



Environment and Ethics Policy

August 2009

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Appendices

A1 Environmental Legislation Affecting Kent Union

Approved by: E & E Scrutiny Committee

Union Council

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1.0 Policy Statement

- 1.1 Kent Union recognises its obligations to protect the environment and not damage future generations' ability to meet their needs; Kent Union will therefore take positive steps to reduce its impact on the planet.
- 1.2 Kent Union recognises its obligations to its stakeholders and to society as a whole, acknowledging that it has responsibilities to uphold the highest standards of ethical behaviour.
- 1.3 In considering environmental and ethical best practice, Kent Union will utilise the Natural Step model, which provides a framework to inform decision-making. The four System Conditions are:
 - 1.3.1 Substances from the earth's crust must not systematically increase in nature. This requires a considerable reduction in our dependence on mining and the use of fossil fuels.
 - 1.3.2 Substances produced by society must not systematically increase in nature. This requires phasing out persistent unnatural substances.
 - 1.3.3 The productivity and diversity of nature must not be systematically diminished. This requires sweeping changes in our use of productive land.
 - 1.3.4 Humanity must achieve a just and efficient use of energy and other resources. This requires basic human needs to be met with the most resource-efficient methods possible, including a just resource distribution.
- 1.4 In order to implement this policy statement, Kent Union will work towards recognised environmental and ethical quality marks and standards, such as NUS Services Limited Sound Environmental Impact Award, the EAUC Green Gown Awards, ISO 14001 and supporting the University in maintaining Fairtrade status.
- 1.5 In order to implement this policy statement, Kent Union will employ a dedicated staff member to co-ordinate and promote ethical and environmental issues within the Union.

2.0 Introduction, Definitions and Scope of Policy

- 2.1 The aim of this policy is to detail and communicate how Kent Union will deliver the policy statement detailed above. The policy brings together, into one document, information about the Environmental and Ethical Scrutiny Committee, role and responsibilities of staff members, policies and practices to reduce the Union's impact upon the environment, policies and practices to promote ethical behaviour and the Union's Corporate Social Responsibility policy.

- 2.2 This policy also aims to ensure that the Union complies with relevant environmental legislation. It is anticipated that legislation will increasingly be used in future to force organisations to reduce their impact upon the environment. Current environmental legislation that affects Kent Union is listed at Appendix One, along with detail of how the Union ensures that it is compliant with such legislation.
- 2.3 Throughout this policy, 'environmental issues', 'environment', 'environmental best practice' or similar references, means Kent Union's impact upon the physical environment, via the release or production of Carbon Dioxide into the atmosphere, consumption of natural resources, production of toxins and non-biodegradable products and anything else that Kent Union does that impacts upon future generations' ability to meet their needs from the planet.
- 2.4 References to 'ethics', 'ethical best practice' and 'ethical issues' refers to Kent Union's social impact upon society and involves consideration of such issues as human rights, equality of opportunity, employment practices and involvement with oppressive regimes. In particular, this area of the policy is concerned with Kent Union's attitude towards its suppliers and involvement with external partners and bodies.
- 2.5 Reference to Corporate Social Responsibility, or CSR, refers to Kent Union's responsibilities to its stakeholders and the local community; it is based upon the premise that Kent Union must develop its environmental and social practices, gaining insight from stakeholder participation and working closely with the local community. It is particularly concerned with minimising any adverse social impacts upon the Union's stakeholders, for example via the sale of tobacco and alcohol or the sale of unhealthy food.
- 2.6 This policy has been approved by Union Council and includes procedures that staff must follow as well as providing strategic guidance for the Trustees and elected officers of the Union.

3.0 Staff and Officer Roles and Responsibilities

- 3.1 The Environmental Co-ordinator will work across the University and Kent Union to reduce the impact on the environment of both organisations.
- 3.2 The purpose of the Environmental Co-ordinator is "to promote environmental best practice through the introduction of systems, communication of best practice, educating people, contributing to drafting policy, building networks and celebrating success. The post-holder will be expected to identify significant savings from reducing resource use and encouraging environmental best practice, as well as encourage investment in environmental projects. The post-holder will also ensure that all environmental legislation is adhered to in accordance with University and Union policies."

- 3.3 The Environment and Ethics (E & E) Scrutiny Committee is responsible for leading the Union's efforts to introduce best practice in environmental and ethical issues. The Committee consists of trustees, managers, staff, Union Council officers and external members, representing all of the Union's key stakeholders. The E & E Scrutiny Committee is responsible for implementing, monitoring and reviewing this policy.
- 3.4 The objective of the Committee is "To scrutinise, measure and actively promote improvement of the daily routines of all Union departments to ensure environmental and ethical best practice. Further, to be responsible for assessing the environmental and ethical dimensions of Union policy." The conclusions of the committee will provide the direction of work for the Environmental Co-ordinator.
- 3.5 The Remit of the Committee is:
- 3.5.1 To provide advice on, and recommend appropriate policies and action in, matters which may affect the environment.
 - 3.5.2 To monitor and scrutinise the ethical standards of the Union, its Members, employees and any associated providers of Union services and to report to the Board of Trustees on any matters of concern.
 - 3.5.3 To oversee and monitor the Union's Whistle Blowing policy, Disciplinary Policy and Procedure, Bullying and Harassment Policy, Grievance Policy and any other policy which requires specific moral choices to be made by a member of staff or student and to consider ethical issues arising from complaints under the procedures.
 - 3.5.4 To constantly review environment practices such as recycling, waste management and energy conservation.
 - 3.5.5 To co-ordinate appropriate training in environmental and ethical issues for staff, volunteers and officers.
 - 3.5.6 To help maintain Kent University Fairtrade status by achieving the 5 criteria outlined by the Fairtrade Foundation.
 - 3.5.7 To develop and maintain reference material on ethical guidelines produced by professional bodies, funding councils and other national bodies.
 - 3.5.8 To make recommendations about changes that should be made about current practices to the Board of Trustees.
 - 3.5.9 To develop long-term environmental and ethical policies.
 - 3.5.10 To work towards appropriate environmental and ethical quality marks and standards.

