



## UWLSU Environmental Policy

UWLSU is committed to minimising the impacts on the environment of its operations and activities. The following Environmental Policy refers to how UWLSU staff, officers, student staff and volunteers can help UWLSU implement our policy also in accordance to UWL's environmental policy.

### Section 1: Materials and Resources

1. Recycling bins are placed in the UWLSU office and through the surrounding areas, including a liquid waste bin, food waste bin and glass bins. These are to used as stated on the instructions placed on the bins.
2. Where possible, opt for digital marketing through social media and screens to reduce on the use and printing of posters, leaflets and similar.
3. Double sided printing and back to back photocopying should be undertaken where possible to reduce paper usage.
4. Encourage the use of reusable water jugs and glasses in meetings instead of plastic / single use water bottles.
5. Where disposable items are needed like plates and cutlery ensure these are not plastic and are a recyclable material like cardboard.
6. Use tablets, laptops or joint screens for meetings to reduce the need to print our documents and papers as well as also using for notes.

### Section 2: Suppliers

1. When ordering stationery, resources for events or projects etc, do so in bulk. This will cost less and reduce transportation costs and carbon emissions.
2. Where you're able, purchase 2<sup>nd</sup> hand or products from recycled waste
3. Purchase through trusted suppliers, opting for eco-friendly companies and reduce the use of companies like Amazon who have a negative impact on the environment.
- 4.

### Section 3: Large and electronic waste

1. Where we can, reuse and repurpose items instead of them going to waste.
2. If equipment / items are damaged and or unusable then you will need to put in a request with the universities Facilities team who will dispose of the items in line with UWL's environmental policy.
3. For computers and or electrical equipment, like power plugs and cables are to be disposed by IT Services.

### Section 4: Energy Management



1. Staff requested to shut down their own electrical appliances within their office space.
2. Where staff are hot desking, work is to be saved on their online storage area (One Drive) and computers shut down.
3. Staff requested to turn off kitchen appliances that are not in use, paying close attention to weekends.

#### Section 5: Travel

1. At UWLSU we have a cycle to work scheme that staff are encouraged to take part in.
2. Where possible, staff to make use of public transport or where avoidable to communicate with other staff for ride sharing.

UWLSU is committed to constant improvement in environmental performance. If you have any ideas on how our policy and procedures could be improved or have a plan for a new environmental project that we could implement, please contact us at [uwlsu@uwl.ac.uk](mailto:uwlsu@uwl.ac.uk) with the subject of Environmental Policy, which will get picked up by a member of our Sustainability Group.

## UWLSU LIGHTING AND EQUIPMENT RESPONSIBILITY PLAN

### Personal Workstations/Offices

Type of equipment	Action	Responsibility	Frequency
<b>Personal Computers</b>	Shut down	User	At the end of your day
<b>Monitors</b>	Turn off	User	If leaving desk for 15 minutes or more
<b>Phone Chargers</b>	Turn off	User	After use

### SU Office

Type of equipment	Action	Responsibility	Frequency
<b>Printers</b>	Turn off	Last to leave the office	At the end of the day on the last work day of each week
<b>Lights</b>	Turn off	Last to leave the office	At the end of the day
<b>Heating</b>	Turn off	Everyone	Wherever possible
<b>Paper Shredders</b>	Turn off	User	After use
<b>Laminators</b>	Turn off	User	After use
<b>Laptops</b>	Turn off	Last user	At the end of the day
<b>Windows</b>	Close	Staff sitting by windows	When heating is on
<b>Reception equipment</b>	Shut down	Reception staff	At the end of each day
<b>Tills</b>	Shut down	Reception Staff	Over the holidays. Tills automatically go into standby mode during the day.

### Kitchen Areas

Type of equipment	Action	Responsibility	Frequency
<b>Kettle</b>	Only put the amount you need	User	After every use
<b>Microwave</b>	Turn off	User	After use
<b>Toaster</b>	Turn off	User	After use
<b>Lights</b>	Turn off	User	When you are leaving the kitchen

### Conference room and Meeting Rooms

Type of equipment	Action	Responsibility	Frequency
<b>Projectors</b>	Turn off	User	At the end of use
<b>Lights</b>	Turn off	User	When leaving the room