

J. 19-5 Motion to update the University of St Andrews Students' Association's 2017 Sustainability Policy.

THIS SSC & SRC note:

1. The Association President is responsible for representational strategy regarding accommodation, environment, and external campaigns (3.1.11. in the Laws).
2. The Association Environment Officer (3.9. in the Laws) convenes and chairs meetings of the Association Environment Committee; works in cooperation with relevant members of staff; liaises with the University on matters relating to Environment issues; implements Association policy on Environment issues.
3. The Association Environment Committee shall formulate and ensure the execution of Association policy on Environment (3.14. in the Laws).
4. A number of sustainable practices are already in place, following from the University of St Andrews Students' Association's Sustainability Policy (2017).
5. The University of St Andrews has a Sustainable Development Policy & Strategy 2012- 2022 which recognizes and supports the need for an integrated approach to sustainability. The Policy focuses on key areas of improvement such as resource use; waste management; utilities management; environmental management and compliance; travel and transport, among others.
6. The University's 2018-2023 Strategy addresses sustainability and places it alongside social responsibility at its core.
7. The University has a Financial Operating Procedure Sustainable & Responsible Investing policy (January 2014).
8. The University has a Sustainable and Ethical Procurement Policy 2014.
9. The University won the Times Higher Education Award for Outstanding Contribution to Sustainable Development in 2010. It won another award for its Biomass Plant, in the 'Sustainable Development' category for the 2017 Scottish Green Energy Awards. It was shortlisted and highly commended for a Green Gown Award in 2018 in the category 'Campus of the Future' for Eden Campus.

This SSC & SRC believe:

1. The Union has a duty to operate, invest, and conduct its general business in such a way that reflects the ethics, principles and worldview of the majority of the student body, as voted upon by its elected representatives.
2. The SA should endeavour to deliver its agenda with minimal negative impact on the environment and community, with a focus on cost-control.
3. This document improves and thoroughly updates the policy which the SRC and SSC approved in 2017.
4. The proposed Sustainability Policy provides the SA with a structured guide for long-term planning as well as for daily operations and management. Within its framework, the SA can achieve a level of social responsibility and sustainability it is proud of and which fully realizes the expectations of the student body.

This SSC & SRC resolve:

1. To adopt the proposed Sustainability Policy for 2019.
2. To continue to revise the policy annually with the next revision scheduled for January 2020.
3. To recommend the Students' Association Board of Trustees to endorse this policy and ensure its enforcement in all business conducted on behalf of the Students' Association, both in-house and as a contractor.
4. To mandate the Association Environment Officer and the Association President to take charge of the responsibilities laid out in the introductory section of the policy, following Board approval.
5. To encourage the Association Environment Officer and the Association President to continue to work collaboratively with the University and the community, to achieve shared goals of their

respective policies. The opportunities to influence high level strategic decisions and to enable capacity building at an institutional level will be protected through this policy.

Proposed:

Paloma Paige, Association President

Lauren Davis, Association Environment Officer

Seconded:

Jamie Minns, Director of Student Development & Activities

Adam Powrie, Director of Events & Services

Nick Farrer, Director of Wellbeing

Appendix A

University of St Andrews Students' Association's Sustainability Policy (2019)

1. Introduction

- 1.1. This Policy applies to the operations and strategic direction of the University of St Andrews Students' Association (SA). It aims to guide decisions and action by providing an ethical standard and an empirical point of reference. It also provides structural and procedural suggestions for day-to-day operations and management in the Union so as to embed the principles laid out in this policy into the very ethos of the institution.
- 1.2. This policy is one which current students should be proud of, and which future students should benefit from. It will be available to all parties including the general public, and will be provided to all sabbaticals, staff, subcommittees and affiliated societies.
- 1.3. The SA Environment Committee is responsible for advising the Association President or management staff, where appropriate, as to how the policy may or may not be achieving its aims. The former is also responsible for collating ideas and suggestions from the student body as to how the SA can improve its policy.
- 1.4. The Association President is responsible for updating this policy every Spring and bringing a motion to Joint Council. Through this process, the advice of the SA Environment Committee and close consultation with permanent staff should inform any changes.
- 1.5. The SA Board of Trustees is responsible for overseeing the enactment and enforcement of the policy at a strategic level.
- 1.6. The next review shall take place at Joint Council in February 2020 and the following SA Board Meeting.