3.6 The committee is chaired by one of the Trustees; the secretary of the committee is the Director of Commercial Services; whilst the membership consists of one other trustee, the Retail Manager, the Environmental Co-ordinator, two other staff representatives, two Union Council representatives and two external representatives.

4.0 Corporate Social Responsibility

- 4.1 Kent Union will ensure that it adheres to best practice in Corporate Social Responsibility through regular review of this policy, consultation with the Union's stakeholders and keeping up-to-date with developments in society on CSR issues. This section of the policy includes decisions on specific areas of the Union's current activity and is intended to provide a general framework to guide decision-making and thinking.
- 4.2 Kent Union sells in excess of £350,000 of tobacco products per annum. The link between lung cancer and a variety of other health problems and smoking has been clearly made and is widely acknowledged. Kent Union must respond to the demands of its members and customers and will therefore continue to sell tobacco products. However, in order to behave responsibly the Union will:
- 4.2.1 Support the University in campaigns to promote the benefits of stopping smoking and provision of practical support for staff and students who wish to stop smoking.
 - 4.2.2 Sell nicotine replacement products, such as Nicorette chewing gum and patches at cost in Union retail outlets.
 - 4.2.3 Ensure that no-one under the age of 18 is able to purchase tobacco products from Union outlets by asking for proof of age from anyone who looks under 21.
- 4.3 Like most large students' unions, Kent Union relies on sales of alcohol to generate income from its commercial services. The Union's sales of alcohol generate in excess of £1.1 million of revenue per annum. The Union is therefore strategically reliant on the sale of alcohol at present. However, Kent Union recognises its obligations to promote safe drinking, to comply with related legislation, to cater for people who do not drink alcohol and to minimise anti-social behaviour caused by alcohol consumption. The Union therefore commits to the following actions:
- 4.3.1 To provide comprehensive training for staff working in its licensed premises, covering the law related to the sale of on- and off-license alcohol and safe drinking practices.
 - 4.3.2 To ensure, in particular, that the Union's sports clubs and societies are not able to hold irresponsible and/or dangerous alcohol-related 'initiation' ceremonies in Union premises.

- 4.3.3 To provide security patrols in the local community and to take other steps necessary to minimise anti-social behaviour caused by customers of the Union's licensed premises.
 - 4.3.4 To limit the number of drinks promotions and to review pricing and promotions with the local Council and University authorities.
 - 4.3.5 To investigate introducing non-alcoholic venues and/or alcohol free social events on Union premises.
 - 4.3.6 To maintain Best Bar None status and endeavour to be amongst the top 10 unions in the U.K. in the Best Bar None competition each year.
 - 4.3.7 To take strategic decisions to reduce its reliance upon the sale of alcohol, for example through growing catering revenues.
- 4.4 Kent Union sells a variety of food products that could be perceived as 'unhealthy foods', in that they contain high levels of salt, sugar and/or fat. Whilst the Union must and will react to the demands of its members and customers for some 'unhealthy' foods, the Union will also endeavour to offer healthy food options wherever possible. This will include:
- 4.4.1 Providing a range of 'healthy' sandwiches, fresh fruit and pre-packed salads and fruit salads in its convenience stores.
 - 4.4.2 Running campaigns aimed at promoting healthy eating and low carbon diets.
 - 4.4.3 Introducing specific healthy food areas in the convenience stores and branding these areas prominently.
 - 4.4.4 Introducing and promoting organic foods where possible.
 - 4.4.5 Providing healthy alternatives in vending machines and coffee shops.
 - 4.4.6 Introducing a delicatessen dedicated to the sale of fresh, local, organic and Fairtrade produce as soon as is practicable.
- 4.5 Kent Union employs approximately 400 people; approximately 110 of whom work for the Union as part of their career, whilst the remainder are currently working for the Union whilst studying at the University of Kent. Kent Union recognises its responsibilities as an employer, in particular to comply with all relevant legislation, but also to lead the way in employment practices and to be an employer of choice that promotes work/life balance. As such, the Union will:
- 4.5.1 Maintain a Flexible Working Policy, which encourages a healthy work/life balance and is at the forefront of employment practices in the U.K.

