



**BUCKS  
STUDENTS'  
UNION**

Making life better  
for students at Bucks

# **ENVIRONMENTAL AND ETHICAL PROCUREMENT POLICY**



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## **Executive Summary**

Executive summary: At Bucks Students' Union (BSU) we are conscious of the importance that we play within the international community and the impact our activities have on the environment. We recognise that the purchasing decisions we make have an impact on the environment, people and communities that provide our goods.

Central to our mission is the importance of being student led and having a positive impact for our members. We provide a range of services such as sports, advice, events, representation, and volunteering. This policy highlights the mechanisms BSU has identified to ensure we are doing our utmost to reduce our waste and promote the importance of recycling to our staff and members. It also states how the University, and the Students Union is committed to supporting, using, and promoting Ethical products and campaigns to provide a positive impact.

## Waste and Recycling

- BSU will aim to reduce waste sent to landfill in line with targets set by the University by eliminating usage of applicable resources wherever possible, recycling, when possible, and actively encouraging its members to recycle.
- The following items must be recycled by all Students' Union departments: glass bottles, paper, cans & tins, cardboard, plastic bottles, glasses and clean plastic pots, toner cartridges, cooking oil and batteries.
- Use the waste hierarchy of Prevent, Reduce, Recycle, Recover and Disposal.
- BSU will use either PEFC or Ecolabel paper when printing and encourages staff to write on scrap printed paper.
- BSU will work with the Student Hub in collecting items from halls and helping to manage Bucks New Usage.
- Any unclaimed clothes left within the Students' Union venue will be donated to charity at the end of the year or each term.

## Environmental Actions

- The printer is automatically set to black and white, and double sided so can only be overridden when instructed.
- Within each BSU job description, all staff members are told to take individual responsibility for supporting the Union's environmental initiatives. On induction with the Student Activities team the lead in sustainability will brief the new members of staff about the pertinent points of this policy.
- BSU will aim to reduce energy consumption in line with targets set by the University, and when possible, actively encourage its members and staff to become active participants within the Union as well as within their own homes.
- BSU are committed to paperless meetings and will continue to campaign the University regarding reducing the need for printed assignments/dissertations.
- All staff members shall have a responsibility for reducing the use of energy within their area of work.
- BSU will continue to reduce the environmental impact on its premises through the following:
  - All lights must be turned off when rooms are not being used in Union premises.
  - Energy saving/LED bulbs will be used when possible. - Windows will be kept shut in winter to reduce heat loss.
  - Computers will be turned off when not in use and screens turned off.
  - Equipment not in use over holiday periods will be turned off.
  - Polycarbonate cups and reusable cup scheme, which offers a discount on drinks.
  - We do not use straws or balloons or plastics that are non-recyclable.
  - No helium will be used and students will also be discouraged from using balloons and helium at student let events.
- BSU ask all commercial stall holders to use alternatives to plastic bags and any giveaways to be sustainably sourced at our Freshers Fair and any pop-up events. We are committed to using only paper bags.

## Transport

- Staff and members will be expected to use the most suitable mode of transport that considers environmental issues, when travelling to fixtures and going on trips, students will only be able to claim petrol money when driving to fixtures when they have taken at least 2 teammates.
- No staff will be allowed to fly domestically to any conferences etc.
- BSU have a free bike scheme for our staff and students and promote this heavily around campus.
- BSU runs a shuttle bus between campuses reducing the need for individual journeys.
- BSU run a bus on various nights of the year that picks students up from halls and drops them at The Venue, reducing the need for individual journeys.

## Bucks New Usage

- Staff and members will be encouraged to donate any unwanted items to Bucks New Usage.
- Staff will help to collect and clean all items from halls
- BSU will promote Bucks New Usage and what it offers to stop unwanted items going to landfill

## Heating

- All BSU staff should be aware of the benefits of keeping the radiators clear and unobstructed during the winter period
- There will be no portable heaters in the offices.

## Other

- BSU will open an application process for two Green Ambassadors to lead on initiatives every academic year.
- BSU will enter relevant accreditation schemes to help us achieve our environmental and ethical objectives, including the Green Impact Award and Best Bar None. We will further support any accreditations schemes the University apply for such as Eco Campus.
- BSU will continue to support the Give to Refresh initiative, rehoming unwanted toiletries.
- There are three Environmental and Sustainability meetings throughout the year, where new initiatives are discussed, led by The Green, Food Sustainability and Bucks New Usage Ambassadors.
- BSU have a formal commitment to continual improvement of its environmental performance through the strategic plan.

## **Provision of Ethical Products**

- Ethical products such as Fairtrade will be used in all Union operated cafes/restaurants/bars on the campus.
- Where this is not possible, there is a commitment to begin to use Ethical products such as Fairtrade in these establishments as soon as it becomes possible to do so.
- The provision of Ethical products such as Fairtrade in all those outlets will be regularly reviewed.
- Where practically possible, the Students Union will source and supply Ethical cotton merchandise to its students.
- All BSU staff, where possible, will endeavour to buy ethically sourced, Fairtrade and plastic free products when supplying any giveaways for students and this will be communicated through the formal induction processes.
- We will request our exhibitors also follow this guidance when coming onto campus and where reasonably practical.
- Where possible BSU will avoid buying from Amazon and look to support local ethical businesses. Societies will only be awarded society grant money if they are purchasing items from ethical businesses.

## **Catering**

When arranging catering for any meetings or events hosted by the union.

- Tap water is supplied instead of bottled water.
- Endeavour to provide more vegetarian or vegan options for buffet – style catering, reducing the level of meat options.
- Ensure the crockery, cutlery and drinking vessels used are sustainable.

## **Campaigning**

- There is a commitment to promote Fairtrade and Ethical issues through the Students' Union newspaper, website and allocated social media sites to keep our membership frequently updated with international community issues, achievements, and campaigns.
- Promotional materials drawing attention to ethical products such as Fairtrade will be displayed in all Students Union premises.
- The Students Union will make efforts to involve students and staff in the promotion of ethical campaigns and to achieve the goals of this policy.

## **Environment and Sustainability Committee**

- A steering group has been set up to implement and monitor this policy.
- Membership is comprised of a senior manager from the Students Union, a sabbatical officer, the universities Head of Sustainability, representative from the Student Hub, Project Co-ordinator, Chair of Wycombe for Fairtrade, the Bucks New Usage, Green and Food sustainability Ambassadors, Student Activities Manager and the Activities Co-ordinator for Volunteering and Charity Fundraising.
- The Steering Group will meet at least once per term to monitor progress on the goals of the policy and further drive promotion, awareness and commitment to Fairtrade and Ethical products.

