



# 2020 Office Awards

## Silver Criteria



THE UNIVERSITY  
*of* EDINBURGH



Social Responsibility  
and Sustainability

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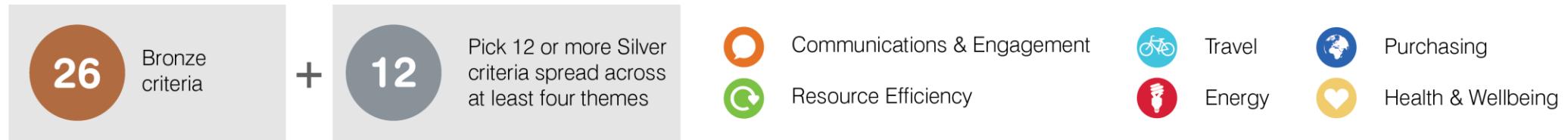
## Summary of silver requirements

Silver level requires departments to embed resource efficient processes and a culture of sustainability. Departments must also engage with staff about sustainability.

To achieve a silver Office Award, teams must meet all of the 26 bronze criteria in this document, and choose 12 or more silver criteria spread across at least 4 themes. This also applies to gold Office Awards teams who are resubmitting for bronze and silver. The ability to pick-your-own silver criteria means that teams can focus on actions that will have the greatest impact in their department.

Bronze and silver criteria are categorised into 6 sustainability themes; Communications & Engagement, Resource Efficiency, Travel, Energy, Purchasing and Health & Wellbeing.

Please note: Activities can't be double counted. For example, if your team organises a pedometer challenge, this should not be submitted as evidence for both the "Run a sustainable travel initiative" AND "Run an initiative to promote physical activity" silver criteria.



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 Silver Award within the last 2 years are able to become mentors of a new Bronze or Silver 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](mailto:Rachael.barton@ed.ac.uk) and see the [2020 Office Awards Participants Guide](#) for additional details.

## New teams

If you are completing the Silver 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](mailto: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 silver 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: <a href="https://cerebro.srs.ed.ac.uk/index.php?page=esa-resources">https://cerebro.srs.ed.ac.uk/index.php?page=esa-resources</a></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: <a href="https://www.ed.ac.uk/sustainability/staff/training/online-course">https://www.ed.ac.uk/sustainability/staff/training/online-course</a></p> <p>Links to Sustainable Development Goals: 4, 12 and 13</p>   



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

Name	What to do	How you will be assessed	Further information and resources
3/12 Make a public commitment to sustainability	To fulfil this criterion, your department should make a commitment to sustainability on its website. This may include a departmental sustainability strategy or plan.  The SRS Department has designed a Sustainability Statement Template, which participants can use if they wish.	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.  Acceptable evidence would be a screenshot or link to the webpage.	The Sustainability Statement Template can be accessed from the Resources page of the platform: <a href="https://cerebro.srs.ed.ac.uk/index.php?page=esa-resources">https://cerebro.srs.ed.ac.uk/index.php?page=esa-resources</a>  Links to Sustainable Development Goal: 13  
4/12 Get written support from your head of department	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).	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.  Acceptable evidence would be a copy of an email, written statement, or link to the webpage.	Links to Sustainable Development Goal: 13  
5/12 Discuss sustainability in a department meeting	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).	Upload evidence that sustainability was discussed in at least one departmental meeting <b>in 2020</b> .  Acceptable evidence would be agendas, minutes and/or calendar invites of meetings where sustainability was discussed.	Links to Sustainable Development Goal: 13  

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

Name	What to do	How you will be assessed	Further information and resources
6/12 Keep a social responsibility and sustainability noticeboard	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>For online noticeboards: Upload evidence that your department kept an up to date social responsibility and sustainability noticeboard <b>in 2020</b>.</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 <b>in 2020</b>.</p>	Links to Sustainable Development Goal: 13 
7/12 Identify your biggest impacts	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.	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 <b>in 2020</b> .	Links to Sustainable Development Goal: 13 
8/12 Have a sustainability team or committee	<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>	Upload evidence to the platform that your department has a standalone sustainability team or committee that met at least three times <b>in 2020</b> .	Links to Sustainable Development Goal: 13 

**BRONZE Engagement and Communications Criteria – To receive a silver 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 <b>in 2020</b> to the platform.	An example Case Study template can be accessed from the Resources page of the platform, however other formats are welcome: <a href="https://cerebro.srs.ed.ac.uk/index.php?page=esa-resources">https://cerebro.srs.ed.ac.uk/index.php?page=esa-resources</a>  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 <b>in 2020</b> .  '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"> <li>• Steps staff can take to reduce energy use e.g. switching off lights and computers at the end of the day</li> <li>• Active travel/cycling facilities near the department's building(s)</li> <li>• Tips to reduce waste</li> </ul>	Upload evidence to the platform that your department circulated an email giving key sustainability information <b>in 2020</b> .  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: <a href="https://cerebro.srs.ed.ac.uk/index.php?page=esa-resources">https://cerebro.srs.ed.ac.uk/index.php?page=esa-resources</a>  Links to Sustainable Development Goals: 3, 7, 12 and 13

**BRONZE Engagement and Communications Criteria – To receive a silver 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"> <li>Any health and wellbeing initiatives available</li> </ul> <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><b>3 GOOD HEALTH AND WELL-BEING</b> </p> <p><b>7 AFFORDABLE AND CLEAN ENERGY</b> </p> <p><b>12 RESPONSIBLE CONSUMPTION AND PRODUCTION</b> </p> <p><b>13 CLIMATE ACTION</b> </p>
12/12 Appoint a Sustainability Champion and attend a Sustainability Champion Network event	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>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 <b>in 2020</b>.</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: <a href="https://www.ed.ac.uk/sustainability/staff/volunteer/staff-sustainability-champion">https://www.ed.ac.uk/sustainability/staff/volunteer/staff-sustainability-champion</a></p> <p>Sustainability Champions will be invited to events throughout the year.</p> <p>Links to Sustainable Development Goal: 13</p> <p><b>13 CLIMATE ACTION</b> </p>

