



2020 Office Awards Bronze Criteria



THE UNIVERSITY
of EDINBURGH



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Summary of bronze requirements

Bronze level requires departments to follow University guidelines, demonstrate good practice and raise awareness of sustainability amongst staff.

To achieve a bronze Office Award, teams must typically fulfil all 26 of the bronze criteria in this document. Criteria are categorised into 6 sustainability themes; Engagement & Communications, Resource Efficiency, Travel, Energy, Purchasing and Health & Wellbeing.



Communications & Engagement



Travel



Purchasing



Resource Efficiency



Energy



Health & Wellbeing

For more information about the Office Awards timeline, requirements, assessment process and more, please refer to the [2020 Office Awards Participants Guide](#). If you are experiencing issues with the platform then please refer to the [2020 Online Platform User Guide](#).

If your team needs funding for a Sustainability Awards initiative or project, then we encourage you to apply for a [Staff Project Grant](#). The SRS Department launched the grant to support projects from the staff community focusing on sustainability and social responsibility.

Mentoring:

Existing teams

Teams who have successfully completed the Bronze Award within the last 2 years are able to become mentors of a new Bronze team. This would be undertaken as an additional achievement, rather than in place of maintaining their level. If you are interested in mentoring a team contact Rachael.barton@ed.ac.uk and see the [2020 Office Awards Participants Guide](#) for additional details.

New teams

If you are completing the Bronze Award for the first time you may be interested in having an existing team be your mentor. This partnership would allow you to get additional support and have contacts who can share their experiences and advice. If you are interested in being mentored by another team, please contact Rachael.barton@ed.ac.uk.

Office Awards and the Sustainable Development Goals

The 17 [Sustainable Development Goals](#) (SDGs), part of the 2030 Agenda for Sustainable Development, were adopted by the United Nations and world leaders in 2015. By 2030, the SDGs aim to end all forms of poverty, fight inequalities and tackle climate change, while ensuring that no one is left behind.

Higher Education Institutions (HEIs) developed the [Sustainable Development Goal Accord](#) (SDGa), which the University of Edinburgh has signed up to. Through its research, learning and teaching, operations and community of staff, students and alumni, the University is committed to delivering these Goals with partners, including the Students' Association, both locally and globally. Contributing to the SDGs is a key part of the [Social and Civic Responsibility focus](#) within the University's [Strategy 2030](#).

The Sustainability Awards encourage action on a range of environmental and social issues, and each Awards criterion links to one of the 17 SDGs. These links are detailed in the Guides for Bronze, Silver and Gold levels, and you can learn more about each SDG [here](#). By participating in the Sustainability Awards, you and your team will be directly contributing to helping achieve the SDGs.

The EAUC have collated further examples of [how the SDGs can be embedded](#) within Higher and Further Education institutions.



Theme 1: Engagement and Communications

BRONZE Engagement and Communications Criteria – To receive a bronze award your department must fulfil all bronze criteria			
Name	What to do	How you will be assessed	Further information and resources
1/12 Promote the Sustainability Awards	<p>To fulfil this criterion, your department should publicise the fact that it is participating in the Sustainability Awards and encourage staff to get involved. You should share information about what you are doing as part of the Awards with your department throughout the year.</p> <p>The SRS Department has designed posters, email signatures and graphics to help you spread the word.</p>	<p>Either upload evidence to the platform that your department promoted its participation in Sustainability Awards to all staff in 2020, or select ‘discuss in audit’.</p> <p>‘Discuss in audit’ can be used in cases where it will be easier to show the auditor your evidence in person (for example, if Awards posters are displayed around the building).</p> <p>Evidence will vary between departments but could include all-staff emails, minutes of departmental meetings, use of posters or other communications.</p>	<p>Awards posters, email signatures and graphics can be accessed from the Resources page of the platform: https://cerebro.srs.ed.ac.uk/index.php?page=esa-resources</p> <p>Links to Sustainable Development Goal: 13</p> 
2/12 Include Be Sustainable in staff inductions	<p>To fulfil this criterion, your department should ask new staff to complete the SRS Department’s Be Sustainable online course as part of their inductions.</p> <p>Encourage existing staff to take the course too, with an aim of getting 100% of staff completing Be Sustainable online.</p> <p>We also suggest providing new staff with more department-specific sustainability information, such as the names of your Sustainability Champions.</p>	<p>Upload evidence to the platform that new staff are asked to complete Be Sustainable online training as part of their inductions. Returning teams can select the ‘use previous evidence’ function to submit relevant files from previous years.</p> <p>Acceptable evidence would be a copy of your department’s induction checklist or welcome pack for new starts.</p>	<p>The Be Sustainable online course provides an introduction to sustainability at the University and takes around 30 minutes to complete. A link to the course and more information about other SRS learning and development opportunities can be found on the SRS Department website: https://www.ed.ac.uk/sustainability/staff/training/online-course</p> <p>Links to Sustainable Development Goals: 4, 12 and 13</p>   

