

## Sustainability Induction

This sustainability induction gives an overview of all things sustainability at the university, and includes details of what you can do to help keep us one of the greenest universities in the country.

The university highlights its commitment to sustainability in the 2016-2021 Strategic Plan, in which sustainability is included as one of the four core values.

Our commitment to sustainability runs throughout all our practices, from the management of the university's campuses and facilities, through procurement, travel, food, ethical investment, community engagement, research, teaching and learning.

The university has set a number of key objectives in carbon reduction, waste, transport, construction and refurbishment and other areas, to help support this.

As a new member of staff, you play a critical role in fostering an ethos of sustainability and actively achieving these goals and the [environment team](#) is here to support your efforts. This induction covers 8 key areas: sustainability policies, awareness and education, waste and recycling, procurement, travel, energy, biodiversity and curriculum.

Visit the university's sustainability webpages for further information to supplement this induction:

<https://www.brighton.ac.uk/about-us/your-university/sustainability>

### 1. Sustainability Policies

Policies	Further Information	Completion Date & Signature
<p>Environmental Policy and Carbon Management Plan</p> 	<p>To ensure that sustainability is truly embedded throughout all our practices, the university has developed a number of policies, strategies and action plans which cover a range of working areas across the organization.</p> <p>View the policies, strategies and action plans for sustainability at the university on <a href="#">sustainability webpages</a>.</p>	

### 2. Awareness and Education

Campaign	Further Information	Completion Date & Signature
<p><i>c-change</i></p> 	<p><a href="#">c-change</a> is our bespoke carbon reduction campaign, designed to engage, inspire and support University of Brighton staff and students to cut carbon, both at the university and also in our personal lives.</p> <p>Get involved by liking our <a href="#">Facebook</a> page and following us on <a href="#">Twitter</a>!</p> <p>For further information, please email <a href="mailto:c-change@brighton.ac.uk">c-change@brighton.ac.uk</a>.</p>	

### 3. Waste and Recycling

Scheme	Further Information	Completion Date & Signature
<p data-bbox="97 282 276 315">University bins.</p>  <p data-bbox="97 958 368 992">Reduce, Reuse, Recycle</p>	 <p data-bbox="411 853 1203 1021">The university aims to reach a recycling level of 75% by the end of the 2018/19 academic year and has invested in standardised recycling bins across all campuses and halls of residence. The bins are located in pairs, of a recycling and general waste bin, and clear signage indicating what can be disposed of via each bin.</p> <p data-bbox="411 1066 1193 1128">Visit the <a href="#">sustainability website</a> for further information or email questions to the environment team via <a href="mailto:c-change@brighton.ac.uk">c-change@brighton.ac.uk</a>.</p>	
<p data-bbox="97 1171 373 1234">Repurposing unwanted items</p> 	<p data-bbox="411 1171 1222 1346"><a href="#">WARP-it</a> is an online resource sharing platform which can be used to redistribute any reusable items within the university such as furniture, stationery, electrical items, or educational resources. Find out how to use WARP-it and make an account via the <a href="#">sustainability website</a>.</p> <p data-bbox="411 1391 1171 1453">If you have any queries about using WARP-it please email <a href="mailto:warp-it@brighton.ac.uk">warp-it@brighton.ac.uk</a>.</p>	
<p data-bbox="97 1489 373 1523">Special recycling points</p> 	<p data-bbox="411 1489 1225 1704">Unwanted clothing and textiles can be recycled via on site TRAIID recycling banks. Batteries and redundant IT can also be collected, recycled or responsibly disposed of through collection points on university sites. Find out where the collection points for these items are, via the waste webpages on the waste and recycling staff central pages:</p> <p data-bbox="411 1709 1222 1771"><a href="https://staff.brighton.ac.uk/efm/Pages/Waste%20and%20Recycling/Waste-and-recycling.aspx">https://staff.brighton.ac.uk/efm/Pages/Waste%20and%20Recycling/Waste-and-recycling.aspx</a></p>	
<p data-bbox="97 1807 368 1951">Waste Electrical and Electronic Equipment (WEEE) and Hazardous Waste</p> 	<p data-bbox="411 1807 1187 1883">Any waste electrical and electronic equipment (WEEE) should be organized for collection and disposal through the <a href="#">EFM Helpdesk</a>.</p> <p data-bbox="411 1917 1190 2056">To dispose of any hazardous, chemical or clinical waste, refrigeration equipment, catering or machine oil, paint tins and aerosols, <a href="#">contact your site manager</a> and ensure suitable storage of the items if they cannot be collected immediately.</p>	

#### 4. Procurement

Item	Further Information	Completion Date & Signature
<p><i>Food</i></p> 	<p>The university recognises its responsibility to carry out its procurement activities in an environmentally and socially responsible manner, whilst also encouraging healthy and sustainable food production and consumption. The university makes a strong effort to reduce food miles, support local producers, increase plant based meals and reduce use of single use items in its outlets.</p> <p>Find out about the hospitality <a href="#">sustainability policies online</a>, including the <a href="#">Sustainable Food Policy</a> or by contacting <a href="mailto:hospitality@brighton.ac.uk">hospitality@brighton.ac.uk</a>.</p>	
<p><i>Stationery</i></p> 	<p>Each department is encouraged to purchase sustainable office stationery, including but not limited to:</p> <ul style="list-style-type: none"> <li>• Recycled paper products (copier paper, notepads etc.) as a preference over all other paper choices. If this cannot be purchased FSC certified products should be chosen.</li> <li>• Pencils made from FSC certified sustainable wood in preference to wood from unaccredited sources;</li> <li>• Stationery ranges made from a majority recycled content;</li> <li>• Refillable writing pens and highlighters in preference to one-use disposable pens;</li> </ul> <p>View the sustainability policies for paper and stationery on the <a href="#">procurement staff central pages</a>.</p>	

