Green Impact Remote Working Criteria 2022
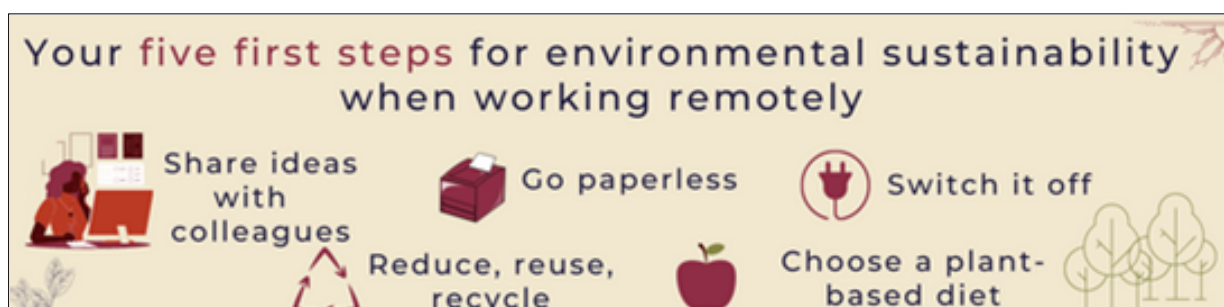
Contents

Introduction

This document contains a table of Green Impact workbook actions which teams can focus on while working from home. This is designed to help teams continue with progress despite many of us not being present in our buildings. One of the workbook's strengths is that it is very flexible and therefore there is a bulk of work that can be contributed to remotely. **In fact, over 40% of the workbook can be progressed while working remotely!**

All the information from this table has been taken from the official Green Impact workbook available to teams on the online portal found here: https://www.greenimpact.org.uk/oxford. The criteria mentioned in this document are categorised by workbook tab, therefore not all criteria will be relevant to all teams.

The workbook has a tab dedicated to Working from Home. Completing all the actions in this tab will gain you 30 points, but its value goes further. It will allow you to maintain a continuous discussion with your team, support ongoing behaviour change in your personal life as well as in your professional environment. We welcome any ideas and initiatives beyond those mentioned in the workbook.

We welcome any questions or concerns about these highlighted criteria.

Please contact us on sustainability@admin.ox.ac.uk or follow us on social media for events and news @OxfordEnvSust

Tab	Reference ID	Criteria	Comments/Suggestions/Resources
Start here	STH001	Announce your Green Impact team and invite others to join.	Via email to your building
	STH002	Set up an initial meeting to introduce the members of the team and discuss your ideas for Green Impact this year. Publicise the meeting to the wider department so that any interested staff have the opportunity to join the meeting and be part of your team.	On Teams
	STH003	Reach out to the relevant key people in your department. Introduce yourself to your local Comms team and ask them to share your activities and issues on local comms channels such as staff and students newsletter.	Via email
	STH004	Reach out to the relevant key people in your department. Introduce yourself to the Building Manager and invite them to collaborate with you on Green Impact actions.	Via email
	STH005	As a team, identify and list the top 3 or 5 Environmental impacts of your team/department.	On Teams
	STH008	The team has set printing from printers or photocopiers to be [duplex] and black and white by default (e.g. through setting these preferences as default in device settings).	You may be able to do this from home remotely. Otherwise raise awareness about this to your colleagues using printers at home.
	STH009	The team has set up their own WARP-IT account, and has raised awareness of WARP-IT to their colleagues in the wider department/building to encourage other staff to purchase and list items on the site.	Access WARP-it here: https://www.warp-it.co.uk/company/oxforduniversity Access the WARP-it leaflet here: https://sustainability.admin.ox.ac.uk/files/warpitleafletpdf
	STH010	The team has displayed or shared the University's Environmental Sustainability Strategy poster or statement. How you choose to display or share this is up to your team – as suitable for your Green Impact area.	Share to your team remotely or choose to share some social media or comms on the Strategy. Access the full strategy document Access the poster here.

