

# **School of Social Science**

## **Environmental Sustainability Policy**

As a leading international institution of higher learning, The University of Manchester is committed to incorporating the concept of environmental sustainability into all aspects of education, research, and business strategy and operations and, wherever possible, to influencing local, national and international debate and policies on environmental sustainability.

The School of Social Science adheres to the University's Environmental Sustainability Policy and contributes to its aims through the implementation of this policy document.

### **1. School Sustainability Committee**

1.1 The School will support a Sustainability Committee consisting of one member of staff from each discipline area, two (or more) members of school administration and two (or more) students. One of the members of academic staff will act as the SoSS Sustainability Committee Chair

1.2 The SoSS Sustainability Committee Chair will be the School's sustainability enthusiast, lead the Green Impact Initiative, and be a member of SPRC. The role of chair will attract an allowance of 5 points in the school's WAM.

1.3 The School will empower the Sustainability Committee to review operational practice within the school and to bring to attention of SPRC areas where more sustainable practices could be implemented.

1.4 The SoSS Sustainability Committee will meet at least 4 times per year to review practices, policy and initiatives.

1.5 The SoSS Sustainability Committee will, where appropriate, liaise with other parts of the University (notably SEED, the sustainability office, estates, IT services) to facilitate implementation of agreed operational preferences.

1.6 The SoSS Sustainability Committee will review this policy once a year and present recommendations for changes to SPRC.

1.7 The SoSS Sustainability Committee will obtain information on the emission ratings of the two buildings used by the school, and will investigate ways of responding to assessments of those ratings.

### **2. Education and student experience**

2.1 Teaching staff should consider whether sustainability themes can be embedded in their teaching.

2.11 Teaching staff are encouraged to consider whether module tasks/exercises/projects can be presented within a sustainability framework or use a sustainability theme.

2.2 Teaching staff should where not detrimental to student learning use electronic rather than paper based delivery of teaching materials.

2.3 Teaching staff are encouraged to use the library facilities for digitisation of reading material.

2.4 Teaching staff are encouraged to use electronic forms of assessment and feedback.

2.5 The SoSS Sustainability Committee will include one undergraduate and one postgraduate student member.

### **3. Research**

3.1 Staff are encouraged to consider the environmental impact of all aspects of their research activity.

3.11 Staff are encouraged to use virtual means for conducting research meetings with colleagues at other institutions.

3.12 Staff are encouraged when developing funding applications to include explicit measures for minimising the carbon emissions arising from all aspects the operation of the proposed project.

### **4. Operations**

4.1 When procuring new equipment the School will consider environmental impact when deciding between available options.

4.2 Paper used in printers and photocopies should be of the maximum proportion recycled pulp that is possible for the device.

4.3 All Staff should turn off individual level IT equipment when not in use for long periods, particularly overnight and at the weekends.

4.4 All staff should use the Egencia travel management system for booking all travel.

4.41 Staff are strongly encouraged to consider lower carbon alternatives to flying when travelling on University business.

4.5 All staff are encouraged to use reusable cups when buying drinks from university outlets.

4.6 All staff are encouraged to consider using low carbon means of travelling to and from work and particularly to avoid the use of single occupant cars.

### **5. Communications and Engagement**

5.1 The SoSS Sustainability Committee will maintain a website (SoSS Intranet) giving information on policy, the schools' environmental performance and new initiatives.

5.2 HOSA and the HODAs will ensure that this policy and any relevant operational arrangements are included in induction materials for new staff and students.