2. Definitions

- 2.1. Sustainability can be defined as meeting the needs of present generations without jeopardizing the needs of future generations. For the purpose of this paper, sustainability can be divided into three subsets: economic, social, and environmental. These are interlinked not only by their contributions to sustainability, but also by the ethical foundation that must bind them.
- 2.2. In practical terms, economic relates to how investments and means of business have a wider impact on the choices available to future generations; social relates to the responsibility of individuals and institutions to be conscious of the impact their actions have with regard to society and the environment; and environmental relates to using resources wisely and with minimal waste.

3. Policy Statement

- 3.1. The Union has a duty to operate, invest, and conduct its general business in such a way that reflects the ethics, principles and worldview of the majority of the student body, as voted upon by its elected representatives.
- 3.2. The SA recognizes human-influenced climate change and resource depletion as two of the biggest challenges facing the current generation. We are committed to improving the Union's environmental performance as part of an effort to become more sustainable.

- 3.3. The SA supports the provision and promotion of wider choice in forms including, but not limited to, Fair Trade (as defined in the SA Fairtrade Policy, see appendix b.), vegetarian, and locally-sourced.

4. Implementation

- 4.1. The SA will actively engage with the University's Environment Team, relevant University units, hall reps, and relevant community groups with the view to bring about practical changes needed for the implementation of elements of this policy.
- 4.2. The Association President will convene a meeting of the Sustainability Policy Core Group every 3-4 weeks; membership will include the Association Environment Officer and their committee, relevant permanent Union staff, and those groups mentioned in 4.1. where relevant. This group will explore areas of collaboration and address areas for improvement. It will also be the forum in which the action log is regularly monitored.
- 4.3. An action plan for the Environment Committee, as well as for management staff and sabbatical officers, is integrated into the policy document (appendix a.). It will be monitored regularly and updated annually.
- 4.4. Within the Union, this policy will be actively promoted among student members and volunteers, as well as staff.
- 4.5. There must be a structural change to staff training such that the principles and practices embedded in this policy become part of daily operations as well as managerial oversight priorities.
- 4.6. Successful implementation of this policy requires a cultural change, not only among staff, but also among students. A culture of actively supporting the initiatives and principles laid out in this policy will be cultivated by the SA and Union, in collaboration with the wider community.

5. Waste & Recycling

- 5.1. The SA supports and promotes recycling. We are committed to achieving the best possible level of waste minimization.
- 5.2. In commercial venues, first preference is always given to reusable materials such as glass. Disposable crockery and cutlery are not used unless 100% biodegradable, compostable, or recyclable, except in exceptional circumstances.
 - 5.2.1. In commercial venues and at external events, when use of glass would pose a danger to customers and staff, preference is given to biodegradable plastic and polychrome as the alternate materials.
 - 5.2.2. The SA's subcommittees are not reimbursed for disposable crockery or cutlery which is not 100% biodegradable, compostable, or recyclable.
- 5.3. Electronic communication is encouraged as the preferable means of communication to that which uses paper resources.
- 5.4. All paper used internally is FSC certified, or similar, and is recyclable.
- 5.5. All student publications are recyclable (FSC accredited, or similar) and unused copies are recycled. Symbols/text on publications encourage students to recycle.

- 5.6. The use of double-sided printing and photocopying for internal administration is implemented as a standard. When purchasing printing equipment, preference is given to equipment that can handle double-sided printing.
- 5.7. All recyclable materials and food waste are disposed of responsibly where practically possible.
- 5.8. Awareness of recycling facilities in St Andrews, and in the Union building, is promoted through joint publications with University departments/groups and community groups.
- 5.9. A disposal point for batteries is provided in the Union building.
- 5.10. The staff kitchen abides by the same guidelines as do commercial venues (as outlined in this Policy).

6. Energy Efficiency & Water Conservation

- 6.1. The SA endorses energy which comes from environmentally friendly sources.
- 6.2. The SA believes that water is a resource which should be conserved.
- 6.3. The SA shall continue to work with the University towards 100% green energy supply as possible, within reasonable constraints, or to otherwise minimize its energy expenditure.
- 6.4. All lights and computers within the Association building are switched off while the building is vacant, except when required for reasons of security. All existing light fittings and light bulbs are low energy.
- 6.5. Heating and cooling control systems are optimised and regulated to minimise excessive use of energy.
- 6.6. All new white goods purchased are checked for energy and water efficiency.

