**Guide to writing an Environmental Policy**

An environmental policy is a document to communicate a company’s environmental impact, the 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 or 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 (you can use albert to identify these)
* List all your 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