



Student Employability and Academic Success (SEAS) Green Exeter Values

SEAS Essentials - Improving standards and embed sustainability into our daily operations:

Policy – This guide to our Green Exeter values is listed on our policy pages <http://www.exeter.ac.uk/careers/exeter/aboutus/policies/> and included our induction packs for new starters, graduates starting Graduate Business Placements and students commencing Student Campus Partnerships. It aims to present SEAS sustainability values to everyone involved with our services.

Leadership – Our Senior sponsor is Dawn Lees who supports the participation of SEAS in Green Exeter, encourages the involvement of all members of the department in the project and oversees participation. Dawn is also part of the Sustainability Vision and Change Catalyst Group (SVCCG), a subcommittee of the Dual Assurance team, who are directly responsible for approving the Environmental Sustainability Policy

People – All university staff are responsible for delivering the University's sustainability action plan and everyone in SEAS is encouraged to be part of Green Exeter. As many of our teams work in a variety of areas we currently have a Green Exeter Team Leader responsible for specific teams within SEAS to tailor approaches:

| <i>Green Exeter Team Leader</i> | <i>Team</i> |
|---------------------------------|-------------------------|
| Rachel Sloan | Work Related Learning |
| Jenny Woolacott-Scarr | Information and Systems |
| Jen Hardwick | Employment Services |

Compliance, Incident Reporting and training - All team leaders have completed the ILM Health, Safety and Environment course to ensure they are fully conversant with the legal framework for safety and compliance with environmental standards especially those for incident reporting. Students and staff are encouraged to complete the Health, Safety and Compliance course, report incidents and communicate opportunities or suggestions. Everyone is required to comply with all applicable Environmental Legislation.

Planning, Reporting and Review – The Green Exeter team leaders meet to review processes and move suggestions forwards. New ideas are always welcome please email any suggestions to your team leader or J.C.Hardwick@exeter.ac.uk. Meetings are scheduled every 6 months for Green leads to provide updates to the senior sponsor and we are appraised every year by Green Exeter.

Integration and Communication – Staff are integrated into our sustainability policy and Green Exeter right from their induction. Communications relating to Green Exeter are copied to teams to ensure we meet environmental regulatory requirements and internal standards. On top of this we communicate our achievements and aims to students attending our events and request feedback on our actions. We also communicate our targets to employers and highlight how they can join in with our targets.

SEAS Exemplar - Delivering our Green Exeter plan:

Energy – Within office buildings staff are aware of the importance of turning off lighting and appliances through the positive benefits of Green Impact. Within the Career Zone, a public area, the control of computers and monitors is harder to enforce. We are using prompts to remind visitors to the area and would like to implement a monitoring method to manage this multi-user space.

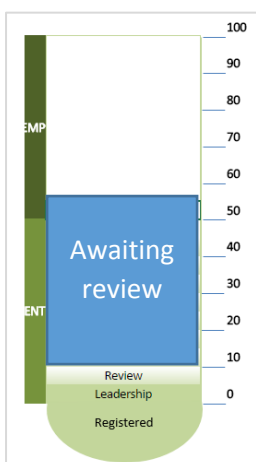
Resource Use - Resource use at events is a target which we have been addressing through using Green Consultants to identify sustainable, low carbon freebies and by increasing the number of paperless fairs we host each year. Please see procurement and Green Consultants for further information.

Innovation and Influence - The mailings and feedback used for our Casual Jobs and Internships Fair is a prime example of how we have influenced other staff members, students and employers visiting our campus. The production of short term promotional paper based materials and the energy and waste associated with these brochures, postcards, flyers and posters has been reduced to almost 10% and is supported by our student population. The success at this fair has led other larger fairs to consider positive

Waste and Travel – We promote the A to Z of recycling services to our teams and invite feedback on how waste management can be improved. We also promote the car share scheme, which has been trialled and is used by a number of staff within our teams. Regular updates on the schemes are sent out by the Sustainability Coordinators.

Procurement - In 2015, two Green Consultants looked at freebies bought by Careers staff and found that the freebies, mostly likely to be chosen and used by students, were notepads and pens. They also found students were not interested in the carbon footprint associated with freebies. This places the responsibility on the staff buyers to ensure suitable low carbon, useful and sustainable options are selected. This information has been given to all members of staff who buy freebies in Employment Services and the Business school. It has also been used to influence the Student Employee of the Year Awards, which now uses recycled glass awards or Pret vouchers instead of gifts created from raw materials.

Green Consultants – In 2016 Employment services used the Green Consultant programme to develop a plan for paperless fairs. They found 84% of students support a paperless fair, that the majority of students found out about the event through email and proposed a paperless fair management plan to be used by staff hosting careers fairs. This is currently implemented for two thirds of the fairs run annually by SEAS.



Future targets 2018 – We have the following aims for 2018:

- Complete our annual review with the sustainability Manager.
- Increase the number of fairs using paperless advertising
- Communicate our findings to employers with the aim to influence their recruitment activities on campus and to reduce the waste and resources used.
- Continue to gain feedback from students and employers to ensure our fairs and events become more sustainable and normalised.

Last updated: 27/03/2017 If you have any questions about this document or our Green Exeter values please contact J.C.Hardwick@exeter.ac.uk.