- 4.5.2 Encourage consultation with staff via a Staff Council, engaging in a proactive manner with trade unions and promoting a consultative management style.
- 4.5.3 Maintain a final salary pension scheme and introduce a 'flexible reward package'.
- 4.5.4 Promote a healthy lifestyle to staff via Staff Development Days and other means.
- 4.5.5 Maintain status in the Sunday Times 100 Best Companies to Work for.
- 4.6 Kent Union recognises its obligations to the wider community, specifically to minimise adverse impacts from its activities on the community and to engage with the community in a positive way. As such, the Union will:
 - 4.6.1 Promote student volunteering initiatives in the community
 - 4.6.2 Provide paid time-off for volunteering for staff
 - 4.6.3 Support at least one local charity each year
 - 4.6.4 Involve community representatives in decision making structures
 - 4.6.5 Hold an annual 'bilateral' meeting with senior representatives of Canterbury City Council and organise an annual satisfaction survey of Canterbury City Council officers and members
 - 4.6.6 Develop and maintain the Community Engagement Strategy to outline objectives for Kent Union students and staff to engage with the local community

5.0 Stakeholders

- 5.1 Kent Union recognises its obligation to both reduce its environmental impact for the benefit of, and promote best practice in Environmental and Ethical issues to its stakeholders. In order to achieve this Kent Union will:
 - 5.1.1 Hold regular meetings with Environmental representatives within Canterbury City Council
 - 5.1.2 Develop its strategic relationship with the University's Estate Department in order to facilitate joint working to reduce the impact of both organisations
 - 5.1.3 Ensure student representation in local residents groups to develop, support and maintain communication with the local community

- 5.1.4 Set up the Neighbourhood Representative Scheme to help reduce the environmental impact of students living off campus in the local community
- 5.2 Kent Union commits to holding an annual event to allow Stakeholders to find out about the range of services and activities Kent Union offers and to obtain feedback from stakeholders on how these services could be improved
- 5.3 Kent Union will support student societies involved in Environmental campaigns both on campus, nationally and internationally.

6.0 Training and Communication

- 6.1 In order to implement this policy and to promote continuous improvement in ethical and environmental practices, Kent Union will organise regular training and development activity on E & E issues. The focus of such training will be empowering staff to take decisions themselves in their day-to-day work and lives that encourage E & E best practice.
- 6.2 All new staff will receive training, briefing and guidance on E & E issues as part of their induction. The Union's Recruitment, Selection and Induction Policy includes specific guidance as to how this will be achieved.
- 6.3 Staff Development Days and Management Development Days will be used to promote this policy and to offer training and development in E & E issues.
- 6.4 Kent Union's website will include an Environmental and Ethical section to provide information and guidance on E&E issues to staff and students
- 6.5 Kent Union will produce a written communications strategy for raising awareness of environmental and ethical issues amongst staff and students.
- 6.6 This policy will be circulated to all staff via electronic format and will be accessible through the staff pages of Kent Union's website. Ongoing communication of E & E issues will also be provided via the monthly staff bulletin, regular updates of E & E issues and successes and via publication of an annual E & E plan.
- 6.7 Kent Union will encourage staff to provide feedback on Environmental and Ethical initiatives through the staff satisfaction survey and staff development days.
- 6.8 The Union's Values Statement and Management Code of Conduct both contain references to promoting best practice in E & E issues.
- 6.9 In order to remain up-to-date with current environmental legislation and best practice, the Union will affiliate to the Environmental Association for Universities and Colleges (EAUC).

7.0 Procedures

- 7.1 Having robust procedures in place can significantly reduce wastage of energy, materials and water. Kent Union will ensure that the following procedures are in place for each area of activity
 - 7.1.1 A formal shut-down procedure for each area will be in place to ensure computers, lighting and equipment is turned-off at the end of each day.
 - 7.1.2 A formal vacation shut-down procedure for each area will be in place to ensure all unnecessary systems are shut off for the vacation period
 - 7.1.3 A maintenance procedure for each area will be developed to maintain the efficient performance of equipment
 - 7.1.4 Regular monitoring of utility meters including monthly, daily and overnight readings to identify areas of inefficiency
 - 7.1.5 A system for reporting faults and inefficiency to maintenance staff
- 7.2 Staff will receive guidance and training on the procedure relevant to their position as part of their induction
- 7.3 Kent Union is committed to achieving the ISO14001 standard of Environmental Management. To help achieve this, Kent Union will develop a robust Environmental Management System (EMS) which will be reviewed annually

8.0 Procurement of Goods and Services

- 8.1 Kent Union purchases £millions of goods and services each year and this area of the policy is therefore one of the most important ways in which Kent Union can improve its ethical and environmental practices. This section is intended to provide guidance and general principles for officers, managers and staff responsible for purchasing decisions. The section also includes some specific policies and procedures that must be followed in purchasing goods and services.
- 8.2 A minimum efficiency specification list for purchase vehicles, lighting and white goods has been produced and is available in the Appendix of this document.
- 8.3 Purchasing of all goods over £500 need to be signed off by the Environmental Co-ordinator and evidence provided that;
 - 8.3.1 The item is necessary for Kent Union activities
 - 8.3.2 Consideration has been made to ensure that the produce purchased has the least available environmental impact.

