



The  
University  
Of  
Sheffield.

Corporate  
Communications.

## Department Environmental Code of Practice

This code of practice is based on our most significant negative environmental impacts

### Awareness and engagement

Encourage staff ownership of environmental best practice

We do this by:

- Ensuring management shows a demonstrable commitment to environmental good practice
- Including an environmental statement in the job descriptions of all new staff
- Informing all new staff of this code of practice during inductions
- Setting environmental goals in Green Impact lead(s) Staff and Development Reviews (SRDS)
- Including environmental issues in our department strategy
- Engaging staff through regular communications
- Encouraging staff to identify ways in which we can adhere to this code of practice

### Recycling and Waste

#### Printing:

Aim to reduce printing output by five per cent per year by adhering to the University of Sheffield Guide to Best Practice Printing: <http://cics.dept.shef.ac.uk/uniprint/guitetoprint.pdf>

We do this by:

- Asking individuals if they need hard copies of papers prior to meetings
- Duplex printing
- Printing more than one page per sheet
- Printing on scarp paper
- Implementing and maintaining effective systems to ensure that we do not significantly over order on print runs of publications
- Reusing paper printed on one side only before sending to recycling
- Prioritising waste reduction and reuse over recycling

#### Recycling:

Recycle all waste paper, cardboard, batteries, toners, stamps, mobile phones and books.

Ensure that our redundant IT equipment, electrical and electronic equipment and furniture are re-used or recycled.

We do this by:

- Encouraging staff to adhere to our Recycling Plan (available as a download)

### Energy and Water

#### Switch off:

Encourage staff to switch off lighting and other electrical equipment to minimise energy consumption.

Aim to increase percentage reduction in energy consumption:

Last updated 8 March 2017

We do this by:

- Following our Lighting and Equipment Responsibility Plan (available as a download)
- Switching off office lights if there is sufficient natural light
- Taking part in the Energy Fairy campaign twice per year
- Asking Green Impact team members to carry out spot checks

## **Refurbishments:**

We seek the advice of the University Energy and Environment teams on all refurbishments and ensure that environmentally preferable opportunities are prioritised.

## **Heating:**

Encourage good practice heating of offices and work with Estates to resolve any heating issues to minimise carbon consumption.

*This year Estates have fitted secondary glazing to most of our windows to better insulate our offices.*

We do this by:

- Encouraging staff to heat offices to a maximum of 21 degrees Celsius
- Providing instructions to staff about how to turn radiators up and down
- Strictly monitoring, using a booking system, the use of electric heaters

## **Water saving:**

Reduce water wastage

We do this by:

- Promoting water saving ideas such as using left over drinking water to water plants, using an eco kettle and only boiling what we need and reporting dripping taps.

## **Sustainable transport:**

Reduce carbon footprint for business miles travelled

We do this by:

- Collecting data for how visitors travel to and from the department
- Monitoring and recording the number of business miles travelled by staff, calculating the carbon footprint and aiming to reduce each year
- Publicising relevant information for staff wanting to use sustainable transport
- Encouraging our visitors to travel to the University by green means

## **Procurement:**

Buy energy efficient and environmentally friendly products to minimise our negative impact on the environment.

We do this by:

- Buying only the most energy efficient appliances
- Buying recycled options for principle stationery supplies where available
- Encouraging staff to buy Fairtrade and environmentally friendly products for the staff kitchen

- Ensuring that any new furniture, and/or wood products used in refits is made from wood from certified sustainable sources – FSC or PEFC certified
- Ensuring that paper used by the department meets at least one of the following criteria: made from 70 per cent recycled paper, made from NAPM accredited recycled paper, made from pulp from certified sustainable sources
- We will seek the advice of the University Energy and Environment team on all future refurbishments and ensure that environmentally friendly options have been considered