



Students' Union Sustainability Policy

April 2017; Chief Executive, Matt Wall

Introduction:

The University of Roehampton (the University) Students' Union (the Union) represents nearly ten thousand students across 4 colleges. The Union recognises that all of our activities, services and products have an impact on our environment, either positive or negative. As part of our commitment to sustainability, we believe that managing the environmental and ethical implications of our activities should be an integral part of good management practice and responsible corporate governance.

Through the policies and actions on the following pages, we will actively seek to achieve continual improvement of our measurement and responses to reducing the environmental impacts, and actively communicate this to all of our students and other stakeholders.

In particular, the Union will:

- SUSP.01** Comply with, and where possible and appropriate, exceed applicable legal and other requirements which relate to our environmental aspects wherever we operate.
- SUSP.02** Establish and meet clearly defined objectives and SMART targets that address the environmental issues relevant to our operations to ensure continual improvement in our environmental performance.
- SUSP.03** Prevent pollution and reduce the consumption of resource (energy, fuel, water and materials) wherever practical and appropriate.
- SUSP.04** Re-Use equipment where possible, increasing recycling and promoting the use of recycled materials.
- SUSP.05** Dispose of materials in an environmentally sensitive manner.
- SUSP.06** Ensure sustainable development and environmental issues are considered in the design and introduction of new activities, products, services or facilities, in order to minimise any potential adverse impacts and improve our own environmental performance and credentials.
- SUSP.07** Set an example and further our relationship with the University, particularly the Sustainability Team, and our local community to progress sustainable development and environmental initiatives as a 'transition' network, sharing any best practice that may have been discovered.
- SUSP.08** Work with other Unions who are part of the NUS, in order to share best practice and advice.
- SUSP.09** Seek ways to further improve the environmental performance of our major suppliers and other business partners.
- SUSP.10** Provide support, information and training to the Union staff on sustainable development and environmental issues.
- SUSP.11** Monitor, Audit, Review and Report on our environmental performance

and seek to improve that performance in the light of experiences, developments in best practice and the evolving environmental agenda.

SUSP.12

Engage in dialogue with and disclose information to, interested parties on our environmental performance issues of the local or global environment.

SUSP.13

Fully implement this policy, providing the necessary resources.

SUSP.14

Actively lobby the University to manage and improve its environmental credentials to meet the highest possible standards.

SUSP.15

Enter the National Union of Students' Green Impact Award scheme on an annual basis to monitor and track progress and improvement, allowing for comparison against similar institutions.

SUSP.16

Assist the University in supporting any bids, applications or environmental projects that we feel would be of benefit to the students of the University.

SUSP.17

Represent our members' views and opinions on the University's Sustainability Committees and any other necessary working groups that may be relevant.

SUSP.18

Work alongside the University to ensure any new developments and facilities are as sustainable as possible, with a given budget and set of requirements.

SUSP.19

Actively seek to elect an Environment & Sustainability Committee on an annual basis to oversee, guide and advise the Union's Executive on the necessary steps and actions that must be taken to improve performance.

SUSP.20

Circulate any minutes, agendas or papers for Union meetings by email rather than printed hard copies wherever possible.

SUSP.21

Avoid the use of bleach as a cleaning product through any of our facilities, as well as working with the University to avoid the use of any unethical or environmentally damaging cleaning products.

SUSP.22

Support the work of the University around sustainability where this is felt relevant and of benefit to our student members.

SUSP.23

Further to this 'Sustainability Policy', we will seek to implement the following policies, supporting and underlying the work of the above:

Fairtrade Policy

Sustainable Travel Policy

Lighting and Equipment Responsibility Plan

Sustainability Communications Plan

Event Catering Policy

Procurement Policy

FP

STP

LERP

SCP

ECP

PP

Fairtrade Policy

The Union contributed towards the University's Fairtrade University application and has continued to support Fairtrade through the products that we offer, and the awareness work that takes place. Our commercial retail must carry an ethical message where possible and our clothing is 100% fairtrade. This Fairtrade Policy is designed to ensure that we 'practice what we preach' and continue to educate our members, raising awareness of the Fairtrade brand.

