



Environmental & Ethics Policy

1. Purpose and preamble

- 1.1 The aim of this document is to clarify and ratify the Union's Environmental & Ethics Policy.
- 1.2 This policy should be used within the framework the Environmental Policies of the University.
- 1.3 From time to time there will be a requirement to update these procedures; this will be done at least every two years.
- 1.4 The Environmental & Ethics Policy forms an appendix to the Constitution and in the event of any conflict the Constitution is the overriding document of authority.

2. Environmental & Ethics Officer

- 2.1 There shall be an Environmental & Ethics Officer elected as a member of the Union's Board of Trustees.
- 2.2 The Environmental & Ethics Officer shall be responsible for liaising with the President to ensure all services offered by the Union abide by this policy and are as environmentally friendly and ethically sound as possible.
- 2.3 The Environmental & Ethics Officer shall be responsible for organising campaigns that are related to environmental and ethical issues, liaising with the Vice President Communications & Campaigns.
- 2.4 The Environmental & Ethics Officer shall establish and chair the Environmental committee and report any outcomes the Student Council or the Board of Trustees for approval.
- 2.5 The Board of Trustees through the Environmental & Ethics Officer and Membership Services Manager shall be ultimately responsible for implementing and developing this policy.

3. Environmental Impact of The Union & Its Members

- 3.1 The Union recognises the extent of environmental degradation around the world, and the differences between global environmental limits and the activities of production, consumption and disposal.
- 3.2 The Union will strive to reduce the negative impact it has and the members have on the environment, through implementing positive and proactive initiatives.

Waste & recycling

- 3.3 The Union will aim to reduce waste sent to landfill in line with targets set by the University, and recycle when possible and actively encourage its members and staff to recycle.

The following items must be recycled by all Union departments as part of the University waste management system:

Glass bottles
Paper
Cans & tins
Cardboard
Plastic bottles, glasses and clean plastic pots
Printer cartridges
Toner cartridges
Batteries
Wooden Pallets
Mobile phones
Electrical and IT items
Furniture
Metal items

The following must be sent to charity:

Stamps
Clothes
Books
Toys

- 3.4 All food waste from the Bar kitchen shall be composted as part of the University waste management system.
- 3.5 The Union will reduce its use and waste of paper through the use of more environmentally friendly medium e.g. computers, internet, text messaging, spalife radio/tv/magazine.
- 3.6 The Union shall promote the recycling of glass, cans, paper and plastic bottles within the Union, and work with the University Environmental Team and B&NES to promote recycling within the University and local community.
- 3.7 Where possible the Union will use recycled products in its facilities.
- 3.8 The Union will arrange for the disposal of hazardous waste in accordance with legislation requirements and its duty of care.
- 3.9 The Union will sell where possible, environmentally friendly and recycled alternatives in the Union Shop.
- 3.10 The Union shop shall charge for its recycled plastic bags and shall offer a range of more environmentally friendly alternatives.
- 3.11 The Union will limit the amount of posters and flyers distributed; where possible, the Union will encourage the use of a more environmentally friendly media.
- 3.12 The standard copier paper used by the Union shall be recycled.

Energy

- 3.13 The Union will aim to reduce energy consumption in line with targets set by the University, and when possible actively encourage its members and staff to become active participants within the Union as well as within their own homes.
- 3.14 All staff members shall have a responsibility for reducing the use of energy within their area.
- 3.15 The Union will continue to reduce the environmental impact on its premises through the following:
- All lights must be turned off when rooms are not being used in Union premises.
 - Energy saving bulbs will be used when possible.
 - Windows will be kept shut in winter to reduce heat loss.
 - All radiators will be fitted with thermostats.
 - No portable heating devices shall be permitted within any area of the Union.
 - Computers will be turned off when not in use.
 - Rechargeable batteries will be used wherever possible for electronic equipment.
 - Reduce the use of air handling and cooling equipment, through the use of natural ventilation when possible.
 - Agreed holiday shutdown procedure for each Union department - Equipment not in use over holiday periods will be turned off.
 - Use natural light when possible to light rooms.

Sustainable Purchasing

- 3.15 Where possible items sold through the Union Shop and Bars will be subject to the NUSSL purchasing agreement and the NUSSL Environmental & Ethics Policy.
- 3.16 Purchases of the Union shall be in accordance with Sustainable Purchasing guide of the University and guidelines set by NUSSL.

Transport

- 3.17 The Union will aim to reduce its Carbon Footprint associated with business travel in line with targets set by the University.
- 3.18 Staff, clubs & societies, and officers will be expected to use the most suitable mode of transport that takes into account environmental issues, when on Union business. The use of domestic air travel is prohibited, unless there is no reasonable alternative.
- 3.19 Members will be encouraged to use more environmentally friendly modes of transport, such as walking, bus or bike.
- 3.20 The Union will promote transport sharing to staff and students.

-
- 3.21 The Union will liaise with local bus providers to improve bus services that serve University sites and the local area.
 - 3.22 The Union will liaise with First and other local bus providers to ensure that bus passes are available that represent good value for money for students and staff.
 - 3.23 The Union will try to ensure its vehicles are as environmentally friendly as possible through regular servicing.
 - 3.24 Everyone using Union vehicles will be trained in good driving techniques which reduce the environmental impact and improve safety.

Other

- 3.25 In the development process of major capital projects, the Union will consider the environmental impact as part of the decision making process.
- 3.26 The Union shall have one staff and one officer representative on University Environmental Steering Group, and will actively participate.
- 3.27 The Union shall have a minimum of one staff member who is an Environmental Champion within the Universities scheme.
- 3.28 The Union will continue to educate its members to be more aware and considerate of the environment, through environmental campaigns.
- 3.29 The Union shall coordinate the Universities fund for awarding grants to students who wish to run a project that shall have a positive impact on the environment and the local community.

4 Ethical Impact Of The Union

- 4.15 The Union recognises the responsibility it has to be an ethical consumer and encourage the membership to be also.
- 4.16 The Union will stock, where possible, ethically sound and Fair Trade alternatives in the Union Shop.
- 4.17 The Union will, where possible, stock Fair Trade alternatives in vending machines and Union Bars.
- 4.18 Where possible, the Union will ensure Fair Trade refreshments are served at all Union meetings, conferences and events held within Union premises.
- 4.19 Where possible, items sold through the Union Shop and Bars will be subject to the NUSSL purchasing agreement and the NUSSL Environmental & Ethics Policy.
- 4.20 The Union will continue to educate its members to be more aware and considerate of the ethical issues behind purchases, through campaigns on ethical issues.

- 4.21 The Union shall campaign for the University to become a 'Fair Trade University'.
- 4.22 The majority of meats used within the Union Bar and other catered events shall *free-range, Freedom Food or organic certified*.
- 4.23 Eggs used within the Union Bar and other catered events shall *free-range or Freedom Food certified*.

5 **Environmentally & Ethically Unsound Organisations**

- 5.15 The Environmental & Ethics Officer shall compile and update a list of organisations that the Union feels are environmentally unsound, reporting any additions to the Board of Trustees for approval
- 5.16 The Union will not allow any advertising or sponsorship from such companies on Union premises, unless the Union has no alternative due to restrictions under NUSSL purchasing regulations.

Approved by: Board of Trustees