

MANCHESTER
1824

The University of Manchester

Environmental Sustainability

CODE OF PRACTICE

FOR
PROFESSIONAL
SERVICES STAFF





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Introduction and purpose

In May 2023, The University of Manchester Board of Governors approved “Our Sustainable Future - Environmental Sustainability Strategy 2023-2028”.

The strategy summarises our environmental ambitions up to August 2028. Our overarching commitment is to use the full range of our knowledge and influence to lead progress towards a world that is environmentally sustainable.

The strategy aligns to the University’s core goals on teaching and learning, research and discovery and social responsibility and highlights a range of operational priorities including zero carbon, travel and transport and valuing nature. Engagement is another cross-cutting theme. The strategy requires us to “provide opportunities for our staff, students and external partners to engage with sustainability and take meaningful action, personally and professionally.”

The scale and urgency of the climate and ecological emergencies requires embedding environmental sustainability within our core business commitments and ensuring staff and students understand they all have a role to play in reducing our negative environmental impact.

Professional Services leadership teams have a responsibility to play their part and set expectations around how staff working in Professional Services (including Faculty-based staff) are expected to behave with regards to the environment. Professional Services leadership teams should also ensure that environmental sustainability considerations are embedded into policies, processes and procedures to become part of business as usual culture and behaviours.

Further information and useful links can be found on page 23 of this document.



The commitments and associated actions contained within this Code of Practice will support delivery of the UN Sustainable Development Goals (SDGs). Each action is tagged with the most relevant SDGs.



Culture, policy and strategy

Link to SDGs



Link to Our Sustainable Future

Zero carbon

Develop and deliver a “Zero Carbon Masterplan” which delivers on the University’s public commitment to achieving zero direct carbon emissions by 2038

Engagement

Provide opportunities for our staff, students and external partners to engage with sustainability and take meaningful action, personally and professionally

Risk and climate resilience

Build climate risk awareness and resilience into all our activities

Link to Times Higher and QS Rankings

University investments

Local education programmes on climate

Commitment to carbon neutral university by 2038

Promoting Sustainable Practices

Link to PS ES Action Plan

Risk and climate resilience

How we manage risk and plan effectively

Resource management

Efficient with what we use

University commitments

- Achieve zero carbon emissions in our operations (Scopes 1 and 2) by 2038
- Provide staff with training so they understand the causes and impacts of climate change and their own role in mitigating against it, including at all stages of decision-making
- The University's commitment to zero carbon will be included in all job descriptions
- Achieve our investment-related carbon targets

Achievements

- Environmental responsibility is included in all PS staff grade 9 job descriptions
- Our operational carbon footprint has fallen by 35% since 2007
- We have ended our endowment investments in coal, oil and gas
- Production of adaptation study to determine how the changing climate could impact the University's estate and measures needed to combat this
- Issues addressed include flooding, heat stress and retrofitting buildings to be more environmentally friendly

The scale and urgency of the climate and ecological emergencies requires embedding environmental sustainability into our core business operations and ensuring that PS staff understand they all have a role to play in reducing our negative environmental impact. Operationally, the University needs to do more if we are to achieve our target of zero carbon by 2038.

Environmental sustainability is at the heart of all decision making. Directorates and Faculties must review their local systems and processes to ensure sustainability is considered and prioritised.

The following practices are to be adopted:

- To help and support Directorates, they will be asked to create local objectives and plans in line with the Environmental Sustainability Code of Practice for PS Directorates, which will underpin the Headline PS Environmental Sustainability Action Plan. The actions contained in these plans will be monitored and reported to PSLT on a regular basis. This will help Directorates to see the progress they are making and the positive impact they are having.
- All capital projects (including equipment purchase) with a cost which meets the capital threshold will include a consultation stage with the Environmental Sustainability team, to determine the environmental impacts of the project and how these can be mitigated against. (Note: Environmental Impact Assessment toolkits to be investigated to help with this).
- Managers will ensure that, where this is not already the case, responsibility for environmental sustainability is included in all PS job descriptions as and when they come up for review. The recommended additional text for use is: "Promote the University's Environmental Sustainability Strategy and demonstrate commitment to it through actions and decision making". Environmental sustainability will also be included in P&DR support materials for reviewers and reviewees so that it can be included effectively in P&DR conversations.
- Staff will have access to training to support the development of their understanding of the causes and impacts of climate change and their own role in mitigating against it. Additional specific training will be available for colleagues in roles with additional requirements.