- 8.4 Most of Kent Union's purchasing is of goods for resale in the Union's commercial outlets.
 - 8.4.1 Most of these goods are bought through NUS Services Limited (NUSSEL), who screen all suppliers on their ethical and environmental practices. Where possible, Kent Union will purchase from those suppliers who have achieved the highest ratings in NUSSEL's E&E screening process. Kent Union will endeavour to promote these products in its outlets, via NUSSEL's Sound* Ethical Choice programme.
 - 8.4.2 Where possible, Kent Union will endeavour to purchase goods from local suppliers, in order to reduce the emissions produced in getting products to market.
 - 8.4.3 Where possible, Kent Union will purchase organic and/or Fairtrade products and will promote organic products in its outlets.
- 8.5 Kent Union purchases a significant amount of services from a variety of suppliers, including cleaning, security, banking, insurance, consultancy and cash collection services.
 - 8.5.1 The Union already has in place a 5-year plan to put all of these contracts out to tender. As part of the tender process, the Union will employ its own ethical and environmental screening process and use the results of such to inform the contract award, decision-making process.
 - 8.5.2 The Union will engage with its service suppliers to improve their ethical and environmental practices, for example encouraging cleaning contractors to use environmentally friendly cleaning products.
- 8.6 Kent Union receives in the region of £30,000 per annum from advertising sales. By accepting income from these external bodies, Kent Union is allowing them access to its members and is providing a form of endorsement to them. The E & E Scrutiny Committee will be responsible for drafting a list of companies and types of companies that Kent Union will not work with; this list will be subject to ratification by Union Council.
- 8.7 Kent Union undertakes capital projects on a regular basis, refurbishing, decorating and altering its buildings. Such projects offer an opportunity to improve these buildings' environmental impacts and to increase the use of sustainable materials.
 - 8.7.1 A plan for all capital projects involving refurbishing, decorating or altering buildings will be presented to the E & E Scrutiny Committee. Such plans will detail how environmental improvements to the building

have been designed into the project and how sustainable products are being utilised.

8.7.2 For any new build projects that the Union is involved in, the Union will encourage the University (who would be funding and managing such projects) to adhere to the principles contained in this policy.

8.7.3 The Union will ensure that all new timber products are from certified sustainable sources

8.8 When purchasing electrical equipment, such as fridges, freezers, etc. account must be taken of the energy efficiency of the equipment and, where possible, the highest rated energy efficient equipment should be purchased.

8.9 In the purchasing of all other goods and services, decision-makers should take ethical and environmental issues into consideration.

8.9.1 When purchasing paper, Kent Union will always purchase minimum 75% recycled products and when purchasing print, Kent Union will insist that the printing is on minimum 75% recycled paper.

9.0 Commercial Activities

9.1 Kent Union's commercial activities represent a large proportion of the overall Environmental footprint of the Union. Improving efficiency and reducing wastage in this area can therefore have a significant impact on the Union's performance as a whole.

9.2 In order to reduce the amount of waste sent to landfill, Kent Union will charge for carrier bags in most of its retail outlets. This money will be ring-fenced and used to fund environmental projects.

9.3 All carrier bags sold will be fully biodegradable and retail outlets will stock a range of reusable bags

9.4 Service level agreements for each outlet will include at least one innovative environmental statement

9.5 All cooking oil used in Kent Union's catering outlets will be collected and used to produce bio diesel

9.6 Kent Union will look to reduce waste in its licensed trade outlets by:

9.6.1 Avoiding the use of disposable glasses in favour of re-usable

9.6.2 Promoting the sale of draught over bottled drinks

9.6.3 Moving away from glass bottles to recyclable plastic PET

9.6.4 Ensuring sufficient recycling facilities exist and that staff are trained in recycling procedures

9.7 Refrigeration of goods in retail and catering outlets uses large amounts of energy and results in waste heat which can be inefficient and environmentally unfriendly. Kent Union will endeavour to reduce the impact of refrigeration through:

9.7.1 Ensuring that blinds on 'dairy-deck' refrigerators are pulled down at the end of each day to maintain temperature and reduce energy consumption.

9.7.2 Ensuring that all fridges are fitted with e-cube devices to reduce energy consumption

9.7.3 Ensure that fridge lights are turned off overnight and when not in use

9.7.4 Fitting heat exchange systems to all new 'dairy deck' refrigerators and chest freezers to remove waste heat and ensure the efficient running of units

9.7.5 Ensuring that when outlets are built or refurbished, considerations are made to ensure fridges and freezers are located away from direct heat sources.

9.7.6 Regularly reviewing fridge temperatures and contents to ensure efficient running

10.0 Ethics

10.1 Kent Union will endeavour to promote ethical products such as One Water in its outlets, via NUSSL's Sound* Ethical Choice programme

10.2 Kent Union will ensure that all cleaning products used within its buildings have not been tested on animals and where possible are ecological or plant based in preference to chemical based

10.3 Kent Union will ensure that all of the fresh eggs used in its catering outlets and sold in retail outlets are free range

10.4 Kent Union provides a number of volunteers to deliver projects in the local community. To ensure the ethical delivery of these projects Kent Union will:

10.4.1 Maintain the Investors in Volunteers standard

10.4.2 Ensure that a number of projects actively seek to reduce noise and litter problems in the local community

10.4.3 Providers will be screened to avoid working with un-ethical companies

- 10.5 Kent Union and the University have achieved Fairtrade University status through collaboration and partnership working. The Union is committed to maintaining Fairtrade status and to promoting Fairtrade products wherever possible. To achieve this, the Union will:
 - 10.5.1 Promote Fairtrade produce in its retail outlets and will stock as wide a range of Fairtrade products as possible.
 - 10.5.2 As they become available, Kent Union will endeavour to introduce more Fairtrade products in its Licensed Trade outlets
 - 10.5.3 Purchase Fairtrade coffee, tea and sugar exclusively, for internal consumption by staff and visitors
 - 10.5.4 Ensure that union officers T-shirts, staff uniform T-shirts and where possible, other clothing items purchased by the Union, are made from Fairtrade cotton
 - 10.5.5 Seek to promote the Fairtrade concept to its members and staff, to the University and to the wider community, via campaigns and events such as Fairtrade Fortnight and One World Week

11.0 Water

- 11.1 Kent Union uses large amounts of water in its operations; water conservation is integral to managing the organisation in a more environmentally sustainable manner.
- 11.2 Where possible Kent Union will apply water saving measures:
 - 11.2.1 Water saving cistern volume adjustors (CVA's) in pre 2000 toilet systems to save 1 litre of water each time a toilet is flushed.
 - 11.2.2 Notices on all sinks to say 'have you turned off' the tap to reduce water wastage.
 - 11.2.3 Kent Union will ensure water saving measures on a day to day routine in cleaning such as using the dishwasher (when full) rather than a sink of water.
 - 11.2.4 E&E Scrutiny Committee will have responsibility for scrutinising water utility bills with the view to identifying areas of waste and ensuring that they are minimised.
- 11.3 Kent Union will apply water saving technology where possible; this will apply mostly when replacing equipment and refurbishing buildings, but also:
 - 11.3.1 Kent Union will install self-closing, water saving taps where feasible.

11.3.2 Kent Union will strive to ensure that water saving devices such as dual-flush toilets and pressure reducing valves are installed whenever refurbishment of Union premises is undertaken.

11.3.3 Kent Union will install flush controls on all urinals

12.0 Transport

12.1 An environmental transport policy is an important way Kent Union can become environmentally and ethically sound and reduce its impact upon the environment. This section provides guidance for officers, managers and staff on transport issues.

12.2 Many of Kent Union's staff travel a considerable distance to work each day, often individually via car; this is extremely inefficient and environmentally unfriendly.

12.2.1 Kent Union will therefore promote the use of public transport and car sharing whenever possible.

12.2.2 Kent Union will also encourage staff to cycle to work and provide cycle racks, showers and changing facilities in order to facilitate this.

12.3 Kent Union owns and leases a number of vehicles that are used to transport people and products, on and off campus. When considering the replacement of these vehicles, Kent Union will attempt to purchase or lease the most environmentally friendly vehicles available. Specifically, the Union will address the following points:

12.3.1 What percentage of the vehicle is manufactured from recycled materials?

12.3.2 What is the fuel consumption?

12.3.3 Is the vehicle classified in the lowest emissions categories?

12.3.4 What are the anticipated running costs?

12.3.5 Do we need to purchase a new vehicle?

12.4 During the day-to-day operation of owned and leased vehicles, Kent Union will ensure that vehicles are regularly serviced, emission levels are checked annually, tyre pressure is checked and that the vehicle is regularly inspected. Further, Kent Union will encourage drivers to drive economically in order to minimise fuel consumption.

12.5 In order to encourage staff to use public transport and/or bicycles, the Union will provide interest free loans for staff wishing to purchase a bicycle and/or travel card (for example an annual rail pass), up to a limit of £1,000. The

Director of Finance will be responsible for developing more detailed procedures to cover such loans and requests for information should be directed to him/her.

- 12.6 In order to encourage staff to use bicycles for local work related travel, Kent Union will pay a mileage rate for cyclists.
- 12.7 On occasion, staff, officers and volunteers will need to travel on work-related business. When doing so, they should endeavour to minimise their impact on the environment by adhering to the following:
 - 12.7.1 Ensure the travel absolutely necessary; could the travel be avoided by using IT solutions, video conferencing etc?
 - 12.7.2 Where travel is essential, public transport should be the first option. Domestic air travel should not be considered
 - 12.7.3 Where car travel is the only option, staff should endeavour to use car sharing

13.0 Energy

- 13.1 Kent Union uses a significant amount of energy in its premises, especially in its commercial outlets. Energy usage should be minimised where possible to ensure long term environmental sustainability and minimal carbon emissions.
- 13.2 Lighting in offices and commercial outlets accounts for a large proportion of the total electricity used. Kent Union will act to reduce the environmental impact of lighting through:
 - 13.2.1 Replacing inefficient halogen lights with energy saving compact fluorescent or LED lighting as soon as possible
 - 13.2.2 Installing zoned lighting controls as and when buildings are built or refurbished
 - 13.2.3 Providing staff with desk lamps to use in lieu of main office lighting
 - 13.2.4 Installing occupancy sensors for lighting in infrequently used areas such as storerooms as and when buildings are built or refurbished
- 13.3 Heating accounts for the majority of gas used. Kent Union will act to reduce the environmental impact of heating through:
 - 13.3.1 Working with the University's Estate Department to ensure air conditioning and heating are set at efficient levels in all Kent Union premises
 - 13.3.2 Encouraging staff to use optimum radiator settings and only heat offices to 21°C.