BRONZE Engagement and Communications Criteria – To receive a bronze award your department must fulfil all bronze criteria

Name	What to do	How you will be assessed	Further information and resources
<p>3/12 Make a public commitment to sustainability</p>	<p>To fulfil this criterion, your department should make a commitment to sustainability on its website. This may include a departmental sustainability strategy or plan.</p> <p>The SRS Department has designed a Sustainability Statement Template, which participants can use if they wish.</p>	<p>Upload evidence to the platform that your department has published a commitment to sustainability on its website. Returning teams can select the ‘use previous evidence’ function to submit relevant files from previous years.</p> <p>Acceptable evidence would be a screenshot or link to the webpage.</p>	<p>The Sustainability Statement Template can be accessed from the Resources page of the platform: https://cerebro.srs.ed.ac.uk/index.php?page=esa-resources</p> <p>Links to Sustainable Development Goal: 13</p> 
<p>4/12 Get written support from your head of department</p>	<p>To fulfil this criterion, your Head of Department (or equivalent) should give written support for participating in the Sustainability Awards. This should be visible to the department and be included on its website or in an all staff communication form (for example, in an email to all staff).</p>	<p>Upload evidence to the platform that your Head of Department has given their written support for participating in the Sustainability Awards. Returning teams can select the ‘use previous evidence’ function to submit relevant files from previous years.</p> <p>Acceptable evidence would be a copy of an email, written statement, or link to the webpage.</p>	<p>Links to Sustainable Development Goal: 13</p> 
<p>5/12 Discuss sustainability in a department meeting</p>	<p>To fulfil this criterion, your department should show that sustainability was discussed in at least one meeting involving members of the wider department (not just the Sustainability Awards team).</p>	<p>Upload evidence that sustainability was discussed in at least one departmental meeting in 2020.</p> <p>Acceptable evidence would be agendas, minutes and/or calendar invites of meetings where sustainability was discussed.</p>	<p>Links to Sustainable Development Goal: 13</p> 

BRONZE Engagement and Communications Criteria – To receive a bronze award your department must fulfil all bronze criteria

Name	What to do	How you will be assessed	Further information and resources
<p>6/12 Keep a social responsibility and sustainability noticeboard</p>	<p>To fulfil this criterion, your department should keep an up to date physical or online noticeboard (such as a wiki or sharepoint) with social responsibility and sustainability information for staff.</p>	<p>For online noticeboards: Upload evidence that your department kept an up to date social responsibility and sustainability noticeboard in 2020.</p> <p>Acceptable evidence would be a screenshot or link to the online noticeboard.</p> <p>For physical noticeboards: Select the ‘discuss in audit’ option. Your auditors will ask to see the noticeboard during your audit, which should have been kept up to date in 2020.</p>	<p>Links to Sustainable Development Goal: 13</p> 
<p>7/12 Identify your biggest impacts</p>	<p>To fulfil this criterion, your department should ask staff (and students, if you wish) for feedback and suggestions about its biggest positive and negative social responsibility and sustainability impacts. Review the results and make an ‘action plan’ to address any actionable improvements.</p>	<p>Upload evidence to the platform that your department asked staff for feedback about its social responsibility and sustainability impacts and made an action plan to address any actionable improvements in 2020.</p> <p>Evidence will vary between departments but could include survey results, the minutes of a meeting where feedback was discussed and/or a copy of the action plan.</p>	<p>Links to Sustainable Development Goal: 13</p> 
<p>8/12 Have a sustainability team or committee</p>	<p>To fulfil this criterion, your department should have a standalone sustainability team / committee that meets at least 3 times per year.</p> <p>If your area interacts with students, consider inviting a student representative to join. This may overlap with the Awards team but should continue outside of the Awards.</p>	<p>Upload evidence to the platform that your department has a standalone sustainability team or committee that met at least three times in 2020.</p> <p>Acceptable evidence would be agendas, meeting minutes and/or calendar invites.</p>	<p>Links to Sustainable Development Goal: 13</p> 

