

ETHICAL & ENVIRONMENTAL POLICY

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1 STATEMENT OF INTENT/POLICY

- 1.1 As part of the organisation's commitment to conducting business in an ethical and environmentally friendly way, the organisation is committed to monitoring and tracking the impact of all the business choices made. To help us achieve this aim, we commit to being part of the NUS Services' Sound Ethical choice campaign.
- 1.2 Where possible and practicable, the Students' Union will participate in programmes that encourage, recognise and reward the collective effort and the effort of the individuals within the organisation.

2 THE PRINCIPLES

- 2.1 This policy sets out some of the ways in which decisions should be made. This list is not exhaustive but should be used as a guide to ensure that purchasing and procurement decisions are made within the spirit of this policy.
- 2.2 Before anything is purchased, the service manager or budget holder is responsible for making an impact assessment. The Procurement Policy must also be referred to and the impact assessment must include the following:
 - 2.2.1 Is the item, service or good required to further the aims of the organisation or service?
 - 2.2.2 Can this item, good or service be sourced from another part of the organisation?
 - 2.2.3 Can this item, good or service be sourced from within the University or re-use centres?
 - 2.2.4 In general, when procuring anything, the options with the least environmental impact should be considered favourably.
 - 2.2.5 If a new item, good or service is required, the following must be followed:
 - 2.2.6 the ethical record of the source of the item good or services must be considered
 - 2.2.7 the full life –cycle cost of the item, good or service must be calculated and information used in selecting the most appropriate option
 - 2.2.8 Where it relates to a furniture item, this must be made from sustainable material and timber should be from a certified sustainable source.
- 2.3 Where a service is being provided in relation to re-developments or capital investment, the full energy efficiency of the programme of works or development must be assessed as a whole before embarking on any work.
- 2.4 Energy consumption will be monitored on a monthly and annual basis.
 - 2.4.1 Where any savings are made from a reduction on energy consumption, this money will

be ring-fenced to invest in new environmental projects.

3 IMPLEMENTATION

- 3.1 The Students' Union has appointed an Environmental Steering Group who are responsible for steering the organisation towards environmental and ethical best practice.
- 3.2 It is the responsibility of all staff to ensure that the choices they make on behalf of the organisation meet the requirements of this policy. This will be monitored by the Environmental Steering Group, Operations Director and the Union Director.