Buildings and energy

Link to SDGs



Link to Our Sustainable Future

Zero carbon

Continually develop and deliver a “Zero Carbon Masterplan” for the University which delivers on the University’s public commitment to achieving zero direct carbon emissions by 2038

Construction and refurbishment

Embed sustainability into all construction, refurbishment, and maintenance activity, working towards zero carbon and the removal of other environmental impacts

Link to Times Higher and QS Rankings

Plan to reduce energy consumption

Energy and Utility Policy outlines plans to reduce our overall consumption

Energy-efficient renovation and building

Policies ensuring all renovations and new builds are energy efficient

Commitment to carbon neutral university

By 2038 for Scopes 1 and 2 and net zero by 2050 for Scope 3

Link to PS ES Action Plan

Construction and refurbishment

How we build and improve our estate

Resource management

Efficient with what we use

University commitments

- Embed sustainability and carbon commitments within our new Estates and IT Infrastructure Strategy
- Reduce our energy consumption by a total of 10% against a 2018 baseline, achieved by joint working across the University led by The Directorate of Estates & Facilities and IT Services

Achievements

- Building decarbonisation projects:
 - Phase 1 zero carbon buildings including Booth Street and Dalton Ellis are due for completion in 2023/24
 - Four buildings planned in Phase 2 include Zochonis, Humanities Bridgeford Street
 - It is anticipated that 5,000 tonnes of carbon will be saved by 2026/27 from these projects

Staff have a great opportunity to make an impact on our energy use reducing carbon and cost. There are some simple steps set out below that collectively make a significant difference. To help monitor this, the Directorate of Estates and Facilities has created an energy dashboard which allows staff to access data about the amount of water and energy each building uses, and the amount of carbon they use.

To reduce our carbon emissions from energy usage and make financial savings the following measures should be taken in areas not centrally controlled:

- Estates and Facilities supply building heating to a temperature of 19°C and are responsible for its maintenance and repair. Individual fan heaters and coolers in offices are not approved for use in the University due to a much increased fire hazard. To keep staff safe the use of these must be discontinued with immediate effect. In exceptional circumstances (for example to overcome local problems where existing heating does not meet health and safety requirements), temporary, free-standing oil-filled panel radiators are permitted. Occupiers are encouraged to report any localised failures.
- Switch off non-automatic lights in offices which are unoccupied or partially occupied.
- Power down all IT and other equipment when not in use and if maintenance is not required.
- Any heaters no longer required should be disposed of in an environmentally responsible manner.

Food and water

Link to SDGs



Link to Our Sustainable Future

Resource management

To drive efficiencies and embed whole life cycle considerations into decision making and operations

Link to Times Higher and QS Rankings

Promoting conscious water usage

We promote conscious water usage on campus and in the community

Ethical sourcing policy

We have a Sustainable Food Policy, a Fairtrade Policy and a wide range of awards for ethical sourcing and supplies

Sustainable food choices

As a Fairtrade University we are committed to sustainable food choices on campus, prioritising the purchase of products from local, sustainable sources

Link to PS ES Action Plan

Resource management

Efficient with what we use

University commitments

- Measure the carbon footprint of our catering in residences, hospitality on campus and retail outlets, inform customers of the impact of their choices through clear carbon footprint labelling and commit to setting a target to reduce the negative impact of catering
- Achieve Fairtrade University and College Award accreditation for all catering
- Seek opportunities to reduce food waste both at point of ordering/purchase and consumption, working with external partners to find ways to minimise food waste
- The University aims to reduce food waste by 50% by 2030

Achievements

- We have signed up to the UK Food Waste Reduction Roadmap
- Food on Campus menus will specify the carbon footprint of each menu item
- We have achieved University Fairtrade status
- Sustainable food initiatives have been implemented
- A community fridge has been established to eliminate food waste and help those in need

Individually and collectively we can make a difference and reduce our food waste.

