



Working from Home Awards

Participants' Guide 2020/2021

Introduction

Welcome to the Working from Home Awards!

With many staff across the University continuing to work remotely, we have expanded the Sustainability Awards to include a framework designed especially for home working.

This new element is an optional opportunity for individuals, groups and Awards teams to continue to take meaningful action towards sustainability. It sits alongside the Office and Lab Awards, and offers a way for staff and students to keep momentum in their sustainability journey, in a structured and supported format.

Whether you are entirely working from home, or are partially working on site, we invite you to take part in this accessible Award, and continue to make a positive impact.

If you would like to discuss the Working from Home Awards further, or have any questions, please contact Rachael.Barton@ed.ac.uk.

SDGs

As with the Office and Lab Awards, all of the criteria and actions in this framework contribute to at least one of the UN [Sustainable Development Goals](#) (SDGs). The SDGs aim to end all forms of poverty, fight inequalities and tackle climate change, while ensuring that no one is left behind.

Beside each action you will find a link to take you to more information about that SDG.

How to take part

We understand that many in the University community continue to face various challenges in their work and studies, but still want to make a positive difference.

We want the Working from Home (WfH) Awards to be as accessible as possible, with the focus on taking action in an effective and flexible way.

To take part in the WfH Awards, simply:

1. Choose 10 or more actions from the list below
2. Carry your actions out
3. Then fill in this simple [checklist form](#) to tell us what you did
4. Tag us on social media to share photos, stories and updates of your progress!

Twitter: [@edsust](#) | Facebook: [EdinburghSustainability](#) | Instagram: [@uoe_sustainability](#)

Once you have completed the online form, we will review your submission and get in touch to confirm your achievement. All successful participants will receive a certificate documenting your Award, and will be highlighted for recognition at our 2021 Awards Celebration.

Timeline

There is no fixed timeline for the Awards this year, and so you can complete the WfH at your own pace. We would recommend trying to complete your actions within a 6 month period, and if you want to be recognised at the 2021 Awards Celebration, complete by the end of March 2021.

Note – actions must have been carried out during the 2020 or 2021 calendar years (not restricted to the academic year).



Ready to do even more?

Once you have completed the Working from Home Awards, there are a wide range of further activities, projects and training courses you can get involved in.

Consider:

- Joining the [Office and Lab Awards](#)
- Joining the [Sustainability Champions Network](#) – open to both staff and students
- Taking a [training course](#) – such as Be Sustainable Advanced, or Carbon Literacy training
- Attending an [event](#)

Working from Home actions and criteria

Choose 10 or more of the following 27 actions to complete.

Theme	Action	Links to Sustainable Development Goal
Communications & Engagement	Take an online training course e.g. Be Sustainable Advance, Carbon Literacy, Modern Slavery	  
	Write a case study for SRS on previous projects	
	Join the Sustainability Champions Network	
	Attend SRS hosted online events	
	Calculate your personal carbon footprint (using the WWF tool)	
	Watch an environmental/social justice documentary	
	Volunteer – you can use the special leave policy to take 1 day of leave per year to volunteer	 
	Set up or maintain an online Sustainability notice board, sharing ideas and news with colleagues	
	Set up an office Green Team or Sustainability committee for the department	

	Run a group charity/fundraising activity (Covid-safe)	
Resource Efficiency	Carry out comprehensive recycling of all paper, plastic, glass, metal and other materials	
	Take steps to reduce food waste	
	Reduce use of single-use plastic e.g. food wrappers	
Travel	Give cycling a go, and consider for future journeys e.g. take a bike maintenance class, hire a bike, swap a journey to travelling by bike instead of your usual method	
Energy	Turn off all electronic items when not in use, including at the end of the day and lunchtimes e.g. lights, monitors, computers/devices	
	Only heat the room you (+ any other members of the household) use during the day	
	Think of an idea for the SCF - draft a proposal, get departmental approval, submit application	
Purchasing	Buy fair trade tea, coffee, sugar, hot chocolate for your breaks – from Fairtrade certified at supermarkets to specialist coffee delivery services	
	Buy more sustainable options for any necessary work items	

Health & Wellbeing	Include regular movement into your working day - stretching, going for a walk, screen breaks Sport & Exercise have advice on staying active at home	
	Set up a remote walking group	
	Try more plant-based food options e.g. plant milk, vegan lunches	
	Share healthy recipe ideas	
	Take part in mental wellbeing focused activities e.g. events/courses from the Chaplaincy	
	Share resources and ideas for maintaining health and mental wellbeing	
	Grow something - plants, herbs, vegetables	
	Improve biodiversity where you live	