## 5. Travel

Mode	Further Information	Completion Date & Signature
<p><i>Walking</i></p> 	<p>Walking to campus is a great way to keep fit and it produces the least amount of carbon of any form of transport. Our Brighton campuses are located within walking distance of Brighton city centre, train stations or bus stops.</p> <p>The Eastbourne and Hastings campuses also have good public transport links and you can find further information, maps and directions to all campuses on the <a href="#">university transport pages</a> and well as <a href="#">walking times</a> between campuses.</p>	
<p><i>Cycling</i></p> 	<p>Information regarding the university's cycling storage and facilities, maintenance, loans and cycle routes can be found on the <a href="#">Staff Central cycling webpages</a>.</p> <p>The <a href="#">interactive online map</a> of facilities can be found here or by searching 'University of Brighton bike facilities map'.</p> <p>For further information or queries please contact the environment team via <a href="mailto:c-change@brighton.ac.uk">c-change@brighton.ac.uk</a>.</p>	
<p><i>Public transport</i></p> 	<p>See the <a href="#">Staff Central Travel and Transport</a> webpages for information about travelling to the university by public transport.</p> <p>This includes information on the free inter-site bus, the 10% Brighton and Hove Buses discount on networkSAVER tickets, travel loan information and details on the Easit discount travel card.</p> <p>The '<a href="#">Easit discount travel card</a>' gives you discounted fares on certain Southern train routes, very low cost bike hire, discounted bike purchases, and discounts on electric bikes or vehicles. <a href="#">Find out more about purchasing an easit card for £5.05 on Staff Central.</a></p> <p>Real-time public transport display screens at Grand Parade's main building, Cockcroft, Mithras House, Checkland and The Hub at Varley Park show up to date times for buses (including the inter-site bus) and trains.</p>	
<p><i>Car sharing</i></p> 	<p>The university's car-sharing platform: <a href="#">Travel Smart: University of Brighton</a> is powered by Liftshare.</p> <p>Register with travel smart to find others to share your car journey to the university, either within the university or the wider East Sussex umbrella scheme.</p> <p>Find out all the benefits and <a href="#">sign up here</a>.</p> <p>Please note Travel Smart is operated by Liftshare, a third party company which requires registration. <a href="#">Please read their members terms and conditions of use here</a>.</p>	

## 6. Energy

Action	Further Information	Completion Date & Signature
<p><i>Switch-off responsibilities</i></p>  <p>The poster is red with a white hand icon pointing to a switch labeled 'ON OFF'. Below the icon, the words 'switch off' are written in white. The background has faint icons of a lightbulb, a plug, and a power button.</p>	<p>Printers, computers, lights and other equipment often use carbon regardless of whether they are charging or on standby. Switching them off reduces energy consumption to a minimum. Familiarise yourself with your local office space and turn off any unnecessary equipment, particularly during extended absences where additional items, such as fridges, can be turned off.</p> <p>If you work in a lab, which are the most energy intensive work-areas at the university, while lots of lab equipment can't be switched off, please switch off any equipment over holiday periods which can be. Opportunities to save energy include turning off ovens, gas chromatographs, hotplates, autoclaves, shakers and centrifuges, as well as any fume cupboards which aren't needed for safety, ventilation or research purposes.</p>	

## 7. Biodiversity

Biodiversity	Further Information	Completion Date & Signature
<p><i>Around the University</i></p>  <p>The poster is red with a white bee icon. Below the icon, the word 'biodiversity' is written in white. The background has faint icons of a leaf, a water drop, and a recycling symbol.</p>	<p>We strive to preserve and protect natural habitats and biodiversity on our campuses, creating new opportunities for wildlife on campus wherever possible. In addition to nurturing local habitats, our biodiversity work helps create a better environment for the university community, promoting staff and student wellbeing and increasing enjoyment of our campuses.</p> <p>A biodiversity audit of the university's campuses led to the creation of a comprehensive <a href="#">Biodiversity Action Plan</a> (pdf) and a <a href="#">Watts Bank Management Plan</a> (pdf) to manage the biodiversity hotspot on our Moulsecoomb campus.</p>	

## 8. Curriculum

Curriculum	Further Information	Completion Date & Signature
<p><i>Centre for Learning and Teaching</i></p>  <p>The illustration shows three cartoon characters (a girl, a man, and a boy) holding a large pencil horizontally. The man is in the center, holding the pencil with both hands. The girl is on the left, holding the pencil with one hand. The boy is on the right, holding the pencil with one hand. They are all smiling.</p>	<p>Beyond being sustainable yourselves, it is equally important to teach and inform others of sustainability and work with your colleagues to achieve the university's sustainability aspirations. The <a href="#">Centre for Learning and Teaching</a> works with colleagues across the university and its partner colleges to improve the student learning experience and embed education for sustainability in the curriculum.</p>	