BRONZE Engagement and Communications Criteria – To receive a bronze award your department must fulfil all bronze criteria

Name	What to do	How you will be assessed	Further information and resources
9/12 Write a case study	To fulfil this criterion, present a case study about an impactful or innovative action your department has taken as part of the Awards, in any theme. This could be in the form of a written case study, a blog article or a vlog.	Upload the case study about an action taken in 2020 to the platform.	An example Case Study template can be accessed from the Resources page of the platform, however other formats are welcome: https://cerebro.srs.ed.ac.uk/index.php?page=esa-resources Links to Sustainable Development Goal: 13 
10/12 Got a better idea?	Does your department have other ideas about how to improve sustainability that go beyond the actions listed here? You can submit additional activities or initiatives under the 'Got a better idea?' criterion. Activities can be in any of the six themes. You should submit one action here that the department came up with itself (Silver criteria can be used as inspiration; original ideas are also encouraged).	Upload evidence to the platform about the activities or initiatives that your team is putting forward, or select 'discuss in audit'. The activities described can be ongoing, but they should have taken place in 2020 . 'Discuss in audit' can be used in cases where it will be easier to show the auditor your evidence in person.	Unsure whether an activity or initiative is applicable? Just ask! Links to Sustainable Development Goal: 13 
11/12 Circulate key sustainability information	Send an email to all staff providing them with the key sustainability information relevant to your department. This should include information on: <ul style="list-style-type: none"> • Steps staff can take to reduce energy use e.g. switching off lights and computers at the end of the day • Active travel/cycling facilities near the department's building(s) • Tips to reduce waste 	Upload evidence to the platform that your department circulated an email giving key sustainability information in 2020 . Acceptable evidence would be a copy or screenshot of the email, clearly showing that it was sent to all staff.	The email templates can be accessed from the Resources page of the platform: https://cerebro.srs.ed.ac.uk/index.php?page=esa-resources Links to Sustainable Development Goals: 3, 7, 12 and 13

BRONZE Engagement and Communications Criteria – To receive a bronze award your department must fulfil all bronze criteria

Name	What to do	How you will be assessed	Further information and resources
	<ul style="list-style-type: none"> Any health and wellbeing initiatives available <p>We have produced templates with key information on these themes which teams may wish to use. Consider non email communication methods for any staff who do not access email regularly.</p> <p>Remember to link to where staff can find further information and to any department Sustainability Champions or Awards team members who are happy to answer questions.</p>		
<p>12/12 Appoint a Sustainability Champion and attend a Sustainability Champion Network event</p>	<p>To meet this criterion, your department should have at least one Sustainability Champion in every building that the department occupies. The Sustainability Champion should also have attended at least one Sustainability Champion Network event in 2020.</p>	<p>Make sure your department’s Sustainability Champion(s) are correctly listed on the ‘Register your champions’ page on the platform.</p> <p>Also upload evidence to the platform that your department’s Sustainability Champion attended an event in 2020.</p> <p>Acceptable evidence could be a copy of the event confirmation email/notification received.</p>	<p>Sustainability Champions are volunteers who help promote sustainability action in their school or unit. The SRS Department supports each Sustainability Champion, providing them with resources and training so that they can better embed sustainability in their areas and add to their skillset.</p> <p>More information about becoming a Sustainability Champion is available on the SRS Department website: https://www.ed.ac.uk/sustainability/staff/volunteer/staff-sustainability-champion</p> <p>Sustainability Champions will be invited to events throughout the year.</p> <p>Links to Sustainable Development Goal: 13</p> 