SILVER Engagement and Communications Criteria – To receive a silver award your department must fulfil 12 or more silver criteria across at least 4 themes			
Name	What to do	How you will be assessed	Further information and resources
1/12 Recruit a new Awards team	To fulfil this criterion, your department should recruit another team to participate in the Office or Lab Awards for the first time.  The team you recruit should contact Rachael.Barton@ed.ac.uk to confirm their interest and intention to participate.	Upload evidence to the platform that shows your department recruited another team to participate in the Awards for the first time <b>in 2020</b> .  Evidence will vary between departments but could include an email exchange, meeting minutes or a written statement from the new team describing the role your department played in their decision to join the Office or Lab Awards.	Links to Sustainable Development Goal: 13  
2/12 Support a charitable initiative	To fulfil this criterion, your department should support at least one charitable initiative. Support could include bake sales, fundraising, volunteering, making donations of materials, or working in partnership. Local, national and global charities can be included.	Upload evidence to the platform that your department supported at least one charitable initiative <b>in 2020</b> , or select 'discuss in audit'.  'Discuss in audit' can be used in cases where it will be easier to show the auditor your evidence in person (for example, if charity collection boxes are placed around the building).	Links to Sustainable Development Goal: 10  
3/12 Participate in a Living Labs project	To fulfil this criterion, your department should participate in at least one 'Living Labs project' relating to sustainability.  For operational or professional departments, this would involve proposing or hosting a living labs project relating to some aspect of your work.  For academic departments, this would involve demonstrating that your researchers or students are involved in at least one living labs project relating to sustainability on campus.	Upload evidence to the platform that your department participated in at least one living labs project <b>in 2020</b> .  Evidence could include reports about the project or links to research papers.	Living labs is a learning and teaching approach championed by the SRS Department. We work with academics, students and professional services to facilitate research projects that solve social responsibility and sustainability issues relating to the University's infrastructure and operational practices. More information is available on the SRS Department website, and feel free to get in touch to discuss possible collaborations: <a href="https://www.ed.ac.uk/sustainability/what-we-do/research/initiatives/the-university-as-a-living-lab">https://www.ed.ac.uk/sustainability/what-we-do/research/initiatives/the-university-as-a-living-lab</a>  Examples and ideas for projects and dissertations can be found in the SRS Living Lab project database:

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Name	What to do	How you will be assessed	Further information and resources
			<p><a href="https://www.ed.ac.uk/sustainability/what-we-do/research/initiatives/the-university-as-a-living-lab/projects">https://www.ed.ac.uk/sustainability/what-we-do/research/initiatives/the-university-as-a-living-lab/projects</a></p> <p>Academic staff and PhDs may also wish to join the SRS Academic Network. The Network is an interdisciplinary community of research and teaching staff interested in social responsibility and sustainability:  <a href="https://www.ed.ac.uk/sustainability/academics/network">https://www.ed.ac.uk/sustainability/academics/network</a></p> <p>Links to Sustainable Development Goals: 4, 9, 13, 17</p>
4/12 Got a better idea?	Does your department's approach to engaging and communicating about sustainability issues go above and beyond the actions listed here? You can submit additional activities or initiatives under the 'Got a better idea?' criteria. This would count as one of the required Silver criteria.	<p>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 <b>in 2020</b>.</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>Unsure whether an activity is applicable? Just ask!</p> <p>Links to Sustainable Development Goal: 13</p>

SILVER Engagement and Communications Criteria – To receive a silver award your department must fulfil 12 or more silver criteria across at least 4 themes			
Name	What to do	How you will be assessed	Further information and resources
5/12 Organise an office or teaching course screening of an environmental documentary	<p>To fulfil this criterion, your team should arrange a screening of an environmental film or documentary. This could be for staff or for students as part of a teaching course.</p> <p>You may need to consider if a license is required for the screening.</p> <p>Organising a group of Staff or Students to attend a pre-arranged screening/film would also be accepted.</p>	<p>Upload evidence to the platform that your department arranged a screening of an environmental film/documentary in <b>in 2020</b>.</p> <p>Evidence could include photos taken during the screening, copies of emails about the event, or invitations to the screening.</p>	<p>Get in touch with the SRS department if you need advice on setting up a screening or about licenses.</p> <p>The SRS Department has a series of Conscious Cinema events which may be of interest/inspiration:  <a href="https://www.ed.ac.uk/sustainability/events/series/conscious-cinema">https://www.ed.ac.uk/sustainability/events/series/conscious-cinema</a></p> <p>Links to Sustainable Development Goal: 13</p> 
6/12 Calculate the carbon footprint of an aspect of your office	<p>To fulfil this criterion, your department should calculate the carbon footprint associated with an aspect of your office. Ideas include calculating the carbon emissions of:</p> <ul style="list-style-type: none"> <li>• the department's printing</li> <li>• the department's business travel</li> <li>• purchases of equipment</li> </ul> <p>Contact SRS if you need advice or support calculating carbon emissions.</p>	<p>Upload evidence to the platform that your department calculated the carbon emissions associated with an aspect of your office, up to date for <b>2020</b>.</p> <p>Evidence could include a spreadsheet with the calculations, or a copy of an email or communications sharing information about the carbon emissions.</p>	<p>Carbon emissions can be calculated using data from the 'Greenhouse gas reporting: conversion factors' Full Set tool:  <a href="https://www.gov.uk/government/publications/greenhouse-gas-reporting-conversion-factors-2019">https://www.gov.uk/government/publications/greenhouse-gas-reporting-conversion-factors-2019</a></p> <p>Contact the SRS Department if you need advice or support calculating carbon emissions.</p> <p>Links to Sustainable Development Goal: 13</p> 

**SILVER Engagement and Communications Criteria – To receive a silver award your department must fulfil 12 or more silver criteria across at least 4 themes**

Name	What to do	How you will be assessed	Further information and resources
7/12 Develop a community partnership	<p>Develop a community partnership which has a positive social or sustainability impact.</p> <p>This could involve the department volunteering time with a community group, setting up a project, or taking part in outreach activities. The partnership should be maintained beyond a one off event.</p>	<p>Upload evidence to the platform that your department developed and supported a community partnership <b>in 2020</b>.</p> <p>Evidence could include photos taken during volunteering/an event, copies of emails with the community group, press releases or articles written about the partnership.</p>	<p>Links to Sustainable Development Goals: 13, 17</p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  <p><b>13</b> CLIMATE ACTION</p> </div> <div style="text-align: center;">  <p><b>17</b> PARTNERSHIPS FOR THE GOALS</p> </div> </div>
8/12 Organise a departmental volunteering day	<p>Organise for the department, or a group within the department, to spend a day volunteering. Under the Special Leave Policy, the University allows staff one day's paid leave for volunteering activities (<a href="https://www.ed.ac.uk/files/atoms/files/special_leave_policy.pdf">https://www.ed.ac.uk/files/atoms/files/special_leave_policy.pdf</a>). This could be used to arrange a group volunteering day with a local organisation or charity.</p> <p>For example, the Department for SRS spent a day volunteering for the Cyrenians at the Royal Edinburgh Community Gardens in 2019.</p> <p>Volunteering days could have an environmental, sustainability or social good focus.</p>	<p>Upload evidence to the platform that your department organised and took part in a volunteering day <b>in 2020</b>.</p> <p>Evidence could include photos taken during volunteering, copies of emails to the local group making arrangements, press releases or articles written about the day.</p>	<p>Under the Special Leave Policy, the University allows staff one day's paid leave for volunteering activities (<a href="https://www.ed.ac.uk/files/atoms/files/special_leave_policy.pdf">https://www.ed.ac.uk/files/atoms/files/special_leave_policy.pdf</a>).</p> <p>A list of Environmental organisations which offer volunteering opportunities can be found through Scottish Natural Heritage: <a href="https://www.nature.scot/enjoying-outdoors/volunteer-outdoors">https://www.nature.scot/enjoying-outdoors/volunteer-outdoors</a></p> <p>And <a href="https://www.nature.scot/sites/default/files/2020-01/Environmental%20Volunteering%20-%20useful%20organisations%20and%20contacts%20list.pdf">https://www.nature.scot/sites/default/files/2020-01/Environmental%20Volunteering%20-%20useful%20organisations%20and%20contacts%20list.pdf</a></p> <p>Links to Sustainable Development Goals: 13, 17</p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  <p><b>13</b> CLIMATE ACTION</p> </div> <div style="text-align: center;">  <p><b>17</b> PARTNERSHIPS FOR THE GOALS</p> </div> </div>

