



Beds SU ETHICAL AND ENVIRONMENTAL POLICY

1. Policy Statement

BEDS SU is a non-profitable organisation. We are committed to considering the environmental and ethical implications of all our actions, and aim to make ethical and environmental issues central to everything we do. BEDS SU endeavours to continually improve our ethical and environmental performance and ensure all we do is compliant with relevant legislation and procedures.

We strive to develop a positive and proactive environmental culture, not only for our membership and staff, but also for our suppliers, sub-contractors and all external stakeholders.

2. Purpose

The purpose of this policy is to provide information to staff and members on the organisations' arrangements for environmental management for reducing negative environmental impacts as much as possible by:

- Establishing ethical and environmental policy and procedures.
- Establishing an appropriate structure and procedures for the implementation of policy and achieving targets.
- Defining responsibilities and providing resources for planning, controlling, monitoring and reviewing activities for ensuring the right implementation of policy.
- Ensuring we have an up to date copy of UoB's list of applicable environmental legislation annually.

3. Staff, Students, Volunteers and Suppliers and Sub-contractors

BEDS SU aims to:

- Ensure the CEO, Executive and Board of Trustees will provide visible leadership in ethical and environmental matters and consider the environment as an integral part of the business.
- Encourage permanent staff, student staff, paid interns, volunteers and members in promoting and implementing ethical and environmental issues.
- Work with its employees, suppliers and sub-contractors in reminding of policy and encouraging continued efforts.
- Include assessment and monitoring of subcontractors/ suppliers capability and competence in ethical and environmental matters in our tendering processes.

3. Union Activity

BEDS SU aims to play an important role in ensuring that the local environment is fully protected where possible, ensuring that:

- The Beds SU environmental assessment document is used for all major events and activities (carrying out as thorough an assessment as is practicable).
- The Beds SU environmental assessment document shall cover changes to the immediate environment in respect of:
 - Waste Management
 - Conservation of natural environment
 - Energy Use
 - Use of resources (e.g. Paper and other materials)

Beds SU aims to:

- Develop and pursue environmental initiatives and provide ethical & environmental educational events as part of/or separate from these initiatives.
- Minimise littering, graffiti and avoidable wastage by its membership through the provision of necessary amenities and solutions.
- Undertake activities to minimise the negative impact of noise pollution emanating from union events.
- Encourage and support students to develop environmental and ethical initiatives.
- Work in conjunction with the University of Bedfordshire and other partners as appropriate to develop ethical and environmental initiatives.
- Lead our own environmental events or activities.
- Lobby the University of Bedfordshire on ethical or environmental issues as appropriate.

In addition - Fair trade

- BEDS SU endeavours to support, promote and use Fairtrade products, as we understand it is a major part of our contribution within the global community.
- Our Fairtrade pledge is confirmed in the joint Fairtrade Policy with BEDS SU, University of Bedfordshire and Catering.

4. Energy Consumption and Efficiency

BEDS SU is committed to reducing its utility consumption. Beds SU aims to:

- Promote energy conservation to all staff and students.
- Work with the University to strive for optimum efficiency.
- Target procurement of energy efficient products.
- Use paper efficiently.
- Promote energy awareness in different ways that can lead to better understanding and outcomes e.g. use of posters and stickers.
- Implement shut down procedures. (Appendices 3 &4).
- Not use portable electric heaters and radiators.
- Staff to report dripping taps/ energy wastage to the University maintenance team.
- Monitor utilities where possible with a view to setting reduction targets.

5. Transport

BEDS SU aims to ensure that transportation to and from its buildings cause minimum detriment to the environment and its membership by:

- Actively promoting alternative 'greener' modes of transport.
- Encouraging transport sharing where possible.
- Proactively promoting lower polluting transport methods such as cycling and walking – including paying travel expenses for cycling.
- Monitoring and reviewing business travel CO2 emissions regularly with a view to setting reduction targets.
- Promoting health and environmental benefits of walking and cycling.
- Prohibiting staff use of domestic air travel for union business with the exception of air travel over 400 miles one way.