To continue to reduce the negative carbon impact of catering and reduce food waste, the following guidelines should be adopted:

- We ask all staff to consider carefully whether catering is required for internal meetings with the aim to reduce the impact of both food waste and carbon on providing lunches. This also supports the University's commitment to wellbeing allowing staff to have breaks rather than working through lunch. There will be circumstances, such as hosting University guests, or addressing urgent and time sensitive issues, when a working lunch is deemed appropriate. In these cases, managers must reflect carefully on the balance of time saved in the moment, versus the long-term serious commitment of the University to environmental sustainability.
- Where catering is ordered, in-house services must be used or a nominated catering supplier.
- Vouchers for FoodonCampus outlets can be purchased as an alternative to ordering catering - useful if the event is for a small number of participants. This allows staff to take a break, providing choice and eliminating waste.
- When ordering catering it is important to ensure that there are accurate numbers and if there is a change in number to inform catering staff to help reduce the amount of food waste. Hospitality on Campus can arrange for charities to collect left over food from events and meetings.
- Meat and dairy accounts for around 5% of global greenhouse gas emissions which contribute to climate change (according to the UN's Food and Agricultural Organization). Therefore, in circumstances where catering is approved, to reduce the negative environmental impact the food ordered should include a majority selection of plant-based and vegetarian food.
- To avoid the environmental impact of bottled water, where possible jugs of Manchester water should be ordered. The preference is that bottled (non-tap, including fizzy) water should not be purchased. Filtered/tap water can be supplied to certain venues, bottled in house to reduce packaging. Staff should be encouraged to bring their own water bottles to fill at water stations which are situated across campus.

Purchasing

Link to SDGs



Link to Our Sustainable Future

Responsible Procurement

Ensure that our purchasing activity and practices support our environmental, social, and economic priorities

Resource management

To drive efficiencies and embed whole life cycle considerations into decision making and operations

Link to Times Higher and QS Rankings

Minimisation policies extended to suppliers

Ensuring our outsourced suppliers and supply chain are responsible for a full range of social, economic and environmental considerations, including minimisation of plastics and disposable items

Link to PS ES Action Plan

Responsible procurement

How we buy goods / services

Resource management

Efficient with what we use

University commitments

- Continue our commitment to responsible procurement using appropriate benchmarks, including ISO20400, to demonstrate best practice in action
- Develop appropriate Scope 3 emissions targets in relation to the procurement supply chain and measure estimated emissions against these targets
- Develop and deliver a category demand management engagement programme in line with our carbon commitments

Achievements

- A Sustainable Procurement action plan has been developed
- Working with NETpositive Futures we developed a supplier engagement tool which helps suppliers develop sustainability action plans
- The University operates a furniture re-use store
- A central free stationery store has been established which utilises surplus stationery held by departments across the University

The University is recognised as a responsible procurement leader for the HE Sector. PS staff have a responsibility to consume in a more financially sustainable and socially responsible way to help the University meet its zero carbon commitment. To achieve this goal and deliver measurable financial and environmental benefits, it is necessary for PS Directorates to review their non-pay costs and spending habits.