**SILVER Engagement and Communications Criteria – To receive a silver award your department must fulfil 12 or more silver criteria across at least 4 themes**

Name	What to do	How you will be assessed	Further information and resources
9/12 Host an open day	<p>Host an open day for other members of the University community to visit your workplace and see your sustainability initiatives. This could include other staff and students, and should take into account any access/security considerations. The event could range from several hours to a full day.</p> <p>Alternatively, invite another department around and each share information about your sustainability initiatives.</p>	<p>Upload evidence to the platform that your department organised and hosted an open day <b>in 2020</b>.</p> <p>Evidence could include photos taken during the event, copies of emails making arrangements, press releases or articles written about the day.</p>	<p>Links to Sustainable Development Goals: 13, 17</p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  <p><b>13</b> CLIMATE ACTION</p> </div> <div style="text-align: center;">  <p><b>17</b> PARTNERSHIPS FOR THE GOALS</p> </div> </div>
10/12 Incorporate sustainability into the delivery of an academic course	<p>To fulfil this criterion, you should include sustainability in an academic course which previously did not link to sustainability.</p> <p>This could include using the Sustainable Development Goals (SDGs) to connect the topic to sustainability, or feature a guest lecture around sustainability, or could be setting coursework/tutorials which involve looking at a sustainability issue.</p>	<p>Upload evidence to the platform that your department integrated sustainability into the delivery of an academic course <b>in 2020</b>.</p> <p>Evidence could include: copies of course handbooks, teaching materials, assignments, or communications announcing a guest lecture.</p>	<p>The Sustainability Exchange has resources showing how educational institutions can contribute to the SDGs:  <a href="https://www.sustainabilityexchange.ac.uk/files/gga_case_studies_resources.pdf">https://www.sustainabilityexchange.ac.uk/files/gga_case_studies_resources.pdf</a></p> <p>The SRS department has further information on courses and degrees which are sustainability related:  <a href="https://www.ed.ac.uk/sustainability/students/student-sustainability-studies/degrees-courses">https://www.ed.ac.uk/sustainability/students/student-sustainability-studies/degrees-courses</a>.</p> <p>Links to Sustainable Development Goals: 4, 13, 17</p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  <p><b>4</b> QUALITY EDUCATION</p> </div> <div style="text-align: center;">  <p><b>13</b> CLIMATE ACTION</p> </div> <div style="text-align: center;">  <p><b>17</b> PARTNERSHIPS FOR THE GOALS</p> </div> </div>



**SILVER Engagement and Communications Criteria – To receive a silver award your department must fulfil 12 or more silver criteria across at least 4 themes**

Name	What to do	How you will be assessed	Further information and resources
11/12 Host a student dissertation or placement with a link to sustainability	<p>A member of your department should host (acting as an academic supervisor or secondary supervisor) a student who is undertaking a dissertation or placement with a sustainability focus.</p> <p>This could involve actively developing a project idea and advertising it to students, or responding to student requests for supervisors. If appropriate, bringing a sustainability aspect to an existing dissertation/placement could be suggested and then incorporated.</p>	<p>Upload evidence to the platform that your department hosted a student dissertation or placement <b>in 2020</b>.</p> <p>Evidence could include the: dissertation proposal or final dissertation, placement proposal or final report.</p>	<p>Unsure whether a placement or dissertation is applicable? Just ask!</p> <p>Examples and ideas for projects and dissertations can be found in the SRS Living Lab project database: <a href="https://www.ed.ac.uk/sustainability/what-we-do/research/initiatives/the-university-as-a-living-lab/projects">https://www.ed.ac.uk/sustainability/what-we-do/research/initiatives/the-university-as-a-living-lab/projects</a></p> <p>Links to Sustainable Development Goals: 4, 9, 13</p> 
12/12 Write two case studies	<p>To fulfil this criterion, present two case studies about different impactful or innovative actions your department has taken as part of the Awards, in any theme.</p> <p>These could be in the form of a written case study, a blog article or a vlog.</p>	<p>Upload the two case studies about actions taken <b>in 2020</b> to the platform.</p>	<p>An example Case Study template can be accessed from the Resources page of the platform, however other formats are welcome: <a href="https://cerebro.srs.ed.ac.uk/index.php?page=esa-resources">https://cerebro.srs.ed.ac.uk/index.php?page=esa-resources</a></p> <p>Links to Sustainable Development Goal: 13</p> 



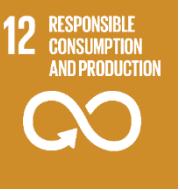
## Theme 2: Resource Efficiency

BRONZE Resource Efficiency Criteria – To receive a silver 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"> <li>• Sharing documents, agendas, and notes electronically to avoid printing wherever possible</li> <li>• Making documents available online as pdfs</li> <li>• 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)</li> <li>• Scanning rather than photocopying documents for circulation</li> <li>• Using screens to project documents in meetings</li> <li>• Using the booklet format where possible to limit toner and paper consumption</li> <li>• Carry out an audit of shared and personal printers and consolidate</li> <li>• Use the draft format where possible to further conserve resources</li> </ul>	<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 <b>in 2020</b>.</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:  <a href="https://www.ed.ac.uk/sustainability/staff/advice/reduce-reuse-recycle/join-warp-it">https://www.ed.ac.uk/sustainability/staff/advice/reduce-reuse-recycle/join-warp-it</a></p>

**BRONZE Resource Efficiency Criteria – To receive a silver award your department must fulfil all bronze criteria**

Name	What to do	How you will be assessed	Further information and resources
			<p>Links to Sustainable Development Goal: 12</p> 
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 &amp; 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 <b>in 2020</b>.</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: <a href="https://www.ed.ac.uk/estates/waste-recycling">https://www.ed.ac.uk/estates/waste-recycling</a></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 <b>in 2020</b>.</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: <a href="http://www.ed.ac.uk/procurement/buying/commodity-info/stationery">www.ed.ac.uk/procurement/buying/commodity-info/stationery</a></p>