Theme 2: Resource Efficiency

BRONZE Resource Efficiency Criteria – To receive a bronze award your department must fulfil all bronze criteria			
Name	What to do	How you will be assessed	Further information and resources
1/5 Embed paper saving practices	<p>To fulfil this criterion, your department should encourage staff to reduce paper consumption in most of the following ways:</p> <ul style="list-style-type: none"> • Sharing documents, agendas, and notes electronically to avoid printing wherever possible • Making documents available online as pdfs • When printing is unavoidable, print double sided and black and white (this should already be the default for networked printers, but it is always good to check your settings) • Scanning rather than photocopying documents for circulation • Using screens to project documents in meetings • Using the booklet format where possible to limit toner and paper consumption • Carry out an audit of shared and personal printers and consolidate • Use the draft format where possible to further conserve resources 	<p>Either upload evidence to the platform that paper saving practices are embedded, or select ‘discuss in audit’ and add a comment describing the various measures in place. Your auditor will ask for more information during the audit.</p> <p>Returning teams can select the ‘use previous evidence’ function to submit relevant files from previous years.</p>	<p>Links to Sustainable Development Goal: 12</p> 
2/5 Join and use Warp It	<p>To fulfil this criterion, at least one member of your department should be registered on Warp It, the University’s online reuse portal.</p> <p>A member of your department should upload or claim at least one item on Warp It in 2020.</p>	<p>Upload evidence to the platform that at least one member of your department is registered on Warp It, and that at least one item on the platform has been offered or claimed in 2020.</p> <p>Acceptable evidence would be: a screenshot of the registered user’s Warp It homepage, a screenshot of the claimed or uploaded item page.</p>	<p>Warp It is open to all staff and PhD students at the University. It is a platform for exchanging equipment, office consumables and other items between departments, saving time and resources.</p> <p>Warp It registration is via the following sign up page: https://www.ed.ac.uk/sustainability/staff/advice/reduce-reuse-recycle/join-warp-it</p>

BRONZE Resource Efficiency Criteria – To receive a bronze award your department must fulfil all bronze criteria			
Name	What to do	How you will be assessed	Further information and resources
			Links to Sustainable Development Goal: 12 
3/5 Ensure bins are correctly labelled and carry out bin audits	<p>To meet this criterion, your department should ensure that Dry Mixed Recycling, General Waste (Other), Paper & Card and Glass bins are correctly labelled with posters. These should be fixed on or above each bin. If posters are missing or out of date, please get in touch with the Waste Office.</p> <p>You should also carry out 2-3 audits over the year and assess levels of contamination. This would involve selecting a sample of bins in the building and checking if items have been recycled correctly i.e. are non-recyclable items found in the recycling bins, or have recyclable materials been put in the General Waste bin. Take steps to rectify any issues, such as communicating recycling information.</p>	<p>Upload evidence to the platform that your department has appropriate posters for all types of waste bin, and has carried out 2-3 bin audits in 2020.</p> <p>'Discuss in audit' can be used in cases where it will be easier to show the auditor your evidence in person.</p>	<p>Posters can be requested from the Waste Office: https://www.ed.ac.uk/estates/waste-recycling</p> <p>If your department is based in a non-University building, such as an NHS facility, then please get in touch with the SRS Department to discuss your options.</p> <p>Links to Sustainable Development Goal: 12 </p>
4/5 Recycle toner cartridges	To fulfil this criterion, your department should recycle its empty toner cartridges via Office Depot (or other relevant supplier).	<p>Upload evidence to the platform that your department recycled toner cartridges via Office Depot in 2020.</p> <p>Acceptable evidence would be copies of any pick up requests sent to the Office Depot Collections Team in 2020.</p>	<p>More information about how to recycle toner cartridges is available on the Procurement Office website: www.ed.ac.uk/procurement/buying/commodity-info/stationery</p>

BRONZE Resource Efficiency Criteria – To receive a bronze award your department must fulfil all bronze criteria			
Name	What to do	How you will be assessed	Further information and resources
			<p>Find out how to properly dispose of different types of University waste on the Waste Office’s ‘A to Z of Waste’ page: https://www.ed.ac.uk/estates/waste/a-z-waste</p> <p>Links to Sustainable Development Goal: 12</p> 
5/5 Take an action to reduce food waste	<p>To fulfil this criterion, your department should take at least one action to reduce food waste. Here are some ideas:</p> <ul style="list-style-type: none"> • Designate an area or shelf where people can share unwanted food before it goes off • Take steps to monitor and reduce waste from catered events 	<p>Upload evidence to the platform that your department took at least one action to reduce food waste in 2020, or select ‘discuss in audit’.</p> <p>‘Discuss in audit’ can be used in cases where it will be easier to show the auditor your evidence in person.</p>	<p>Visit the Love Food, Hate Waste website for more advice about cutting food waste at work and at home: http://scotland.lovefoodhatewaste.com</p> <p>Consider using the Too Good To Go app to help prevent food waste – many of the University’s cafes are included: https://toogoodtogo.co.uk/en-gb</p> <p>Links to Sustainable Development Goals: 2, 12</p>  