This includes:

- Reducing non-pay spend – ensuring we maintain our core services and deliver value for money but only where there is no clear reduction / detriment to environmental sustainability in doing so.
- Changing our spending habits – consider the impact of your purchase, making more use of formally contracted suppliers, using fewer suppliers, encouraging the use of lower carbon / more sustainable goods and services, and making efforts to both reduce waste and reduce demand overall.
- Seeking opportunities to share, lease, reuse, repair or refurbish products before opting to purchase new.
- Making use of the University furniture re-use store before buying new office furniture.
- Considering equipment sharing as an alternative to purchasing new items of kit and the use of the N8 Shared Equipment Inventory System should be encouraged.
- All PS staff involved in the procurement of goods and services will ensure that they are complying with the Sustainable Procurement Action Plan, and will undertake appropriate training for requisitioners.

Travel and transport

Link to SDGs



Link to Our Sustainable Future

Travel and Transport

Reduce the impact of our travel and transport decisions on people and the environment

Resource management

To drive efficiencies and embed whole life cycle considerations into decision making and operations

Link to Times Higher and QS Rankings

Promote sustainable commuting

Provide cycle parking for over 4,000 bikes of which 800 are in lockable secure units and promote the cycle to work scheme for staff

Policy development for clean energy technology

Supporting governments and the local region in clean energy and energy-efficient technology policy development

Link to PS ES Action Plan

Travel and transport

Reduce the impact of our travel and transport decisions on people and the environment

University commitments

- Aim to limit annual emissions from air travel to 50% of our 2018/19 level (pre the Covid-19 pandemic) with immediate effect
- De-carbonise fleet vehicles by 2030 and provide adequate electric vehicle charging points for staff, students and visitors
- Update sustainable travel and car parking plans and policies to ensure they complement each other and support a transition to sustainable modes of travel
- Promote active travel (walking, cycling, wheeling) as the preferred and most beneficial form of travel alongside a commitment to encouraging virtual meetings and avoiding travel wherever possible

Achievements

- We have implemented a University-wide business travel policy
- We have one of the highest staff cycle-to-work rates among UK universities, with 10% of annual journeys made by bike
- Implementation of sustainable travel initiatives including interest free loans to purchase public transport season tickets, offering the Cycle to Work scheme to staff and installing 4,000 cycle parking spaces

One of the key objectives contained within the Environmental Sustainability Strategy is to reduce the impact of our travel and transport decisions on people and the environment. We are committed to reducing congestion, minimising emissions and working with local stakeholders, partners and suppliers to continue to reduce our environmental impact.

To enable the above the following measures should be instigated:

- The University has made significant progress since the pandemic in reducing air travel and is committed to continuing in this trend. To help deliver this PS staff will ensure that annual emissions from air travel associated with operational activities do not exceed 50% of the pre-pandemic level (2018/19) and will strive to reduce this further, setting their own, more stringent targets.
- Managers will consider leading by example and refrain from travelling business class on any mode of transport unless in exceptional circumstances following discussion with the appropriate line manager / EDI contact.
- Staff are encouraged to ensure that their travel plans are as efficient as possible.
- A university top up fund is available where travelling sustainably has a higher cost than air travel (for example where extra overnight hotel stays are required).
- PS Directorates will promote active travel as the preferred and most beneficial form of travel, both for university business and staff commuting, as detailed in the University Travel Plan.
- Staff will avoid business travel where possible by attending virtual meetings when these are offered, in line with hybrid working and wellbeing policies. Meetings that are local should be accessed via sustainable (walking / cycling) or public transport mechanisms so far as practically reasonable.