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Our strategic priorities	OSP001	Conduct an energy review or your site/building.	You may be able to start this remotely. Identify some key energy usages you would like to look into. You might be able to estimate the energy consumption of equipment. The Environmental Sustainability team has templates to help.
	OSP002	Review energy data and Key Performance Data (KPIs) for your site/building.	Collate energy data for your site and undertake some analysis to identify areas where energy might be able to be reduced. The University currently uses Systems Link, a utility management program which collates utility data for all buildings on the Functional Estate.
	OSP003	Reach out to your Building Manager to access your building's data and cooperate with them on certain actions.	Via email.
	OSP004	A practical action has been taken to reduce energy consumption.	Come up with some suggestions of what can be done to complete this action when back in the office.
	OSP008	The department has invited all staff and students (if appropriate) to feedback ideas for saving energy within the last 12 months AND has implemented at least one of the ideas and/or investigated its feasibility.	Via email, newsletter or survey to your colleagues to gain feedback ideas. Discussions over which ones can be implemented when back in the office can be had.
	OSP010	Reach out to your Building Manager to see if your team can get support from the University's carbon team and Fund to: • Manage your Building Management Systems (BMS) more effectively • Consult the Sustainability team on appropriate infrastructure instalment and maintenance • Apply to the funding for investments on energy saving infrastructure.	Reach out to your building manager via email or Teams call. Read more about the Carbon Fund: https://sustainability.admin.ox.ac.uk /funding

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	OSP012	Promote 'Citizen Science' by taking part in a survey or project, and promoting it to your wider team or department.	This could be an online project such as https://www.zooniverse.org/ or https://www.mammalweb.org/index.php/en/project-list
	OSP014	With your building manager, review the use of pesticide and other similar controls in your building area. Discuss alternatives that are less damaging to the environment.	Via email or Teams call.
	OSP019	Conduct a waste review.	Make use of the waste data you are able to access. For departments and some colleges you will receive monthly waste data reports from Select Environmental Services. Data available from other suppliers will vary, work with what you have available. Waste hierarchy
	OSP021	Reach out to your building manager to discuss waste disposal, recycling rates and the associated carbon footprint. This can be done for the year in comparison to previous years, quarterly, etc.	Waste audit template Discuss goals for the future.
	OSP030	Eliminate the use of single use plastic water bottles at meetings and events.	Discuss and make a decision with your building manager and caterers.
	OSP031	Engage the people who are responsible for purchasing to assess feasible changes to more sustainable products. Apply life cycle considerations to purchasing decisions.	Via email or Teams call.
	OSP033	The team has made a 'Veggie Pledge' and encouraged staff and/or students to take part.	Raise awareness for the pledge via email or during a team meeting. Share recipes and encourage staff and students to get involved using a newsletter or social media. Make the Pledge poster Make veg a star poster Sustainable food policy

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	OSP034	Take part in sustainable food initiatives of the University.	Its sustainable food month in January and Fairtrade Fortnight in February. Take part virtually by organising virtual tea and cake events or fairtrade coffee mornings with food-related games. Rainforest Alliance poster
	OP046	Introduce the relevant team in your department to the business travel toolkit.	https://travel.admin.ox.ac.uk/files/business-travel-toolkit-2020.pdf

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Engagement	EG001	Offer an internal survey on a sustainability topic to assess awareness of the topic among staff as well as willingness to participate/change behaviour.	Suggested example survey
	EG002	Work collaboratively with another team.	Engage with another team to hold a virtual event or discuss challenges or ideas of your Green Impact experience with each other
	EG004	Participate in SOS-UK activities such as webinars and trainings.	Events are advertised in the Green Impact Teams channel and on social media channels.
	EG006	Mentor a new team and support them with their meetings, help them identify areas they could improve or share resources.	We've had 12 new Green Impact start this academic year. If your team is more established, you could mentor another team over Teams.
	EG010	Embed sustainability into your department's or college's existing welcome pack, staff or student handbook or even a training or introductory session.	Speak with your administrators and HR team to help embed these messages into your welcome packs. Embedding sustainability 1 Embedding sustainability 2
	EG014	Embed sustainability in Job Descriptions and/or contracts and leases.	HR engagement guide

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Colleges	CT001	The college has promoted the University's Environmental Sustainability goals of reaching net zero carbon and biodiversity net gain by 2035 to staff and students.	Share in newsletters, welcome packs, or social media.
	CT002	The college has set its own 'Carbon Target'.	Presentation
	CT003	The college measures its carbon emissions.	Presentation
	CT005	The college has divested all endowment funds from investment portfolios which fund fossil fuel extraction, and/or have passed policy to do so within the next 3 years.	Discuss via Teams.
	CT006	The college has a sustainability committee, made up of both staff and students, who have met at least 3 times this academic year.	Ensure that future meetings are booked into the diary as part of the agenda of the current meeting. Encourage new staff and students via social media, E&E officers and newsletters.
	CT009	The college has identified, ranked and documented what it believes are its five most significant negative environmental impacts. It has also made a list of its positive impacts upon the environment.	These have been publicised to staff on Teams channels, newsletter or internal forums.
	CT011	All new staff are formally inducted on relevant environmental issues within their role.	HR engagement guide
	CT013	If the college, JCR or MCR (or equivalent) conducts any student satisfaction surveys, these include at least one specific question regarding student attitudes and opinions towards collegiate sustainability.	Example survey
	CT015	The college has an Environment or Sustainability section or page on its public facing and internal facing website.	
	CT016	The college has used its existing social media platforms such as Facebook, blogs, Twitter, Instagram etc. to raise the profile of sustainable actions across the college.	