**BRONZE Resource Efficiency Criteria – To receive a silver 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:  <a href="https://www.ed.ac.uk/estates/waste/a-z-waste">https://www.ed.ac.uk/estates/waste/a-z-waste</a></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.</p> <p>Here are some ideas:</p> <ul style="list-style-type: none"> <li>• Designate an area or shelf where people can share unwanted food before it goes off</li> <li>• Take steps to monitor and reduce waste from catered events</li> </ul>	<p>Upload evidence to the platform that your department took at least one action to reduce food waste <b>in 2020</b>, 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:  <a href="http://scotland.lovefoodhatewaste.com">http://scotland.lovefoodhatewaste.com</a></p> <p>Consider using the Too Good To Go app to help prevent food waste – many of the University's cafes are included: <a href="https://toogoodtogo.co.uk/en-gb">https://toogoodtogo.co.uk/en-gb</a></p> <p>Links to Sustainable Development Goals: 2, 12</p>  

**SILVER Resource Efficiency Criteria – To receive a silver award your department must fulfil 12 or more silver criteria across at least 4 themes**

Name	What to do	How you will be assessed	Further information and resources
1/6 Take an action to reduce food waste	To fulfil this criterion, your department should take at least one action to reduce food waste (sending emails is not sufficient). Here are some ideas: <ul style="list-style-type: none"> <li>Conduct regular fridge checks for out of date food, and share the results with kitchen users.</li> <li>Encourage people to put dates on their food and share with others</li> <li>Create a league table to recognise areas that waste the least amount of food in their kitchens or from their catered events</li> <li>Set up a compost or food waste bin (not currently collected at the University)</li> </ul>	Upload evidence to the platform that your department took at least one action to reduce food waste <b>in 2020</b> , or select 'discuss in audit'.  'Discuss in audit' can be used in cases where it will be easier to show the auditor your evidence in person.	Visit the Love Food, Hate Waste website for more advice about cutting food waste at work and at home: <a href="http://scotland.lovefoodhatewaste.com">http://scotland.lovefoodhatewaste.com</a>  Consider using the Too Good To Go app to help prevent food waste – many of the University's cafes are included: <a href="https://toogoodtogo.co.uk/en-gb">https://toogoodtogo.co.uk/en-gb</a>  Links to Sustainable Development Goals: 2, 12  
2/6 Take an action to reduce disposables	To fulfil this criterion, your department should take at least one action to reduce waste from disposables (sending emails is not sufficient). Here are some ideas: <ul style="list-style-type: none"> <li>Provide KeepCups to staff</li> <li>Provide reusable water bottles to staff</li> <li>Source jugs to use at catered meetings and events, instead of ordering bottled water</li> <li>Any pod/capsule using drinks machines are removed (replaced with hydroboils or kettles)</li> </ul>	Upload evidence to the platform that your department took at least one action to reduce waste from disposables <b>in 2020</b> , or select 'discuss in audit'.  'Discuss in audit' can be used in cases where it will be easier to show the auditor your evidence in person.	Links to Sustainable Development Goal: 12 
3/6 Run a resource efficiency initiative	To fulfil this criterion, your department should organise an initiative, competition, campaign or activity to engage staff (and students, if you wish) in resource efficiency (sending emails is not sufficient).  Here are some ideas:	Upload evidence to the platform that your department ran a resource efficiency initiative <b>in 2020</b> , or select 'discuss in audit'.	Information explaining how to use the University's waste and recycling system can be accessed from the Waste Office website: <a href="https://www.ed.ac.uk/estates/waste/information-staff-students">https://www.ed.ac.uk/estates/waste/information-staff-students</a>

**SILVER Resource Efficiency Criteria – To receive a silver award your department must fulfil 12 or more silver criteria across at least 4 themes**

Name	What to do	How you will be assessed	Further information and resources
	<ul style="list-style-type: none"> <li>Set up a Terracycling bin for crisp packets or other materials</li> <li>Organise a stationary amnesty for individuals to return excess items for communal use</li> <li>Run a ‘guess the bin’ competition to show people how to use the waste bins</li> <li>Host an upcycling workshop or ‘learn and lunch’ where colleagues can share skills</li> <li>Arrange glass bottle milk deliveries for your office to reduce plastic waste</li> <li>Take part in a book recycling scheme</li> </ul>	‘Discuss in audit’ can be used in cases where it will be easier to show the auditor your evidence in person.	Links to Sustainable Development Goal: 12 
4/6 Got a better idea?	Does your department’s approach to resource efficiency and reuse go above and beyond the actions listed here? You can submit additional activities or initiatives under the ‘Got a better idea?’ criteria. This would count as one of the required Silver criteria.	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 <b>in 2020</b> .  ‘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 Goals: 12, 13  
5/6 Reduce plastic in your office	To fulfil this criterion, your department should take actions to reduce its use of plastic. This should include stopping using single-use plastics and finding alternatives to plastics wherever possible. Areas to take action on could include: <ul style="list-style-type: none"> <li>Plastic in deliveries</li> <li>Plastic in stationary items</li> <li>Cutlery and cups</li> </ul>	Upload evidence to the platform that your department took action to reduce plastic <b>in 2020</b> .  ‘Discuss in audit’ can be used in cases where it will be easier to show the auditor your evidence in person.	Links to Sustainable Development Goal: 12 

**SILVER Resource Efficiency Criteria – To receive a silver award your department must fulfil 12 or more silver criteria across at least 4 themes**

Name	What to do	How you will be assessed	Further information and resources
6/6 Commit to only using reusable items at any planned events	<p>Any event planned and hosted by the department should make use of reusable items instead of disposables. This should include catering items like cutlery, cups and plates.</p> <p>The use of 'freebies' should be carefully considered and avoided unless essential. The environmental impact of such items should be thought through.</p>	<p>Upload evidence to the platform that your department ran an event <b>in 2020</b> using only reusable items, and no disposables.</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>Links to Sustainable Development Goal: 12</p> 

## Theme 3: Travel

BRONZE Travel Criteria – To receive a silver 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: <a href="https://www.ed.ac.uk/transport/travelling-here">https://www.ed.ac.uk/transport/travelling-here</a></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: <a href="https://www.ed.ac.uk/transport/cycling/facilities/ecycle">https://www.ed.ac.uk/transport/cycling/facilities/ecycle</a></p> <p>Just Eat Cycles, Edinburgh's cycle hire scheme, launched in 2018. Hire points are available at several University sites: <a href="https://www.ed.ac.uk/transport/cycling/cycle-hire">https://www.ed.ac.uk/transport/cycling/cycle-hire</a></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: <a href="https://www.edweb.ed.ac.uk/transport/public-transport/buses/pre-paid-bus-tickets">https://www.edweb.ed.ac.uk/transport/public-transport/buses/pre-paid-bus-tickets</a></p>

**BRONZE Travel Criteria – To receive a silver 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):  <a href="https://www.ed.ac.uk/transport/driving/car-club">https://www.ed.ac.uk/transport/driving/car-club</a></p> <p>Links to Sustainable Development Goals: 11, 13</p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  <p><b>11</b> SUSTAINABLE CITIES AND COMMUNITIES</p> </div> <div style="text-align: center;">  <p><b>13</b> CLIMATE ACTION</p> </div> </div>