- 13.3.3 Ensuring that portable electric heaters are not permitted for use by staff
- 13.4 Appliances such as printer and computers use considerable amounts of energy. Kent Union will act to reduce the environmental impact of appliances through:
 - 13.4.1 Choosing energy saving devices (A rated or equivalent) when ordering new items or replacing old
 - 13.4.2 Developing shut-down procedures to ensure that staff and officers turn off computers and all other relevant electrical equipment at the end of each working day. Publicity to remind staff of the importance of this in reducing energy consumption will be prominently displayed
 - 13.4.3 Providing timer plugs to ensure that equipment that is left on all day is turned off when not required
 - 13.4.4 Ensuring that staff have enabled the 'energy saving mode' to ensure monitors go into standby after no more than 10 minutes inactivity
- 13.5 The Union will establish an energy champions team who will be tasked with promoting energy efficiency throughout the Union and working with staff and officers to reduce energy consumption.
- 13.6 The E&E Scrutiny Committee will have responsibility for scrutinising energy utility bills with a view to ensuring that they are minimised.

14.0 Waste and Recycling

- 14.1 Kent Union produces considerable volumes of solid waste matter, in particular paper from its administrative and office functions, packaging from its retail operations and glass and plastic from its licensed trade operations. Pollution to the environment, the production of carbon dioxide from incineration and the lack of landfill sites are all by-products from the production of solid waste. Kent Union will therefore attempt to reduce the adverse impacts on the environment caused by the waste that it produces.
- 14.2 Kent Union will endeavour to, ideally, Reduce the amount of waste produced; secondly, Reuse products, rather than dispose of them; thirdly, Recycle waste that is left over.
- 14.3 Kent Union will obtain details of the volume of solid waste produced each year, the cost of disposal of such waste and the proportion that is recycled. The E & E Scrutiny Committee will set annual targets to reduce volumes of waste sent to landfill and the associated cost of disposal and increase the proportion that is recycled.

- 14.4 When purchasing goods for internal use or re-sale, consideration will be given to the amount and type of packaging. Where possible, Kent Union will purchase goods supplied with minimal packaging and those packaged in recycled and recyclable materials.
- 14.5 Kent Union will ensure that adequate facilities are provided for recycling in its commercial outlets, offices and other areas and that recycling information is presented in a clear and accessible way.
- 14.6 Kent Union will endeavour to reduce paper use through:
 - 14.6.1 Providing projectors and laptops in meeting rooms to discourage the printing of minutes, agendas and motions
 - 14.6.2 Ensuring all staff have a 'please refrain from printing this email' statement as part of their email signature
 - 14.6.3 Encouraging staff to use duplex printers and ensuring new printers are duplex enabled
 - 14.6.4 Maximising use of document sharing software to reduce the need to print drafts for collaborative projects
 - 14.6.5 Formatting documents to make best use of paper space, including reducing margin widths, removing front covers and printing two sides to a page
 - 14.6.6 Investigating print logging software to track Union printing and identify areas where reductions could be made
- 14.7 Kent Union will plant a tree for every 8,000 sheets of paper used internally, thus helping to compensate for the carbon emissions produced by the Union's activities.
- 14.8 Kent Union will ensuring that non-traditional waste including furniture, paint, pallets, mobile phones, stamps and electrical equipment is donated and re-used or recycled where possible.
- 14.9 Kent Union will investigate the potential to compost food waste from its catering outlets for use on campus or benefitting the local community.

15.0 Other

- 15.1 Kent Union is committed to supporting conservation and biodiversity through the following:
 - 15.1.1 Implementing one initiative per year designed to sustain or encourage biodiversity such as putting up bat or bird boxes, feeding birds or supporting a wildlife conservation charity

- 15.1.2 Supporting the conservation society in delivering ecological conservation work
- 15.1.3 Providing at least one natural pot plant per five employees within offices
- 15.2 Kent Union will investigate the potential to compost food waste from its catering outlets for use on campus or by the local community
- 15.3 Kent Union will support the campus gardening society and investigate extending the capacity to grow fruit and vegetables on campus

Appendix 1 - Environmental Legislation Affecting Kent Union

This is a working document compiled by the Ethical and Environmental Scrutiny Committee that will be continually updated. It lists all environmental legislation relevant to Kent Union and what actions the Union takes to comply with this legislation.

