Trust's free calculator. The period that we measured to calculate this was October 2006 - September 2007.

Good To See and Theatre Breaks Carbon Footprint is:

<p><b>29.57</b> Tonnes of CO<sub>2</sub></p>
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We then created an on-going plan for responsible environmental management in order to try and reduce this figure. Our plan is divided into three sections.

This will be monitored every 2 months to ensure we are constantly making progress towards our goals. A final assessment will be carried out annually to see how much we have managed to reduce this footprint.

## Section 1 - Things we have already changed since September 2007

- Encourage domestic trips and travel by rail to reduce the carbon emissions caused by flights and coach alternatives.
- Reuse and recycle all our office paper and brochures.
- Recycle our used ink cartridges.
- Set up a 'Ride2Work' programme with Evans Cycles to encourage our staff to cycle to work.
- Switch off all our electrical appliances in the office overnight.
- Switch off our office lights when not necessary and overnight.
- Make the best use of natural light as possible by clearing the space by the windows.
- We have signed up to Travel Trade Gazette's 'Scream if you're Green' scheme, to support and work with other environmentally responsible companies.
- Encourage all our clients to communicate electronically (by email) in order to reduce the amount of paper being wasted.
- Only printing out emails if it is really necessary.
- Only using as much water as is needed around the office i.e. not over-filling the kettle.
- Replaced our light bulbs with energy-efficient light bulbs. (Good To See only)
- Service/replace our refrigerators to prevent leakage of ozone-depleting substances.

## Section 2 – Our short-term aims

- Print all future mailings/newsletters/brochures on recycled paper or paper from a renewable source.
- Make all our information and brochures available online and distribute E-Brochures to save paper.
- Responsible use of energy, water and materials by adhering to the 3R's (Reduce, Reuse and Recycle)
- Train and encourage all employees to uphold the green policy at work and at home through more signage and a launch party.
- Provide fact-sheets/activities for every school tour group in order to make them aware of their environmental and social impacts on their destination.
- Make sure we are getting our electricity and gas from the most environmentally responsible supplier.
- Replace all tea and coffee products in our office with Fair Trade sourced products.
- Replace as many office supplies/cleaning products as we can with environmentally friendly ones, local services and locally produced products.
- Replace light bulbs with more energy-efficient light bulbs (Theatre Breaks)

- Switch to a completely electronic booking system to reduce our paper usage. ([Theatre breaks already complete](#))

### Section 3 – Our long-term aims

- Look into making all our products; suppliers and all our itineraries environmentally responsible.
- Provide online information for schools about making their schools more environmentally friendly.
- Go about making our office building more energy efficient by means of insulation and double glazed windows.
- Offsetting all the flights and coach travel that we sell by supporting communal and environmentally friendly programs abroad.
- Therefore direct our customers to ABTA's 'Reduce My Footprint' website. Where they can purchase carbon offsetting.
- Make all of our faxes electronic, to reduce paper usage.
- Sign up to become a Tree Appeal partner organization and plant a tree for every school tour and Theatre Break booking!