**SILVER Travel Criteria – To receive a silver award your department must fulfil 12 or more silver criteria across at least 4 themes**

Name	What to do	How you will be assessed	Further information and resources
1/5 Run a sustainable travel initiative	<p>To fulfil this criterion, your department should organise an initiative, competition, campaign or activity to encourage staff (and students, if you wish) to travel sustainably (sending emails is not sufficient). Here are some ideas:</p> <ul style="list-style-type: none"> <li>• Run a challenge to see who can make the most journeys by walking, cycling and public transport</li> <li>• Publicise the main walking and cycling routes to your department</li> <li>• Set up a bike buddy scheme to encourage staff to try cycling to work with the help of a more experienced colleague</li> </ul>	<p>Upload evidence to the platform that your department ran a sustainable travel initiative <b>in 2020</b>.</p> <p>If nominating a Sustrans Active Travel Champion, make sure they are correctly listed on the 'Register your champions' page on the platform.</p> <p>Please also email <a href="mailto:Adam.Kesby@sustrans.org.uk">Adam.Kesby@sustrans.org.uk</a> to register and arrange an induction meeting. Adam Kesby is the Sustrans Active Travel Project Officer responsible for coordinating and supporting the national Active Travel Champion network.</p>	<p>Champions are given a full training programme and receive support from a dedicated member of staff from Sustrans, the UK's sustainable transport charity. For more information see the Sustrans website:  <a href="https://www.sustrans.org.uk/our-blog/projects/2019/scotland/active-travel-champions/">https://www.sustrans.org.uk/our-blog/projects/2019/scotland/active-travel-champions/</a></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:</p>

**SILVER Travel Criteria – To receive a silver award your department must fulfil 12 or more silver criteria across at least 4 themes**

Name	What to do	How you will be assessed	Further information and resources
	<ul style="list-style-type: none"> <li>Take part in a national sustainable travel campaign (for example, the Sustrans Workplace Travel Challenge)</li> <li>Use a car sharing scheme for business travel</li> <li>Use cycle hire such as Just Eat Cycles for business travel</li> <li>Have a member of staff become a Sustrans Active Travel Champion</li> </ul>		<p><a href="https://www.ed.ac.uk/transport/cycling/facilities/ecycle">https://www.ed.ac.uk/transport/cycling/facilities/ecycle</a></p> <p>Just Eat Cycles, Edinburgh's cycle hire scheme, launched in 2018. Hire points are available at several University sites:  <a href="https://www.ed.ac.uk/transport/cycling/cycle-hire">https://www.ed.ac.uk/transport/cycling/cycle-hire</a></p> <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):  <a href="https://www.ed.ac.uk/transport/driving/car-club">https://www.ed.ac.uk/transport/driving/car-club</a></p> <p>Links to Sustainable Development Goals: 11, 13</p>
2/5 Embed sustainable business travel practices	<p>To fulfil this criterion, your department should work with the SRS Department to reduce its carbon emissions from business travel. Ideas include:</p> <ul style="list-style-type: none"> <li>Planning international travel more efficiently, to combine multiple trips</li> <li>Increasing the use of non-travel options like video conferencing</li> <li>Include option of joining all meetings (internal &amp; external) by video link</li> </ul>	<p>Upload evidence to the platform that your department worked with the SRS Department on this project in <b>2020</b>.</p>	<p>Email <a href="mailto:sion.pickering@ed.ac.uk">sion.pickering@ed.ac.uk</a> if your department is interested in collaborating with SRS on this issue.</p> <p>Links to Sustainable Development Goals: 9, 13</p>

**SILVER Travel Criteria – To receive a silver award your department must fulfil 12 or more silver criteria across at least 4 themes**

Name	What to do	How you will be assessed	Further information and resources
	<ul style="list-style-type: none"> <li>• Limit of one person from each school/department/team flying to attend an international conference</li> </ul>		
3/5 Take the train instead of flying within a 1000 mile radius	To fulfil this criterion, at least one member of staff should take a train or other low carbon travel option for a business trip to a destination within 1000 miles. A business travel flight should be replaced by a low carbon travel option e.g. train, ferry, coach.	<p>Upload evidence to the platform that your department replaced at least one business travel flight with a low carbon travel option <b>in 2020</b>.</p> <p>Evidence could include copies or screenshots of travel bookings, or emails confirming travel arrangements.</p>	<p>Email <a href="mailto:sion.pickering@ed.ac.uk">sion.pickering@ed.ac.uk</a> if your department is interested in collaborating with SRS on this issue.</p> <p>Links to Sustainable Development Goals: 9, 13</p>
4/5 Assess and improve cycling facilities	<p>To fulfil this criterion, the department should assess the cycling facilities currently in place near/within its buildings. This should include:</p> <ul style="list-style-type: none"> <li>• Identifying the number of cycle racks and secure bike storage areas available</li> <li>• Checking if shower and changing facilities are available in or near the building</li> <li>• Check if any cycling paths connect to the building</li> <li>• Check if the building or a nearby building has an emergency bike repair kit that can be accessed.</li> <li>• Also consider asking staff if they think there are suitable facilities in the building to encourage or support cycling to work.</li> </ul> <p>If you find the facilities available do not meet requirements, contact the Transport and Parking</p>	<p>Upload evidence to the platform that your department assessed and improved cycling facilities <b>in 2020</b>.</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>Links to Sustainable Development Goals: 11, 13</p>

**SILVER Travel Criteria – To receive a silver award your department must fulfil 12 or more silver criteria across at least 4 themes**

Name	What to do	How you will be assessed	Further information and resources
	<p>Office (Transport@ed.ac.uk) to discuss support to help make improvements.</p> <p>Actions do not need to be fully completed to achieve this criterion, but clear evidence of investigating cycling facility provision and contacting the Transport Office should be provided.</p>		
5/5 Got a better idea?	<p>Does your department's approach to sustainable travel go above and beyond the actions listed here? You can submit additional activities or initiatives under the 'Got a better idea?' criteria. This would count as one of the required Silver criteria.</p>	<p>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 <b>in 2020</b>.</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>Unsure whether an activity or initiative is applicable? Just ask!</p> <p>Links to Sustainable Development Goals: 11, 13</p>  

## Theme 4: Energy

BRONZE Energy Criteria – To receive a silver 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:</p> <p><a href="https://www.ed.ac.uk/sustainability/staff/advice/save-energy-at-work/use-our-energy-saving-resources">https://www.ed.ac.uk/sustainability/staff/advice/save-energy-at-work/use-our-energy-saving-resources</a></p> <p>Links to Sustainable Development Goals: 7, 12, 13</p>
2/2 Share appliances	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>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>

**SILVER Energy Criteria – To receive a silver award your department must fulfil 12 or more silver criteria across at least 4 themes**