Subject area	Legislation	How this affects Kent union	Controls in place	Responsibility	Actions
Waste	Environmental Protection Act 1990 – Part II Controlled Waste Regulations 1992	<ul style="list-style-type: none"> • Controlled wastes are defined in section 75 of EPA 1990 as household, industrial and commerce wastes • Controlled Waste Regulations 1992 lists wastes which are treated as controlled waste for the purpose of EPA 90 – Part II. • The Union produces controlled waste. 	<ul style="list-style-type: none"> • The Union disposes of its controlled waste in an appropriate way. 	<ul style="list-style-type: none"> • Managers of all buildings ensure waste is disposed of, stored and collected by contractors appropriately 	<ul style="list-style-type: none"> • Maintain controls in place
Waste	Environmental Protection Act 1990 – Part II s34 imposes a duty of care on anyone that imports, produces carries, keeps treats or disposes of controlled waste. Environmental Protection (Duty of Care) Regulations 1991	<ul style="list-style-type: none"> • Signed Waste Transfer Notes for each load of waste that leave the site are stored for two years • Ensure that all waste is stored securely; kept in suitable labelled containers at all times in order to prevent any escape, and ensure the correct segregation of waste types. • Store liquid wastes on impervious surfaces that are preferably bunded or drained to a sealed pit capable of containing the contents of the storage containers. • Ensure that the transfer is only to an authorised person for authorised transport purposes. 	<ul style="list-style-type: none"> • Signed Waste Transfer Notes are kept by the Estates Department for at least two years. • Appropriate containers are provided for the storage of waste • The Estates Department ensures that waste is collected by authorised companies holding the necessary licences. 	<ul style="list-style-type: none"> • Managers of all Union buildings ensure that waste is disposed of, stored and collected by appropriate contractors appropriately 	<ul style="list-style-type: none"> • Maintain controls in place • Ensure that all staff are aware of their responsibilities



Subject area	Legislation	How this affects Kent union	Controls in place	Responsibility	Actions
Waste	<p>Environmental Protection Act 1990 – Part II s62 provides for controls to be introduced for special waste.</p> <p>Special Waste Regulations 1996</p>	<ul style="list-style-type: none"> • Disposal of Special Waste as defined by the regulations - includes fridges, freezers. • Never mix different special wastes together, or special and non-special waste • For those special wastes that do arise, ensure that they are transported by registered waste carriers who remove the waste to facilities which hold a suitable permit to accept those wastes in accordance with waste management licensing obligations • Procedure for the transfer of special waste including consignment note, unique coding and pre-notification requirements. Consignment notes must be kept for 3 years. 	<ul style="list-style-type: none"> • The Union ensures that disposal of fridges, freezers and fluorescent tubes complies with the legislation 	<ul style="list-style-type: none"> • Departments 	<ul style="list-style-type: none"> • Maintain controls in place
Waste	<p>Waste Electrical and Electronic Equipment Regulations 2006 (WEEE)</p>	<ul style="list-style-type: none"> • Under Article 5.2 (b) distributors are responsible for ensuring WEEE can be returned free of charge on a one to one basis when they are supplying a new product to a domestic user. Interpreted literally this means that if the Union sells a student a kettle in Essentials the Union may be obligated to take the student's old kettle free of charge. 	<ul style="list-style-type: none"> • None as yet 	<ul style="list-style-type: none"> • Unidentified 	<ul style="list-style-type: none"> • Implement procedures to comply with directive



Subject area	Legislation	How this affects Kent union	Controls in place	Responsibility	Actions
Ozone depletion	European Council Regulation No. 2037/2000 Substances that Deplete the Ozone Layer Environmental Protection (Controls on Ozone-Depleting Substances) Regulations 2002	<ul style="list-style-type: none"> • Comply with your Duty of Care for waste when disposing of equipment containing ozone-depleting substances. • Ensure that all equipment containing these substances is properly serviced to prevent the occurrence of any leakage. 	<ul style="list-style-type: none"> • Procedure implemented for the disposal of fridges, freezers and other equipment containing refrigerant and insulating material (foam) 	<ul style="list-style-type: none"> • Departments 	<ul style="list-style-type: none"> • Maintain controls in place • Ensure that all equipment containing these substances is properly serviced.
Water quality	Water Resources Act 1991 Water Industry Act 1991 – Part IV Trade Effluents (Prescribed Processes and Substances) Regulations 1989	<ul style="list-style-type: none"> • Never allow or cause poisonous, noxious or polluting substances to enter controlled waters without having obtained consent from the environmental Regulator. • Trade effluent may only be discharged into a public sewer with the consent and agreement of the relevant sewerage undertaker. • Prescribe the substances and processes which are treated as ‘special category effluent’ under WIA91. 	<ul style="list-style-type: none"> • Store and handle raw materials, wastes, chemicals and fuels in a responsible way, so that they cannot enter controlled waters. 	<ul style="list-style-type: none"> • Departments 	<ul style="list-style-type: none"> • Maintain controls in place
Building design	Building Regulations 2000 Building (Amendment) Regulations 2001	<ul style="list-style-type: none"> • Ensure that all new buildings and refurbishments comply with the Building Regulations 	<ul style="list-style-type: none"> • Standard procedures for seeking Building Regulations approval 	<ul style="list-style-type: none"> • Project Office • Estates Dept 	<ul style="list-style-type: none"> • Maintain controls in place