7. Catering & Procurement

- 7.1. The SA's catering provides, and promotes to students, a range of sustainable foodstuffs. This includes, but is not limited to, Fair Trade, vegetarian, vegan, organic, and locally-sourced.
- 7.2. Where the Union sells ethical products, those products are given priority advertisement, shelf space and stocking wherever possible.
- 7.3. The SA actively promotes Fairtrade (in accordance with the SA Fairtrade Policy) in both cafes, the staff kitchen, and in all catering services.
- 7.4. The SA provides for those with religious, political and/or ethical dietary requirements in the Union, within reason
- 7.5. The Bar Manager and Catering Manager regularly check the statements from suppliers regarding their environmental and ethical procedures, certifications, and/or standards. These must be confirmed as being reputable standards before the Union enters into a business agreement with a supplier.

- 7.5.5. Meat and fish should be procured from sustainable sources which do not employ farming methods involving unnecessary animal cruelty. Certifications, such as Red Tractor Standard holders and Marine Stewardship Council, will be checked before a product is bought.
- 7.6. The SA actively promotes free tap water as a sustainable alternative to bottled water, and that where bottled water is available, it is British produced and bottled in recyclable materials.
- 7.7. Vegeware cups for hot drinks are provided in Rectors' Café and Old Union Diner. Reusable cups for hot drinks are sold and promoted in Rectors' Café.
- 7.8. All cleaning products are environmentally-friendly/biodegradable in addition to meeting COSSH requirements for staff safety.

8. Fiscal Practice

- 8.1. The SA endeavors to be a leader in ethical fiscal practice.
- 8.2. The SA will not accept donations from companies who do not comply with the University's Financial Operating Procedure Sustainable & Responsible Investing policy, as a gesture towards good practice, until the SA creates its own sustainable fiscal policy.

9. Travel

- 9.1. The SA actively encourages environmentally-friendly travel options.
- 9.2. The SA actively engages with groups and business which supports cyclists and which offer valuable services to cyclists.
- 9.2. When travelling on SA-related business, sabbaticals, permanent staff and Association officers are encouraged to choose environmentally-friendly travel options, out-with exceptional circumstances. Video-conferencing is offered as an alternative to travel, where appropriate.
- 9.3. The SA encourages affiliated societies to use environmentally-friendly travel options such as E-car.

10. Wider Community and awareness

- 10.1. As a socially responsible institution, the SA is created for and run by students, but is likewise a valuable contributor to the entire community.
- 10.2. The SA supports student-led initiatives and campaigns, upon the recommendation of the Environment Officer and with the leadership of the Association President.
- 10.3. The SA promotes sustainability initiatives, in line with this policy, to the wider community.
- 10.4. The SA encourages students to voice concerns and opinions to the Association Environment Officer and Committee.

- 10.5. The Environment Committee will use its mailing list, social media, and outreach to publicise changes which have been made in the Association.
- 10.6. The SA encourages the University's careers services to have substantial information and promotions regarding the pursuit of ethical and sustainability careers.

Appendix A. Action Plan for 2019-20

Abbreviation table:

Association President (AP)

Director of Student Development & Activities (DoSDA)

Director of Events & Services (DoES)

Association Environment Officer (EO)

Building Supervisor (BS)

Deputy Building Supervisor (DBS)

Catering Manager (CM)

Bar Manager (BM)

General Manager (GM)

Human Resources Manager (HRM)

Design & Marketing Manager (DMM)

SHORT TERM TARGETS

- 1. To buy a food waste bin for the staff kitchen. **BS**
 - 1.1. new training for cleaning staff **DBS**
 - 1.2. signage in the kitchen **DBS**
- 2. To remove general waste bins from staff offices with the aim of encouraging staff to separate materials into recyclables, waste, and food waste. **BS & GM**
 - 2.1. consult staff and take into consideration options to be flexible according to each office's needs. **AP**
 - 2.2. inform cleaning staff **DBS**
 - 2.3. notify all staff of existing recycling facilities **HRM**
- 3. To amend staff training such that new practice is supported. **HRM & DBS**

- 3.1. ensure that overview of this policy is part of handovers to new councilors and sabbaticals. **HRM & DOSDA**
- 4. To provide a water fountain on the first floor. **BS**
- 4.1. This would be available to non-staff and be similar to that found on the second floor.
- 5. To support all hall committees' elected Environment Representatives and continue to liaise closely with the University to ensure that these representatives receive appropriate training and support to engage their hall's residents in meaningful initiatives. **EO**
- 6. To ensure that 5.2.2. is implemented. **AP**
- 7. To confirm whether the Union's refurbishment achieved BREEAM Excellence.

