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Eco-responsibility Policy

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Contact person for policy implementation: Direction and Board of Directors of Studio 303
Schedule for updates: Every four years, synchronized with operational funding cycles
Last update: August 2026
Scope: This policy applies to employees, administrators, interns, freelancers (including teachers and artists), and volunteers of Studio 303, regardless of their status.

Preamble

This eco-responsibility policy reflects Studio 303's commitment to reflect on, harmonize, and clarify its actions toward sustainable and eco-responsible practices. The eco-responsibility policy complements *anti-discrimination and harassment policies, pay equity, fees and working conditions, accessibility, and data confidentiality.*

As a small DIY organization since the 90s, Studio 303 continues to exist today thanks to a frugal spirit, always favouring reuse, cost savings, and sharing. Inspired by numerous activist organizations, Studio 303 demonstrates values and practices such as transparency, equity, and a strong tendency towards horizontality. Thus, the eco-responsibility policy incorporates many pre-existing actions and adds some to make our practices more responsible and respectful of the environment.

The eco-responsibility policy is the result of collaboration with Danse-Cité. Our two organizations met several times in 2023 to support, inspire, and challenge each other in this process of reflection. The work resulted in two separate documents due to our organizations having different activities.

This document is the starting point of a long evolutionary process and will be updated in response to environmental and social challenges. Suggestions are always welcome (at info@studio303.ca).

Axes

The main axes of this policy are:

- *Environmental protection: production and responsible consumption*
- *Health and quality of life*
- *Equity and social solidarity*
- *Access to knowledge*

We are aware that certain communities are disproportionately affected by environmental issues. Environmental justice is intrinsically linked to social justice, and it is in this sense that we have developed a policy of inclusion and accessibility, some actions of which are reflected in this policy.

Environmental protection: production and responsible consumption

Objective 1: Reduce environmental impact — digital

Actions

⇒ Classify and empty email boxes and digital clouds;
⇒ Delete non-essential emails over time and all emails after 3 years;
⇒ Delete unused email addresses;
⇒ Compress heavy documents, especially PDF documents;
⇒ Keep photos, videos, and archived documents on hard drives;
⇒ Favour digital platforms that consume the least amount of data (e.g., Teams versus Zoom);
⇒ Use the phone rather than video conferencing, especially with a camera, when appropriate;
⇒ Update online databases and email distribution lists.

Indicators and targets:

- Limit digital cloud, email, and video/photo platform storage space to a total of 100 GB;
- Including: limiting email storage space to 10 GB per email box;
- Delete unused email boxes that have been inactive for more than a year;
- Conduct a team digital cleanup session of digital clouds once a year;
- Perform a cleanup of online databases and email distribution lists once a year.

Objective 2: Reduce environmental impact — energy & transportation

Actions

⇒ Prioritize local artists. Our residency call specifies that we do not select international artists unless they have a connection to the local artistic community and plan to be already on-site;
⇒ Limit and optimize international travel: aim towards zero, with a maximum of 4 per year. Optimization can take the form of:
    ○ A touring partnership (the artist/teacher travels to 303 in Montreal and continues an activity with a partner in another Canadian city);
    ○ Meetings for future collaborations (303 organizes meetings between the artist/teacher and other organizations or cultural groups);
    ○ Complementary activities (international teachers from 2023-24 presented their work during the 5@7 events);
⇒ Pay the carbon tax for air travel;
⇒ Offer financial incentives for train travel rather than car or plane;
⇒ Encourage active travel (walking or cycling) and the use of public transportation among employees, as well as contractors when possible/relevant.

Indicators and targets

- No international artist without a connection to the local community;
- No artist/teacher without a partnership, meeting, or related activities;
- For artistic direction (the only position at 303 that travels abroad), limit air travel to the absolute minimum (aim towards zero) or combine it with other projects;
- Offer a 100% train ticket refund and a 75% refund for plane tickets or car expenses for travel between medium and large cities in Quebec, Ontario, and New York City;
- Provide indoor bike parking space at all times.

Objective 3: Reduce environmental impact — energy

Actions

⇒ Turn off all electrical devices when the office or studio is not in use (including computers, printers, lights);
⇒ Action to be implemented: Ensure reasonable consumption of heating, air conditioning, and water. Currently, Studio 303, a tenant at Belgo, has no control over these utilities.

Indicators et targets

- Indicator to be implemented: Energy consumption monitoring, with a target ceiling to adhere to.

Objective 4: Reduce environmental impact — physical (food, paper, etc.)

Actions

⇒ Engage local caterers offering vegan food and reusable containers;
⇒ Avoid purchasing overpackaged products;
⇒ Bring back reusable containers;
⇒ Do not use single-use containers during Studio 303 events;
⇒ Collect compostable, recyclable, and non-recyclable materials (electronics, ink cartridges, light bulbs, clothing, etc.) generated by Studio 303 activities and bring them to the sorting centre at Complexe Desjardins;
⇒ Minimize paper printing;
⇒ Favour recycled paper and local printing companies;
⇒ Promote equipment repair; otherwise, purchase used equipment and promote reuse.

Indicators and targets

- Ensure that 100% of food purchases are sourced from local suppliers (caterers, grocery stores) offering vegan options or using reusable containers;
- Achieve an 80% material recovery rate (MR) at the office;
- Return reusable containers twice a year;
- No single-use containers purchased;
- Display an informative sheet about compostable and recyclable materials in the office and studio;
- Limit expenses for new materials and equipment to $1,000 per year;
- Complete 100% of printing contracts with local printing companies.

Health and quality of life

Objective 5: Provide a healthy and productive living environment

Actions

⇒ Have an anti-harassment and anti-discrimination policy
⇒ Have internal policies and procedures on accessibility
⇒ Have an ethical code for administrators, employees, and contractors
⇒ Ensure active listening among employees, contractors, interns, and artists

Indicators and targets

- Present anti-harassment, anti-discrimination, and accessibility policies at each contract signing;
- Present the code of ethics to administrators, employees, and contractors at each collaboration agreement signing;
- Update policies and procedures (according to updated schedules);
- Conduct a survey and consultation event with the community every 4 years;
- Conduct individual follow-ups with team members informally and regularly (by management).

Objective 6: Ensure health protection

The *Studio 303 Working Conditions Policy* outlines various types of leave and describes them in detail. The measures mentioned here are specific to the context of eco-responsibility.

Actions

⇒ Have a cancellation policy in case of illness (COVID or otherwise), applicable to artists and teachers (already included in employment contracts for employees);
⇒ Have a procedure for paid leave for special public health, weather-related, and environmental events, applicable to employees.

Indicators and targets

- Include the cancellation policy in contracts and present it to artists and teachers upon signing;
- Offer employees a maximum of two paid days off for special public health, weather-related, and environmental events;
- Update the Employee Working Conditions Policy every 2 years.

Objective 7: Foster employee retention

Actions

⇒ Ensure employee well-being by limiting job rotation;
⇒ Evaluate each employee, with mutual feedback, following the Evaluation Procedure, once a year;
⇒ Offer transparently reasonable fees and/or salaries to the best of the organization's abilities;
⇒ Respect and update the Pay Equity Policy once a year.

Indicators and targets

- Aim for a maximum of one employee departure per year;
- Evaluate each employee once a year;
- Communicate salaries and budgets transparently within the team once a year;
- Share the pay equity policy with each contract signing.

Equity and Social Solidarity

The *Studio 303 Accessibility, Equity, and Inclusion Policy* includes several measures and describes them in detail.

Objective 8: Offer and encourage activities in favour of universal accessibility.

The *Studio 303 Accessibility Policy* includes several measures and describes them in detail.