Subject area	Legislation	How this affects Kent union	Controls in place	Responsibility	Actions
Statutory nuisance	Environmental Protection Act 1990 – Part III as amended by the Noise & Statutory Nuisance Act 1993 Control of Pollution Act 1974 (COPA74)	<ul style="list-style-type: none"> • Nuisances (noise, smoke, fumes, gas, dust, steam, odours, deposits and accumulations of refuse and material) that affect or may affect the health of, and infringe upon, people in the locality or that interfere with a person's legitimate use of land • Control of noise from construction sites 	<ul style="list-style-type: none"> • Take any and all reasonable steps to prevent a nuisance occurring or to minimise it if it is unavoidable. • Monitor as necessary • React sympathetically to complaints 	<ul style="list-style-type: none"> • Departments 	<ul style="list-style-type: none"> • Maintain controls in place
Planning	Town and Country Planning Act 1990 Planning (Hazardous Substances) Act 1990 Town and Country Planning (Environmental Impact Assessment) Regulations 1999	<ul style="list-style-type: none"> • Planning and development control process in England and Wales • Requires facilities using or storing hazardous substances at or above specified quantities to obtain consent from hazardous substances authority • Certain development projects must undertake an assessment of the environmental effects as part of the planning application procedure. 	<ul style="list-style-type: none"> • Planning permission obtained where appropriate 	<ul style="list-style-type: none"> • Building Services • Project Office 	<ul style="list-style-type: none"> • Maintain controls in place
Energy	EC Directive on the Energy Performance of Buildings	<ul style="list-style-type: none"> • Methodology for calculating the energy performance of buildings. • Application of minimum energy performance standards on new and certain existing buildings when renovated • Certification schemes for all buildings • Regular inspection and assessment of boilers/heating and cooling installations. 	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • Estates Dept 	<ul style="list-style-type: none"> • Implement procedures to comply with directive before it is brought into force.



Subject area	Legislation	How this affects Kent union	Controls in place	Responsibility	Actions
Hazardous substances	Control of Substances Hazardous to Health Regulations 1999 – COSHH (SI1999/437)	<ul style="list-style-type: none"> • Required to control exposure to hazardous substances to protect employees and others who may be exposed from work activities 	<ul style="list-style-type: none"> • COSHH assessments are conducted to identify and evaluate any risks. • Precautions taken to prevent people from being exposed to hazardous substances, but where this is not reasonably practicable, to control the exposure. • Plans and procedures to deal with accidents, incidents and emergencies 	<ul style="list-style-type: none"> • Health and Safety Office (advice and training) • Departments 	<ul style="list-style-type: none"> • Maintain controls in place • Audit actions imposed upon Heads of Department
Information	Environmental Information Regulations 2004	<ul style="list-style-type: none"> • Allows people to request environmental information from public authorities and those bodies carrying out a public function, including universities. • Any request for information held by/on behalf of the University is technically an FOI request in the first instance. Section 39 of the Freedom of Information Act 2000 (FOI) then exempts environmental information from being dealt with under the FOI Act and provides it should be dealt with under the Environmental Information Regulations 2004. 	<ul style="list-style-type: none"> • Procedure for dealing with requests to be established. 	<ul style="list-style-type: none"> • All environmental information, as requested, must be made available by the Union, as soon as possible and at least within 20 working days 	<ul style="list-style-type: none"> • Investigate actions to be taken when a request is received. • Define 'environmental information' & exemptions
Nature conservation	Wildlife and Countryside Act 1981	<ul style="list-style-type: none"> • Protection of animals and plants • Nature conservation and habitat protection 	<ul style="list-style-type: none"> • Complies with Tree Preservation Orders 	<ul style="list-style-type: none"> • Grounds Services 	<ul style="list-style-type: none"> • Maintain controls in place

Appendix 2 - Minimum Efficiency Specification List

This is a working document compiled by the Environmental Co-ordinator that will be continually updated. It lists minimum efficiency specification requirements for the purchasing of new equipment relevant to Kent Union

Lighting

For all new builds or when refurbishing Kent Union buildings, all older inefficient lighting should be upgraded as follows;

- All Fluorescent Strip Lights should be;
 - T8 or T5 tubes
 - Be fitted with mirrored reflectors
- Energy efficient compact fluorescent bulbs should be used in preference to halogen and tungsten filament bulbs
- LED lighting should be considered and installed wherever possible

In addition;

- All banks of six or more light switches are labelled
- Low use areas such as stockrooms and toilets are fitted with occupancy sensors

White goods

Fridges

- Must be 'A' rated for Energy Efficiency on EU Energy label scheme
- Must not use chlorofluorocarbons (CFCs) as refrigerants
- Must not use virgin hydrochlorofluorocarbons (HCFCs) as refrigerants

(Legislation will prohibit the use as refrigerants of virgin HCFCs from 31 December 2009 and all HCFCs from 31 December 2014)

Washing machines

- Must be 'A' rated for Energy Efficiency on the EU Energy label scheme
- Must be 'A' rated for Washing performance on the EU Energy label scheme
- Must be 'B' rated for Spin drying on the EU Energy label scheme
- Must have a water consumption of less than 10L/kg of laundry

Dishwashers

- Must be 'A' rated for Energy Efficiency on EU Energy label scheme
- Must be 'A' rated for Drying performance on EU Energy label scheme
- Must be 'A' rated for Cleaning performance on EU Energy label scheme

Tumble dryers

- Must be 'C' rated for Energy Efficiency on EU Energy label scheme

Ovens (non-commercial)

- Must be 'A' rated for Energy Efficiency on EU Energy label

Vehicles

- All new cars purchased by Kent Union should not exceed 130 g CO₂/km. (Band A-D).

More information is available at www.direct.gov.uk