6. Waste Generation and Management

BEDS SU is dedicated to the continuance of actively supporting and promoting a 'reduce, reuse and recycle' culture. Beds SU uses the University of Bedfordshire waste service, thus complies with all University of Bedfordshire waste systems and procedures.

BEDS SU endeavours to:

- Ensure legal compliance on all waste disposal, and adhere to all relevant duties of care.
- Increasingly use recyclable and recycled materials throughout, as far as is commercially viable.
- Minimise waste generation.
- Adopt and fully support charitable reuse schemes where possible.
- Introduce reusable products where possible.
- Run awareness campaigns involving staff, students and partners to participate and help in reducing the negative impacts on the environment by reducing waste generation, reusing and recycling.
- Not use plastic bags in its retail outlets.
- Actively discourage exhibitors from giving away plastic bags at Fresher's Fayres and other events.
- Monitor photocopying on a monthly basis and set targets for reduction.

7. Sustainable Purchasing and Procurement

BEDS SU is aware of its influence as a commercial organisation, and of its responsibilities to the 'global' community. Beds SU strives to improve the way we procure materials and equipment. Hence this section of policy has the following purposes:

- To promote good labour and environmental standards in supply chains of BEDS SU.
- To protect BEDS SU's reputation.

Due to NUS Services Ltd.'s Ethical & Environmental Assessment of their products and services, all products and services from this supplier shall be accepted for purchase and sale without additional questioning.

BEDS SU aims to:

- Support the purchase of Fairtrade, recyclable and recycled products where possible.
- For internal use products staff will consider if the purchase is necessary.
- When purchasing electrical appliances/equipment/vehicles, purchases should be made with consideration of the item's energy efficiency. Ideally the most energy efficient option should be chosen, but this must be balanced against price. Where appropriate, use an up to date (18 months old maximum), minimum efficiency specification list for guidance. (Appendix 4).
- Where possible products with the least negative or most positive impact will be purchased, e.g. give preference to products and services that can give value and can be manufactured, used, and disposed of in an environmentally and socially responsible way wherever possible.
- Enhance employee awareness of relevant environmental and ethical effects of purchases through appropriate training (where possible), providing guidance and support to employees to allow them to select sustainable products and services.
- Work with existing and potential suppliers to investigate and introduce responsible processes and products.

8. Building and Development

BEDS SU aims to ensure that any new building or refurbishment takes the widest possible consideration of environmental impacts through:

- Considering the environmental aspects in any such work (carrying out as thorough an assessment as is practicable).
- Carrying out development as close to the current site as possible, and preferably on it.
- Where possible, use environmentally friendly raw materials for building, refurbishment and development purpose.
- Ensuring the cleanliness and maintenance after construction and developments.

9. Implementation

BEDS SU is dedicated to the maintenance of this policy and thus the following will be done:

- The Ethical & Environmental Policy will be reviewed annually by the SLT, following consultations with the Staff Forum.
- Ethical and Environmental issues will be taken into account in the Beds SU Strategic Plan.
- Complete an environmental evaluation at least once every strategic planning cycle (Appendix 1).

- Participate in NUS Green Impact and support the University of Bedfordshire in the People and Planet Green League.

Communication

The policy will be promoted to students, all staff and stakeholders through the following means:

- Available on the section of the Beds SU website at: www.bedssu.co.uk
- Staff and student staff handbook will include an ethical & environmental statement.
- All new employees, staff and volunteers will be made aware of the Ethical & Environmental Policy and their role within it during induction.

Appendices –

1. Environmental Evaluation
- 2 .Environmental Aspects and Impacts & Action Plan
3. Shut Down (Lighting & Equipment) Responsibility Plan
4. Minimum Efficiency Specification Plan
5. Environmental Statement

Policy number	Approving body	Date Ratified	Renewal date
7.v1	SLT	October 2016	October 2018