Theme 3: Travel

BRONZE Travel Criteria – To receive a bronze award your department must fulfil all bronze criteria			
Name	What to do	How you will be assessed	Further information and resources
1/2 Publish sustainable travel information for visitors	To fulfil this criterion, your department should publish information about how visitors can travel to its buildings using public or active travel, and any cycling facilities available.	<p>Upload evidence to the platform that your department has published sustainable travel information for visitors. Returning teams can select the 'use previous evidence' function to submit relevant files from previous years.</p> <p>Acceptable evidence would be a screenshot, or link, to a map or written instructions on your department's website.</p>	<p>The campus-specific travel information on the Transport and Parking website is a good place to start: https://www.ed.ac.uk/transport/travelling-here</p> <p>Links to Sustainable Development Goals: 11, 13</p>  
2/2 Encourage sustainable local business travel	To fulfil this criterion, your department should show that staff are encouraged to use public transport and active travel for local business journeys, and to avoid the use of cars and taxis where possible.	<p>Upload evidence to the platform that your department encourages staff to use public and active travel for local business journeys. Returning teams can select the 'use previous evidence' function to reuse relevant files from previous years.</p> <p>Evidence will vary between departments but could include a copy of any internal business travel guidance for staff, or the minutes of a meeting where business travel was discussed.</p>	<p>The University has a number of electric bikes (eCycles) for staff to use for business journeys. They provide a quick, easy, healthy and environmentally friendly means of transport between University sites. For more information see the Transport and Parking website: https://www.ed.ac.uk/transport/cycling/facilities/ecycle</p> <p>Just Eat Cycles, Edinburgh's cycle hire scheme, launched in 2018. Hire points are available at several University sites: https://www.ed.ac.uk/transport/cycling/cycle-hire</p> <p>Pre-paid Lothian Bus tickets can be ordered from the Transport and Parking Office. For more information see the Transport and Parking website: https://www.edweb.ed.ac.uk/transport/public-transport/buses/pre-paid-bus-tickets</p>

BRONZE Travel Criteria – To receive a bronze award your department must fulfil all bronze criteria

Name	What to do	How you will be assessed	Further information and resources
			<p>The University hosts Enterprise Car Club vehicles at Little France, Central Area and King’s Buildings. They offer a cost-effective and environmentally friendly pool car service for business use (including electric vehicles): https://www.ed.ac.uk/transport/driving/car-club</p> <p>Links to Sustainable Development Goals: 11, 13</p>  

Theme 4: Energy

BRONZE Energy Criteria – To receive a bronze award your department must fulfil all bronze criteria			
Name	What to do	How you will be assessed	Further information and resources
1/2 Use energy saving materials	<p>The SRS Department has produced posters, screensavers, display screen images, small tip cards and stickers to draw attention to the common ways people can save energy.</p> <p>To fulfil this criterion, your department should make use of and display these materials where relevant.</p> <p>An end of day shutdown checklist should be in place, to ensure everyone turns off appropriate equipment and lighting as they leave, with the last person leaving doing a final check.</p> <p>We also suggest labelling bands of multiple light switches to show which light each switch operates, however, this will not be audited.</p>	<p>Upload evidence or select the ‘discuss in audit’ option on the platform. Your auditors will perform a spot check of the building during your audit.</p> <p>Returning teams can select the ‘use previous evidence’ function to reuse relevant files from previous years.</p>	<p>These resources are free and can be accessed or ordered from the SRS Department website. SRS can also make custom materials on request, and loan out timer plugs and energy monitors: https://www.ed.ac.uk/sustainability/staff/advice/save-energy-at-work/use-our-energy-saving-resources</p> <p>Links to Sustainable Development Goals: 7, 12, 13</p> 
2/2 Share appliances	<p>To fulfil this criterion, your department should use shared appliances in communal areas and discourage the use of personal printers, kettles, heaters, fans, fridges, microwaves etc. under normal circumstances.</p>	<p>Upload evidence or select the ‘discuss in audit’ option on the platform. Your auditors will perform a spot check of the building during your audit.</p> <p>Returning teams can select the ‘use previous evidence’ function to reuse relevant files from previous years.</p>	<p>Links to Sustainable Development Goals: 7, 12, 13</p> 