Name	What to do	How you will be assessed	Further information and resources
1/3 Propose a Sustainable Campus Fund project	<p>To fulfil this criterion, a member of your department should submit a proposal to the Sustainable Campus Fund. Projects could include support to purchase more energy efficient equipment and lighting upgrades.</p> <p>Start by registering your interest and looking at case studies on the SRS Department website:  <a href="https://www.ed.ac.uk/sustainability/staff/funding-and-support/sustainable-campus-fund">https://www.ed.ac.uk/sustainability/staff/funding-and-support/sustainable-campus-fund</a></p>	<p>Upload evidence to the platform that your department submitted a proposal to the Sustainable Campus Fund <b>in 2020</b>.</p> <p>Acceptable evidence would be a copy of an email confirmation received from the SRS Department.</p>	<p>The Sustainable Campus Fund is an internal fund that provides financing to parties within the University for implementing energy efficiency, renewable energy, and other sustainability projects that generate cost savings. The fund is delivered by the SRS Department in partnership with Estates.</p> <p>Anyone at the University – staff and students – can propose projects for the fund. Once a project is proposed, SRS will advise and support the development of the project before submitting it to the Utilities Working Group for approval:</p> <p><a href="https://www.ed.ac.uk/sustainability/staff/funding-and-support/sustainable-campus-fund">https://www.ed.ac.uk/sustainability/staff/funding-and-support/sustainable-campus-fund</a></p> <p>Links to Sustainable Development Goals: 7, 9, 12</p> 
2/3 Run an energy saving initiative	<p>To fulfil this criterion, your department should organise an initiative, competition, campaign or activity to engage staff (and students, if you wish) in saving energy (sending emails is not sufficient). Here are some ideas:</p> <ul style="list-style-type: none"> <li>• Run a contest for people in the building to propose energy saving ideas, and take forward the winning suggestion</li> <li>• Run a monitor checking campaign where a member of staff checks that monitors are</li> </ul>	<p>Upload evidence to the platform that your department ran an energy saving initiative <b>in 2020</b>, 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>Links to Sustainable Development Goals: 7, 12, 13</p> 

**SILVER Energy Criteria – To receive a silver award your department must fulfil 12 or more silver criteria across at least 4 themes**

Name	What to do	How you will be assessed	Further information and resources				
	<p>switched off at the end of the day and gives out smiley faces/gold stars/chocolate to those who have turned their screen off.</p> <ul style="list-style-type: none"> <li>• Use an energy meter (available from SRS) to measure the energy usage of office appliances. Use the data to encourage good switch off practices.</li> </ul>						
3/3 Got a better idea?	<p>Does your department's approach to energy saving go above and beyond the actions listed here? You can submit additional activities or initiatives under the 'Got a better idea?' criteria. This would count as one of the required Silver criteria.</p>	<p>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 <b>in 2020</b>.</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>Unsure whether an activity or initiative is applicable? Just ask!</p> <p>Links to Sustainable Development Goals: 7, 9, 12, 13</p> <table border="1"> <tr> <td style="text-align: center;"> <b>7</b>  <b>AFFORDABLE AND CLEAN ENERGY</b>  </td> <td style="text-align: center;"> <b>9</b>  <b>INDUSTRY, INNOVATION AND INFRASTRUCTURE</b>  </td> </tr> <tr> <td style="text-align: center;"> <b>12</b>  <b>RESPONSIBLE CONSUMPTION AND PRODUCTION</b>  </td> <td style="text-align: center;"> <b>13</b>  <b>CLIMATE ACTION</b>  </td> </tr> </table>	<b>7</b> <b>AFFORDABLE AND CLEAN ENERGY</b> 	<b>9</b> <b>INDUSTRY, INNOVATION AND INFRASTRUCTURE</b> 	<b>12</b> <b>RESPONSIBLE CONSUMPTION AND PRODUCTION</b> 	<b>13</b> <b>CLIMATE ACTION</b> 
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<b>12</b> <b>RESPONSIBLE CONSUMPTION AND PRODUCTION</b> 	<b>13</b> <b>CLIMATE ACTION</b> 						

## Theme 5: Purchasing

BRONZE Purchasing Criteria – To receive a silver 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 <b>in 2020</b>.</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: <a href="https://www.ed.ac.uk/sustainability/what-we-do/supply-chains/initiatives/fair-trade">https://www.ed.ac.uk/sustainability/what-we-do/supply-chains/initiatives/fair-trade</a></p> <p>Links to Sustainable Development Goals: 1, 5, 8, 10, 12, 13, 17</p> 

**BRONZE Purchasing Criteria – To receive a silver 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 <b>in 2020</b>.</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 style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  <p><b>12</b> RESPONSIBLE CONSUMPTION AND PRODUCTION</p> </div> <div style="text-align: center;">  <p><b>13</b> CLIMATE ACTION</p> </div> </div>

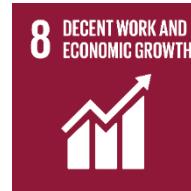
**SILVER Purchasing Criteria – To receive a silver award your department must fulfil 12 or more silver criteria across at least 4 themes**

Name	What to do	How you will be assessed	Further information and resources
1/6 Participate in the Stationery Buying Initiative	To fulfil this criterion, your department should participate in the Procurement Office's Stationery Buying Initiative: <a href="https://www.edweb.ed.ac.uk/procurement/buying/commodity-info/stationery">https://www.edweb.ed.ac.uk/procurement/buying/commodity-info/stationery</a>	Upload evidence to the platform that your department participates in the Stationery Buying Initiative.  Returning teams can select the 'use previous evidence' function to submit relevant files from previous years.	The Stationery Buying Initiative asks stationery buyers to work together to coordinate their ordering activities on a geographical basis. By placing orders at an agreed time, buyers help minimise the number of deliveries made.  The initiative is a collaboration between Office Depot and the University's Procurement Office. It aims to reduce the CO2 emissions of both organisations by cutting the number of purchase orders raised and the resulting deliveries.  For more information about the Initiative and a list of buyers in your area, see the Procurement Office website: <a href="https://www.edweb.ed.ac.uk/procurement/buying/commodity-info/stationery">https://www.edweb.ed.ac.uk/procurement/buying/commodity-info/stationery</a>  Links to Sustainable Development Goals: 12, 13
2/6 Streamline purchasing	To fulfil this criterion, you should demonstrate that purchasing is streamlined across your department, in order to reduce unnecessary orders and deliveries. This should include many of the following measures: <ul style="list-style-type: none"><li>Avoiding placing small orders (less than £30) unless absolutely necessary</li></ul>	Either upload evidence to the platform that purchasing is streamlined, 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.  Returning teams can select the 'use previous evidence' function to submit relevant files from previous years.	Links to Sustainable Development Goals: 12, 13

**SILVER Purchasing Criteria – To receive a silver award your department must fulfil 12 or more silver criteria across at least 4 themes**