We will seek to:

- FP.01** Work with the University to ensure that together we continue to fulfil the goals of a Fairtrade University.
- FP.02** Play a key role in educating our membership and any other interested stakeholders as to the existence, purpose and benefits of Fairtrade.
- FP.03** Raise awareness of the Fairtrade mark and what it means.
- FP.04** Aim to make Fairtrade part of the 'student culture' across the University.
- FP.05** Serve Fairtrade tea and coffee at meetings where the Union is providing catering and for in-house staff use.
- FP.06** Work with our retail clothing suppliers to continue striving to be as ethically and environmentally friendly as possible and continuing to increase our range of Fairtrade products.
- FP.07** Continue the 100% Fairtrade sourced retail clothing line and effectively promote this wherever possible.
- FP.08** Continue to explore other Fairtrade products or services that could be offered through our premises.
- FP.09** Advertise the benefit of Fairtrade through all of our Students' Union communication channels.
- FP.10** Provide up-to-date and relevant information regarding Fairtrade within the Union' sustainability webpages.
- FP.11** Hold at least one event each year, aimed at raising awareness of Fairtrade.
- FP.12** Actively promote Fairtrade Fortnight to all of our student membership and other stakeholders.
- FP.13** Work closely with the relevant societies to campaign for increased Fairtrade consumption within the University.
- FP.14** Expect that all staff and officers of the Union will play their part in ensuring Fairtrade becomes part of our culture.
- FP.15** Provide leadership for the Fairtrade agenda through the Union's Sustainability Committee, the SU Chief Executive and the Sabbatical team, who will represent the Union on the University's Fairtrade Steering Committee.

Sustainable Travel Policy

We recognise that there will be a need at times for travel within the normal operation of the organisation. However, the travel requirements of the organisation can be minimised. The following policy seeks to set out some guidelines for some practical implications which can help with minimising the impact.

Inter Campus Travel:

- STP.IC.01** Staff, student officers and Union volunteers are requested to assess the need for them to travel to another site, ensuring that only the necessary travel takes place.
- STP.IC.02** Where possible, those travelling to another college should try and arrange a number of meetings at that campus, or also take any items that need to be delivered to other sites, minimising future journeys.
- STP.IC.03** Where staff have to use their cars, they are asked to make sure they let others know that they are going,

Other Travel:

- STP.O.01** Staff, student officers and volunteers travelling to other locations are asked to assess all options for travel, and decide the most appropriate mode of travel based on the environmental impacts, cost and time. Normally this will ensure public transport is the preferred option where financial cost is not significantly higher.
- STP.O.02** If possible, team members travelling to national or regional conferences should liaise with other local Unions to see whether sharing transport is an option.
- STP.O.03** Domestic travel should in no circumstances be undertaken by air.

Lighting and Equipment Responsibility Plan

Wasted energy from equipment which is left on unnecessarily wastes power and the Union is committed to ensuring that it minimises its energy usage. This is important for both environmental and economic reasons. Underpinning this plan is the need for all members of staff to contribute and to take personal responsibility for the energy usage of their own equipment and office appliances. There are however areas of the Union which do not neatly have an 'owner', and so this plan highlights who should take responsibility for certain areas.

Equipment	Location	Responsibility and Action
Office Lights and Computers	Individual Offices	Individual office owner to switch off at the end of each day.
Lights	Corridors	The last member of staff to leave the offices each day should switch these lights off in areas that are not controlled via sensors.
Plasma / LED Screens	Various Locations on all Campuses	New screens have been purchased, which are low energy and have power down periods so that they are programmed to switch on and off overnight.

Campus Security have been given the permission to switch off any equipment not turned off as part of their evening walks and rounds.

Sustainability Communications Plan

Across all areas of our work, it is recognised that the Union needs to improve the way in which we communicate the good work that we do. The following outlines our plan to communicate our success, downfalls, plans, projects and events taking place with reference to sustainability, to our student membership, the University and any other interested stakeholders.

We will seek to:

- SCP.01** Include a environmental tip within the 'Growhampton Newsletter', that can be sent to anyone who signs up.
- SCP.02** Continue to update and promote the dedicated Growhampton sustainability pages on the Union website
- SCP.03** Work with the University's Sustainability Team to publish joint messages for each party and deliver events in partnership
- SCP.04** Actively raise awareness of our projects and plans through events held by the Union throughout the year, including the Freshers and Refreshers Fayres, Fairtrade fortnight, and student-led events such as Go Green Week.
- SCP.05** Support the University where possible to raise awareness of University and Union joint initiatives.

Event Catering Policy

The Union holds a number of events across our activities that have catering provided for staff, students and visitors. As such, the following key points should be referred to when providing catering for any event. In addition, this will cover the supplies needed for The Hive café.

- ECP.01** All eggs purchased for internal use must be Free-Range.
- ECP.02** Any food purchased must contain the minimum packaging possible.
- ECP.03** Where possible, the food purchased for consumption should be:
 - a** Organic
 - b** Seasonal
 - c** Free-Range
 - d** Ensure a positive ethical underpinning
 - e** MSC Certified
 - f** Fairtrade
 - g** Local
- ECP.04** The majority of packaging should be recyclable.
- ECP.05** If none of the above recommendations can be met, the majority of food provided should be suitable for vegetarians.

For Further Information: contact the SU Chief Executive, Matt Wall.