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	CT017	The college has invited all of its staff and students to feedback ideas for saving energy within the last 12 months.	Gather feedback and decide which actions to take when return to college.
	CT018	The college has provided information to its staff and students on at least five actions they can take to save energy within the last 6 months.	Decide on the best actions and have correspondence, posters and social media content ready for publication to students when appropriate.
	CT024	The college procures at least 50% of its energy from a green energy tariff.	
	CT025	The college has a policy to replace high energy bulbs with LED or compact fluorescent bulbs.	This procurement decision can be made remotely.
	CT043	The catering outlet offers jugs of tap water as the first option when providing outside catering for meetings or events.	Discuss this decision remotely.
	CT046	The college informs all its staff and students where their nearest cycle parking and shower facilities are on an annual basis.	Prepare informative comms on this topic remotely so it is ready to publish when appropriate.
	CT047	The college proactively advises the majority of external visitors how they can get to meetings and other events via public transport, walking, cycling or car sharing.	Prepare informative comms on this topic remotely so it is ready to publish when appropriate.
	CT051	The college promotes the Personalised Travel Planning (PTP) Service to staff as part of their induction.	Discuss including this within induction packs.
	CT053	The college has reviewed its parking provision, including the allocation and use of parking charges.	Make decisions about future parking provisions.
	CT054	The college has created a tree replacement policy, which states that whenever a tree has to be removed on campus it will be replaced by another, and had it formally approved by the college's manager.	This policy can be discussed remotely.
	CT058	The college has created a native tree planting policy where all or a significant proportion of new trees are native to this country.	This policy can be discussed remotely.
	CT060	The college has reviewed its pesticide usage policy and	This policy can be discussed remotely.

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		identified an action plan for reducing the amount of pesticides used and/or changed to using more environmentally friendly alternatives.	

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Working from home	WFH001	Run your own environmentally-themed activity online for staff. Try to reach out for members of your department that are not involved regularly and might be interested.	For example; Meat-free Monday Quiz or watch a short documentary. For some film inspiration: We are Explorers Banff Film Festival Environmental Film Festival
	WFH002	Initiate activities that will improve the environment from your home.	Improve your garden or indoor by adding edible plants or plants that assist in enhancing biodiversity, such as insect attractions, bird feeders, wildlife pond, pile of stones or dry wood etc. Do a small local clean-up or litter pick. Make sure to protect yourself while doing so. Support a local environmental initiative or campaign.
	WFH003	Improve your environmental practices and behaviour.	For example: Go paperless including bank statements, utility bills and receipts. Put a 'no junk mail' sign on your door. Follow the recycling instructions in your area. Learn what are the energy and water-saving measures that you can adopt and adjust accordingly. Shop locally and support small businesses. Use rechargeable batteries. Start composting! Make your own homemade cleaners that are kinder to the environment.
	WFH004	Improve your food habits to support the environment and your health. Include your household in a positive way.	Try new recipes. Vegetarian, vegan, seasonal, healthier. Feeling ambitious? Try Challenge 22 for 22 days of vegan experience. Prevent food waste. Learn skills and adopt habits that will help you reduce food waste in your kitchen.
	WFH005	Reach out to your immediate community by supporting local initiatives and helping those in need.	Donate some items to Oxford food bank. Reach out to support your neighbours or to find local groups supporting vulnerable community members. For example, join local COVID-19 Mutual Aid UK group. Oxford Hub is leading the Oxford Together campaign, assisting people to connect to their immediate community, receive and offer help.

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	WFH006	Contact your friends and colleagues to share what you are doing and recruit them to follow your Green Impact work, the University's activities for environmental sustainability and to participate.	Write an email to send to your contacts, offer an item to your department's newsletter or create social media posts. Share why environmental sustainability issues are important to you and ask people to join your team.