Name	What to do	How you will be assessed	Further information and resources
	<ul style="list-style-type: none"> <li>• Keeping an inventory of items already in stock, to reduce duplication and over-ordering</li> <li>• Consolidating orders between teams into one larger order, to reduce duplication and deliveries</li> <li>• Ordering less frequently</li> </ul>		
3/6 Run a responsible purchasing initiative	<p>To fulfil this criterion, your department should organise an initiative, competition, campaign or activity to engage staff (and students, if you wish) in responsible purchasing practices (sending emails is not sufficient). Here are some ideas:</p> <ul style="list-style-type: none"> <li>• Run an activity during Fairtrade Fortnight</li> <li>• Organise a fair trade coffee break</li> <li>• Hold a fair trade bake sale</li> <li>• Organise an event about sustainable purchasing</li> </ul>	<p>Upload evidence to the platform that your department ran a responsible purchasing initiative <b>in 2020</b>.</p>	<p>Links to Sustainable Development Goals: 8, 10, 12, 13</p> 
4/6 Avoid purchasing through reuse	<p>To fulfil this criterion, your department should avoid at least one large-scale purchase through reuse or by sourcing secondhand items. Here are some ideas:</p> <ul style="list-style-type: none"> <li>• Source secondhand furniture from the Furniture Office</li> <li>• Reupholster or repurpose existing furniture</li> <li>• Computing Officers can claim secondhand PCs and other IT equipment on Warp It</li> </ul>	<p>Upload evidence to the platform that your department avoided at least one large-scale purchase through reuse <b>in 2020</b>, 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>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:  <a href="https://www.ed.ac.uk/sustainability/staff/advice/reduce-reuse-recycle/join-warp-it">https://www.ed.ac.uk/sustainability/staff/advice/reduce-reuse-recycle/join-warp-it</a></p> <p>Instructions for Computing Officers to list and claim IT equipment on Warp It are on the SRS Department website:</p>

**SILVER Purchasing Criteria – To receive a silver award your department must fulfil 12 or more silver criteria across at least 4 themes**

Name	What to do	How you will be assessed	Further information and resources
			<p><a href="https://www.ed.ac.uk/sustainability/staff/advice/reduce-reuse-recycle/reuse-an-old-computer">https://www.ed.ac.uk/sustainability/staff/advice/reduce-reuse-recycle/reuse-an-old-computer</a></p> <p>Links to Sustainable Development Goals: 12, 13</p>  
5/6 Include the Modern Slavery Training course in inductions	To fulfil this criterion, your department should ask new staff to complete the Modern Slavery online training course as part of their inductions. Encourage existing staff to take the training course. You should also provide evidence that at least one member of staff has completed the training.	<p>Upload evidence to the platform that new staff are asked to complete the Modern Slavery 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. Also, a screenshot of the completed course, or email confirming the training has been completed.</p>	<p>The Modern Slavery online course provides an introduction to what modern slavery is and how can we spot the risks 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:</p> <p><a href="https://www.ed.ac.uk/sustainability/staff/training/learn-about-modern-slavery">https://www.ed.ac.uk/sustainability/staff/training/learn-about-modern-slavery</a></p> <p>Links to Sustainable Development Goals: 8, 10, 16</p>   

**SILVER Purchasing Criteria – To receive a silver award your department must fulfil 12 or more silver criteria across at least 4 themes**

Name	What to do	How you will be assessed	Further information and resources
6/6 Got a better idea?	Does your department's approach to purchasing go above and beyond the actions listed here? You can submit additional activities or initiatives under the 'Got a better idea?' criteria. This would count as one of the required Silver criteria.	<p>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 <b>in 2020</b>.</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>Unsure whether an activity or initiative is applicable? Just ask!</p> <p>Links to Sustainable Development Goals: 10, 12, 13</p> 

## Theme 6: Health and Wellbeing

BRONZE Health and Wellbeing Criteria – To receive a silver 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:  <a href="https://cerebro.srs.ed.ac.uk/index.php?page=esa-resources">https://cerebro.srs.ed.ac.uk/index.php?page=esa-resources</a></p> <p>Links to Sustainable Development Goal: 3</p> 
2/3 Organise a Bring and Share lunch	To fulfil this criterion, your department should organise at least one Bring and Share Lunch with an emphasis on healthy and climate conscious food.	Upload evidence to the platform that your department organized a Bring and Share Lunch <b>in 2020</b> .	<p>Links to Sustainable Development Goals: 2, 3, 13, 14</p> 

3/3 Organise a group walk	At least one accessible walk, open to all staff members, should be organised during work hours/lunchtime.	<p>Upload evidence to the platform that your department organized a group walk <b>in 2020</b>.</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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#### SILVER Health and Wellbeing Criteria – To receive a silver award your department must fulfil 12 or more silver criteria across at least 4 themes

Name	What to do	How you will be assessed	Further information and resources
1/8 Run an initiative to promote physical activity	<p>To fulfil this criterion, your department should organise an initiative, competition, campaign or activity to engage staff (and students, if you wish) in physical activity (sending emails is not sufficient). Here are some ideas:</p> <ul style="list-style-type: none"> <li>• Run a challenge to see who can make the most journeys by walking, cycling, or other active travel methods</li> <li>• Create a walking/running/cycling route for the area around your office</li> <li>• Organise lunchtime cycle rides</li> <li>• Have walking or standing meetings</li> <li>• Provide standing desks</li> <li>• Organise a regular exercise group at lunch or after work</li> </ul>	<p>Upload evidence to the platform that your department ran an initiative to promote physical activity <b>in 2020</b>, 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>The Sport &amp; Exercise website has lots of information and ideas about how to be more physically active: <a href="https://www.ed.ac.uk/sport-exercise/keep-active">https://www.ed.ac.uk/sport-exercise/keep-active</a></p> <p>Cancer Prevention Scotland have developed a useful Healthy Meeting Checklist: <a href="https://www.cancerpreventionscotland.org.uk/healthy-meetings/">https://www.cancerpreventionscotland.org.uk/healthy-meetings/</a></p> <p>Links to Sustainable Development Goal: 3</p> 

**SILVER Health and Wellbeing Criteria – To receive a silver award your department must fulfil 12 or more silver criteria across at least 4 themes**

