

Our Minimum Standards

At Kulturprojekte Berlin, we create unique cultural services and happenings, we are a storage of cultural expertise, a platform and mediator for theaters and museums, as well as a place for creative and cultural professionals to seek support and consultation. We do all this for and together with Berlin. As a public institution and non-profit organization, we bear a special responsibility, especially for Berlin's urban society. To fulfil this responsibility towards both the present and future generations, we aim to act according to **socially, ecologically and economically sustainable principles**.

Our sustainability strategy includes **15 minimum standards** that must be implemented in all our projects and services. Implementation is documented with the help of an internal checklist.

- 1. Diversity in the program and partner selection:** We want to ensure that the diversity of society is also reflected in the participating artists, speakers, initiatives and partners and in the program contributions.
- 2. Information on accessibility:** For each event, we communicate about accessibility and any barriers in the venue. In addition, we always provide a contact (phone and email) so that people with special needs can consult us in advance about accessibility.
- 3. Simple and non-discriminatory language:** We use the simplest possible language in all service texts that are issued by Kulturprojekte Berlin. We are also committed to non-discriminatory communication at all levels.
- 4. Accessible digital products and communication:** When creating digital products, we comply with the requirements of BITV 2.0 as a minimum. In digital communication, we take into account specific criteria in the areas of typography, color, contrasts, images, subtitles, alternative texts and links in order to make them as accessible as possible.
- 5. Accessible design of print communication:** When designing texts (especially text bodies) for print communication, we try to ensure a high degree of accessibility, similar to digital media. Here, too, we implement specific criteria in the areas of typography, color, contrasts and images.
- 6. Sustainable paper-based communication:** When purchasing print products for advertising and communication purposes based on paper, we critically analyze the quantity ordered to avoid overproduction. In the production of advertising and communication materials, we pay attention to the origin and production of the paper. Here we orient ourselves to sustainability labels.
- 7. Sustainable give-aways:** When procuring give-aways, we critically analyze the quantity we order. When designing giveaways, we choose products with long-term benefits and avoid disposable products. We use PVC-free materials when procuring giveaways such as sticker.
- 8. Sustainable textile team equipment:** When purchasing textile furnishings, we critically analyze our demand and plan carefully to avoid overproduction. When designing and producing textile furnishing products, we pay attention to social and ecological criteria. Here too, sustainability labels serve as a guide. In addition, recurring projects refrain from designing clothing with annual colors or numbers in order to simplify the reuse of products.
- 9. Sustainable functional equipment:** For functional textile furnishings for one-time use, we use existing, stored products wherever possible. If a new purchase is unavoidable, we either select products made from at least 70% recycled fiber and/or purchase products in a neutral design to enable internal reuse.
- 10. Responsibility in the supply chain:** For shipments of textile products, wood (products) and IT products in excess of €10,000, we ensure that these have been obtained or manufactured in compliance with the core labor standards defined by the International Labor Organization (ILO).
- 11. Re-use of furniture and temporary constructions:** Whenever we purchase temporary constructions, furniture and mobile equipment, we critically analyze our requirements and check internal and external rental options first. If a new acquisition is unavoidable, we coordinate its internal / external re-use and the associated storage and possible recycling processes during the acquisition process.

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- 12. Diverse and environmentally friendly food offer:** We offer at least one vegan main course at every event with a gastronomic food offer. At events with several catering providers, at least 80% of the booths offer a vegan or vegetarian dish..
- 13. Reusable tableware:** At every event where we provide food and beverage services, we use reusable tableware. Recyclable disposable tableware may only be used in exceptional cases.
- 14. Waste management:** For every event with visitor traffic, we set up waste separation systems as required. If there is a catering area at an event, we oblige the catering service providers to separate waste and set up different waste containers for visitors for at least the following waste categories: Paper / cardboard, packaging, residual waste. We also develop a waste concept for every public open-air event that requires a permit.
- 15. Guidelines for program partners:** We ask cooperation partners to help us extend our standards to the overall project and will provide them with a guideline of recommendations.