Theme 5: Purchasing

BRONZE Purchasing Criteria – To receive a bronze award your department must fulfil all bronze criteria			
Name	What to do	How you will be assessed	Further information and resources
1/2 Supply fairly traded tea and coffee	To fulfil this criterion, your department must show that tea and coffee purchased for catered events and provided for shared staff kitchens is fairly traded.	<p>Upload evidence to the platform that your department purchased fair trade tea and coffee for catered events in 2020.</p> <p>All tea and coffee served by the EUSA and University delivered catering services is Fairtrade certified, so order confirmations from either of these providers from 2020 would be acceptable evidence.</p> <p>Your auditors will also perform a spot check of any tea and coffee provided for general use during the audit.</p>	<p>Fair trade schemes ensure that producers in developing countries receive a fair price and decent working conditions.</p> <p>The University of Edinburgh has been a Fairtrade University since 2004 and is committed to promoting fair trade through purchasing and research: https://www.ed.ac.uk/sustainability/what-we-do/supply-chains/initiatives/fair-trade</p> <p>Links to Sustainable Development Goals: 1, 5, 8, 10, 12, 13, 17</p> 

BRONZE Purchasing Criteria – To receive a bronze award your department must fulfil all bronze criteria

Name	What to do	How you will be assessed	Further information and resources
2/2 Purchase more sustainable options	<p>To fulfil this criterion, your department should show that it regularly buys at least two ‘more sustainable’ products that have a lower impact than conventional options. Approved University suppliers should be used wherever possible.</p> <p>This could include recycled, FSC certified, fairly traded or organic items. Examples include ecological cleaning products, 100% recycled paper etc.</p>	<p>Upload evidence to the platform that your department purchased at least two ‘more sustainable’ products in 2020.</p> <p>Evidence could include invoices, photos of the products etc.</p>	<p>Office Depot offers a range of more sustainable options, from recycled paper to biodegradable pens to Fairtrade teabags.</p> <p>Links to Sustainable Development Goals: 12, 13</p> <div data-bbox="1534 400 1912 592">   </div>

Theme 6: Health and Wellbeing

BRONZE Health and Wellbeing Criteria – To receive a bronze award your department must fulfil all bronze criteria			
Name	What to do	How you will be assessed	Further information and resources
1/3 Display Healthy University Project posters	<p>To fulfil this criterion, your department should use the Healthy University Project’s resources to encourage people to use the stairs and be active throughout the day.</p> <p>Healthy University Project have asked that posters mentioning weight gain/loss are not displayed in buildings where there are students. Take into account any mobility/disability considerations of individuals using the building.</p>	<p>Select the ‘discuss in audit’ option on the platform. Your auditors will perform a spot check of the building during your audit.</p> <p>If putting up posters is not permitted in your building then it would be acceptable to share these resources by email or on a wiki.</p> <p>Returning teams can select the ‘use previous evidence’ function to reuse relevant files from previous years.</p>	<p>The Healthy University Project posters can be accessed from the Resources page of the platform: https://cerebro.srs.ed.ac.uk/index.php?page=esa-resources</p> <p>Links to Sustainable Development Goal: 3</p> 
2/3 Organise a Bring and Share lunch	<p>To fulfil this criterion, your department should organise at least one Bring and Share Lunch with an emphasis on healthy and climate conscious food.</p>	<p>Upload evidence to the platform that your department organized a Bring and Share Lunch in 2020.</p>	<p>Links to Sustainable Development Goals: 2, 3, 13, 14</p>    

<p>3/3 Organise a group walk</p>	<p>At least one accessible walk, open to all staff members, should be organised during work hours/lunchtime.</p>	<p>Upload evidence to the platform that your department organized a group walk in 2020.</p> <p>Evidence could include photos from the walk, or communications organising the walk.</p>	<p>Links to Sustainable Development Goal: 3</p> 
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