Waste

Link to SDGs



Link to Our Sustainable Future

Resource management

To drive efficiencies and embed whole life cycle considerations into decision making and operations

Link to Times Higher and QS Rankings

Policy waste disposal

Landfill policy - Zero waste sent to landfill. ES Strategy contains programmes and targets for recycling and diversion from landfill

Land sensitive waste disposal

Policy on reducing plastic waste on campus and have processes, policies and practices designed to ensure hazardous waste is managed responsibly

Link to PS ES Action Plan

Resource management

How we are efficient with what we use

University commitments

- Recycle 45% of the waste we produce through campus operations by 2025
- Divert 100% of waste (general, clinical and offensive) from landfill via new waste contracts from 2023 onwards
- Roll out food waste collection facilities to 100% of buildings by 2024, or when legislation demands it, whichever is sooner

Achievements

- 94% of our waste is diverted from landfill
- Our Want not Waste shop sells a selection of zero waste products, helping to avoid excess plastic packaging

Reducing waste is a key priority because waste is a resource and has a cost. Individual and collective action should focus on reducing consumption as a priority, recognising that precious resources are not infinite.

The actions below should be adopted to help us reduce waste:

- All agendas and papers for meetings held by PS Directorates must be circulated electronically. Staff should be encouraged not to print these, unless required for EDI reasons.
- PS staff must hand in or arrange collection via the IT Services Helpdesk any University IT equipment that is no longer in use to ensure that it is assessed for potential reuse or is recycled as appropriate.
- PS staff who require a piece of IT equipment should, in the first instance, seek to obtain a refurbished item from IT Services.
- Unwanted office furniture should be sent to the University furniture re-use store.
- The UniGreenScheme offers a service to dispose of unused or surplus laboratory equipment.
- PS staff will recycle all waste streams where University recycling collection points exist, including food waste.
- See further information page for full A-Z of waste types and locations.



Further information and guidance

Culture, policy and strategy

Our Sustainable Future. Environmental Strategy 2023-2028

<https://documents.manchester.ac.uk/display.aspx?DocID=33155>

Adaptation Study

<https://documents.manchester.ac.uk/display.aspx?DocID=33167%20>

Moving towards climate change resilience. Indicators for The University of Manchester

<https://documents.manchester.ac.uk/display.aspx?DocID=68722>

Hybrid Working Framework

<https://documents.manchester.ac.uk/display.aspx?DocID=62416>

Social Responsibility and Civic Engagement Plan

<https://documents.manchester.ac.uk/display.aspx?DocID=62112>

Capital Projects

www.staffnet.manchester.ac.uk/finance/internal/capital/

Easy Eco for All

<https://documents.manchester.ac.uk/display.aspx?DocID=44432>

Policy for Responsible Investment

<https://documents.manchester.ac.uk/display.aspx?DocID=659>

Buildings and energy

Zero Carbon by 2038

www.manchester.ac.uk/discover/social-responsibility/environmental-sustainability/

Food and water

Sustainable Food

<https://www.foodoncampus.manchester.ac.uk/sustainability/>

Sustainable Food Policy

<https://documents.manchester.ac.uk/display.aspx?DocID=33455%20>

Purchasing

Responsible Procurement

www.staffnet.manchester.ac.uk/procurement/responsible-procurement/

Sustainable Procurement Action Plan

<https://documents.manchester.ac.uk/display.aspx?DocID=68692>

Responsible Plastics: Our Action Plan to 2025

<https://documents.manchester.ac.uk/display.aspx?DocID=63751>

Travel and transport

Travel and Transport

<https://www.manchester.ac.uk/discover/social-responsibility/environmental-sustainability/sustainability-on-campus/travel-and-transport/>

Travel to work

www.staffnet.manchester.ac.uk/people-and-od/benefits/travel-to-work/

Cycle parking

www.estates.manchester.ac.uk/services/operationalservices/carparking/cycleshelters/

Waste

Waste and recycling

<https://www.estates.manchester.ac.uk/services/operationalservices/envsvcs/waste/>

A to Z of Waste Types

<https://www.estates.manchester.ac.uk/services/operationalservices/envsvcs/waste/a-z/>

Food waste

<https://www.estates.manchester.ac.uk/services/operationalservices/envsvcs/waste/foodwaste/>

IT equipment disposal

www.itservices.manchester.ac.uk/aboutus/sustainability/disposal/