

# Environmental & Ethical Sustainability Policy

Approved by:	Board of Trustees	Date:	18 October 2022
Review date:	October 2024		
Manager responsible:	Director of Finance & Resources		

## About this policy

The Falmouth & Exeter Students' Union (The SU) Environmental & Ethical Sustainability Policy is not contractual but is to provide managers and staff with information on The SU's commitment to sustainability.

## Scope

This policy applies to all employees of The SU.

## Core Principles of the Policy

This policy outlines and describes the framework within which The SU will adapt and develop all its activities and areas of influence to successfully contribute towards sustainability. This includes our day to day activities as well as how we influence student behaviour and the actions of our Partners and the wider community.

The SU understands it has a responsibility and duty to its students, stakeholders, and the planet to commit to sustainable and ethical practices in all that we do.

## Objectives

The SU will work with the Universities and FX Plus to reduce CO2 emissions through carbon saving activities on both campuses. The SU will fully engage with campus waste and procurement initiatives, including our own kitchen and office practices.

The SU will collaboratively work with and support the relevant student clubs and societies to run Eco-friendly campaigns centred around biodiversity and improving the local environment.

The SU will work with all students to help educate and assist them in sustainability being embedded in all their activities.

## Travel and Transport

- The SU will encourage active and healthy travel choices for staff and students to promote health and wellbeing and to reduce carbon emissions.
- The SU will support all sustainable travel events, initiatives, and forums, and encourage staff and student involvement in these.
- The SU will encourage staff and students to use public transportation.
- The SU will support the University's Sustainable Travel Policy and will lobby the University to consider students as well as staff.
- The SU will actively encourage car-sharing where the use of a car is unavoidable.
- The SU will explore provisions of the Cycle to Work Scheme opportunities for staff.
- The SU will arrange, encourage, and adopt agile working and videoconferencing (using platforms such as MS Teams & Zoom etc.) in its day-to-day working.

## Sustainable Procurement

- The SU commits to continually reviewing procurement procedures in The SU to ensure that they are the most sustainable viable option.
- The SU commits to promoting sustainable procurement to clubs and societies.

## Clubs and Societies

- The SU will ensure that all Clubs & Societies are aware of opportunities to reduce their environmental impact, and, wherever possible, will assist them in becoming more sustainable.
- This can include promoting travel alternatives, purchasing sustainable products, and using existing structures to incorporate sustainability.

## Student Representatives

- Student Representatives, including the Green Committee, play an important role in shaping university strategy. The SU will ensure that all Student Representatives have the opportunity to engage with sustainability issues on their course or in their lives at university in general.

## Ethical Investment

- The SU will ensure that all investments are in line with the investment policy including the ethical and sustainability aspects.

# APPENDIX – I DUTIES OF SU STAFF, MANAGERS, SLT AND TRUSTEES

## Duties of all SU Staff

- Turn off/unplug all equipment when not in use including computers, monitors, mice, and printers.
- Unplug all mobile phone chargers once phone is fully charged.
- Adjust curtains and blinds to let in as much natural light as possible, and ensure lights are off in rooms that are not being used.
- Reuse available materials, wherever possible, including scrap paper, used files, poly pockets, and lever-arch folders, etc.
- Only print when necessary (read from the screen when possible).
- Always print double-sided.
- Always use print preview to avoid printing pages with stray lines especially when printing emails.
- The SU will accept applications and CVs electronically through email.
- The SU will strive for paperless meetings whenever possible. Meeting minutes will be circulated via email.
- Recycle where possible.

## Duties of Managers

- Ensure that staff are aware and adhere to this policy.
- Advise staff on procedures and practices for carbon reduction.
- Report any continuous breach of the Sustainability Policy procedures to the Director of Finance & Resources.
- Liaise with relevant staff from the University on sustainability and environmental issues and seek cooperation for carbon reduction.

## Duties of Senior Leadership Team

- Ensure inclusion of Sustainability Policy and its procedures in the Staff Induction Training programme.
- Along with other line managers, monitor staff performance against Sustainability Policy procedures and obligations during 1:1s and annual performance reviews.
- Periodically check implementation of Sustainability procedures in all SU spaces, ventures, and events.
- Report to the Board of Trustees on all important Sustainability issues.
- Ensure that the policy is reviewed and suitably modified to reflect staff and members' viewpoints/feedback and is then proposed to the Trustee Board for final approval.
- Ensure sustainability is fully integrated into strategic decisions and that students are included to co-create solutions.
- Ensure that the SU aligns their core values to the UN Sustainable Development Goals.

## Duties of the Board of Trustees

- Review any changes to the Sustainability Policy and practices.
- Oversee the work of the Senior Leadership Team in ensuring that the Sustainability Policy and procedures are being followed.

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For further help and advice, please contact the Head of People & Governance

END OF POLICY

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