LONG TERM TARGETS

- 1. To closely follow developments in Fife Council policy and University initiatives so as to improve our recycling facilities. **AP & BS**
- 1.1. Update due at Monday Meetings. **AP & BS**
- 1.2. As facilities are overhauled, options to compost and manage food waste should be explored. **BS**
- 1.3. Options to dispose of Vegeware hot drink cups should continue to be explored. **CM**
- 2. To research feasibility of having only recycled paper stock for internal printers (not Uni Print, not applicable to posters and flyers), with a view to make paper supplies as close to 100% post-consumer recycled as possible. **DMM**
- 3. To collaborate with the University and/or local groups to develop training and workshops to raise awareness for students, members of staff, and members of the community to ensure effectiveness of sustainability policy. **EO**
- 4. To aim to reduce grease wastage in the outgoing water supply by engaging with the University, ScotWater, and Fife Council. **BS**
- 4.1. We note that the University has committed to installing grease traps in 12 of its sites across town already.
- 5. To thoroughly reevaluate the standards of cleaning supplies. **DBS**
- 5.1. A log of certifications should be kept and reported to the SA Sustainability Core Group convened by the AP.
- 6. To encourage the University Shop to provide ethically-sourced and Fairtrade University-branded clothing. **DOES & GM**
- 7. To explore the impact of removing plastic-bottled beverages from the cafes. **CM**
- 8. To create a policy for transparent and ethical investment practice. **AP & GM**
- 9. To explore options to subsidized and streamline student passes for bus travel within the town. **AP & EO**
- 10. To engage with the local government and the local community to help bring about positive change to Environmental policy and sustainability in St Andrews. **AP**

- 10.1. Update due at SAB meetings. **AP**

11. To increase connections with Sustainability or Environment and Ethics Officers at other universities. **AP & EO**

12. The SA Fairtrade Policy will be updated for 2019-20.

Appendix B. Students' Association Fairtrade Policy 2018

STUDENTS' ASSOCIATION FAIRTRADE POLICY

The University of St Andrews Students' Association assigns great importance to the University's role within the international community, and therefore commits to supporting, selling, and promoting Fairtrade goods. This will be achieved by reaching and maintaining Fairtrade status as defined by the Fairtrade Foundation. The Fairtrade Foundation has outlined five goals for a Fairtrade University, and our commitment to them is as follows:

1. Fairtrade products are made available for sale in all Students' Association eateries and bars.
2. Fairtrade products (i.e. tea and coffee) are served at all meetings that require refreshments hosted by the Students' Association, or that take place within Students' Association premises.
3. The Students' Association will promote the sale of (and encourage increased consumption of) Fairtrade products via the following methods:
 - Fairtrade materials will be displayed on notice boards promoting commitment to Fairtrade foods.
 - Materials will be displayed in every place where Fairtrade products are sold.
 - Appropriate information and campaigns will be published on the Students' Association website.
 - The Students' Association will commit to running a series of events during the annual Fairtrade Fortnight (March), and will do this in collaboration with relevant bodies where appropriate.
4. Representatives from the Students' Association, and relevant subcommittees where appropriate, will attend the joint Students' Association and University of St Andrews Fairtrade Steering Group. Its job will be to continuously monitor and improve the approaches and commitment to Fairtrade. This group will include representatives from:
 - Residential & Business Services (including Catering).
 - The University
 - The Students' Association
 - Appropriate societies & subcommittees
 - St Andrews Fairtrade Town Campaign Group
5. The Students' Association Environment Committee will be responsible for the oversight and implementation of the Fairtrade Policy, with regular communication with the Students' Association Food & Beverage Manager.
6. This policy statement will be reviewed on an annual basis.

Date of Composition: 01/02/2014

Date of Amendment: 23/04/2018

Signed

23rd April 2018

Lewis Wood Date

Association President

Date of next review: June 2019

The Five Goals that Fairtrade Universities must aspire to can be found here: 1

<https://www.fairtrade.org.uk/Get-Involved/In-your-community/Universities/Becoming-a-Fairtrade-university>