Name	What to do	How you will be assessed	Further information and resources
2/8 Run an initiative to promote healthy eating	To fulfil this criterion, your department should organise an initiative, competition, campaign or activity to engage staff (and students, if you wish) in healthy eating (sending emails is not sufficient). Here are some ideas: <ul style="list-style-type: none"> <li>Organise a healthy recipe exchange</li> <li>Purchase fruit or other healthy snacks</li> <li>If your department has vending machines, ensure healthy options are included</li> </ul>	Upload evidence to the platform that your department ran an initiative to promote healthy eating <b>in 2020</b> , or select 'discuss in audit'. <p>'Discuss in audit' can be used in cases where it will be easier to show the auditor your evidence in person.</p>	Healthy eating advice is available from NHS Lothian: <a href="https://www.nhsinform.scot/healthy-living/food-and-nutrition">https://www.nhsinform.scot/healthy-living/food-and-nutrition</a>  Links to Sustainable Development Goals: 2, 3  
3/8 Run an initiative to support good mental health	To fulfil this criterion, your department should organise an initiative, competition, campaign or activity which supports mental health (sending emails is not sufficient). Here are some ideas: <ul style="list-style-type: none"> <li>Have a member of the team undertake Mental Health First Aid training</li> <li>Run mindfulness courses</li> <li>Hold a discussion around Eco-anxiety and provide support resources</li> </ul>	Upload evidence to the platform that your department ran an initiative to promote mental health <b>in 2020</b> , or select 'discuss in audit'. <p>'Discuss in audit' can be used in cases where it will be easier to show the auditor your evidence in person.</p>	Advice on taking care of your mental health is available from the NHS: <a href="https://www.nhsinform.scot/healthy-living/mental-wellbeing">https://www.nhsinform.scot/healthy-living/mental-wellbeing</a>  And the mental health charity, Mind: <a href="https://www.mind.org.uk/">https://www.mind.org.uk/</a>  Links to Sustainable Development Goals: 3, 10  

**SILVER Health and Wellbeing Criteria – To receive a silver award your department must fulfil 12 or more silver criteria across at least 4 themes**

Name	What to do	How you will be assessed	Further information and resources				
4/8 Grow your own	<p>To fulfil this criterion, your department should either start or have an active growing project involving staff (and students if you wish).</p> <p>Growing projects can be indoors and/or outdoors, and could incorporate: planter boxes, raised beds, in-ground plots, fruit trees, vegetables, fruits, herbs and salad leaves.</p>	<p>Upload evidence to the platform that your department started or had an active growing project <b>in 2020</b>, 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>Links to Sustainable Development Goals: 2, 3, 13, 15</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;"> <b>2</b> ZERO HUNGER  </td> <td style="text-align: center;"> <b>3</b> GOOD HEALTH AND WELL-BEING  </td> </tr> <tr> <td style="text-align: center;"> <b>13</b> CLIMATE ACTION  </td> <td style="text-align: center;"> <b>15</b> LIFE ON LAND  </td> </tr> </table>	<b>2</b> ZERO HUNGER 	<b>3</b> GOOD HEALTH AND WELL-BEING 	<b>13</b> CLIMATE ACTION 	<b>15</b> LIFE ON LAND 
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<b>13</b> CLIMATE ACTION 	<b>15</b> LIFE ON LAND 						
5/8 Take an action to improve biodiversity in your area	<p>To fulfil this criterion, you should undertake activities which will help to improve the biodiversity of plants and/or animals in your surroundings.</p> <p>Ideas could include:</p> <ul style="list-style-type: none"> <li>• Get involved in the Hedgehog Friendly Campus campaign</li> <li>• Planting pollinator friendly plants</li> <li>• Setting up bird feeders</li> <li>• Carry out wildlife surveys to count birds/insects/RSPB Big Garden Birdwatch etc.</li> </ul>	<p>Upload evidence to the platform that your department ran a biodiversity initiative <b>in 2020</b>, 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>The Estates Department and SRS are working together to make the campus Hedgehog Friendly. Contact <a href="mailto:Rachael.Barton@ed.ac.uk">Rachael.Barton@ed.ac.uk</a> and <a href="mailto:Kristin.Mason@ed.ac.uk">Kristin.Mason@ed.ac.uk</a> if you would like to get involved.</p> <p>Links to Sustainable Development Goals: 13, 15</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;"> <b>13</b> CLIMATE ACTION  </td> <td style="text-align: center;"> <b>15</b> LIFE ON LAND  </td> </tr> </table>	<b>13</b> CLIMATE ACTION 	<b>15</b> LIFE ON LAND 		
<b>13</b> CLIMATE ACTION 	<b>15</b> LIFE ON LAND 						

**SILVER Health and Wellbeing Criteria – To receive a silver award your department must fulfil 12 or more silver criteria across at least 4 themes**

Name	What to do	How you will be assessed	Further information and resources
6/8 Got a better idea?	Does your department's approach to health and wellbeing go above and beyond the actions listed here? You can submit additional activities or initiatives under the 'Got a better idea?' criteria. This would count as one of the required Silver criteria.	<p>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 <b>in 2020</b>.</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>Unsure whether an activity or initiative is applicable? Just ask!</p> <p>Links to Sustainable Development Goals: 3, 10, 13</p>
7/8 Order climate conscious food options for catered events	<p>Commit to only ordering climate conscious food options for all catered events.</p> <p>This would involve ordering vegan and vegetarian food options, avoiding items which come packaged in plastic, and considering if the food ordered is in season and sourced locally. This commitment could be included in departmental guidelines/procedures/policies.</p>	<p>Upload evidence to the platform that your department only ordered climate conscious food options for all of its events <b>in 2020</b>.</p> <p>Evidence could include copies of catering orders, guidelines, procedures or policies.</p>	<p>The University has a Good Food Policy: <a href="https://www.ed.ac.uk/sustainability/governance-publications-reports/good-food-policy">https://www.ed.ac.uk/sustainability/governance-publications-reports/good-food-policy</a></p> <p>Find out more about ACE's Good Food Guide: <a href="https://www.accom.ed.ac.uk/for-students/our-cafes/good-food-guide/">https://www.accom.ed.ac.uk/for-students/our-cafes/good-food-guide/</a></p> <p>Links to Sustainable Development Goals: 2, 3, 12, 13, 14</p>

**SILVER Health and Wellbeing Criteria – To receive a silver award your department must fulfil 12 or more silver criteria across at least 4 themes**

Name	What to do	How you will be assessed	Further information and resources
8/8 Switch the milk in your workplace to either plant-based alternatives or glass bottles	<p>To fulfil this criterion, you should switch the milk in your workplace from dairy to a plant-based alternative (with lower carbon footprint). Options could include oat, soya, coconut milk etc. If milk is not provided by the department, a group of staff members could make the change collectively. Consider running a plant-based milk tasting session to try out alternatives, find preferences and develop support for the change.</p> <p>Alternatively swap from buying milk in plastic bottles to getting milk in glass bottles, to reduce plastic waste. SRS sources milk in glass bottles from McQueen's dairy, which is set up as an approved University supplier.</p>	<p>Upload evidence to the platform that your department ordered plant-based milk or milk in glass bottles <b>in 2020</b>.</p> <p>Evidence could include copies of invoices, guidelines, procedures, or photos.</p>	<p>Links to Sustainable Development Goals: 2, 3, 12, 13</p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  <p><b>2</b> ZERO HUNGER</p> </div> <div style="text-align: center;">  <p><b>3</b> GOOD HEALTH AND WELL-BEING</p> </div> <div style="text-align: center;">  <p><b>12</b> RESPONSIBLE CONSUMPTION AND PRODUCTION</p> </div> <div style="text-align: center;">  <p><b>13</b> CLIMATE ACTION</p> </div> </div>