

## CBS PRME Sustainability Policy

As can be seen in institutions and organizations across the globe, increasingly greater emphasis is being placed on sustainability as a call to action resulting from global challenges such as climate change. Inspired into action by the sustainability policy by the Department of Organization, CBS PRME has developed a pilot sustainability strategy to be launched Spring 2020. This policy will be reviewed in 2021 with a view to establishing best practices that may serve as inspiration for other departments looking to develop sustainability strategies.

### **Travel and accommodation**

The initiatives below are designed to directly impact SDG 13 (Climate Action) and in point 6 which covers accommodation, this also includes SDG 11 (Sustainable Cities and Communities).

1. PRME employees will take into consideration travel distance/CO<sup>2</sup> footprint when traveling to meetings, conferences etc.
  - a. Calculate and record CO<sup>2</sup> emission generated by travel to and from international destinations
  - b. Prioritize low CO<sup>2</sup> emission travel over low airfare
  - c. Use the ClimateCare <https://climatecare.org/calculator/> AND Atmosfair <https://www.atmosfair.de/en/> CO<sup>2</sup> calculators for offsetting the carbon footprint of unavoidable flights: Remember to record your travel Co2 impact in the excel sheet in Teams – CBS PRME office – Strategy documents.
2. PRME will not subsidize flights to destinations that can be reached within 8 hours by alternative green options unless clear documentation is provided as to why a flight is the only option
3. Participation in conferences will be attended by only one person unless clear argumentation can be provided for exemption.
4. Accommodation in hotels for both guests and CBS PRME employees should, \*where feasible, be:
  - 1) Located as close to the conference, meeting, event etc. in order to reduce one's CO<sup>2</sup> footprint that would be incurred by transportation
  - 2) Guests to CBS PRME will be encouraged to stay at a hotel with a proven sustainability profile and policy. PRME should inform guests of our policy and hence rational for hotel selection
  - 3) CBS PRME employees will also be required, \*\*where possible, to stay in accommodation with a sustainability profile and policy

\*Accommodation should be within a realistic distance from the conference/meeting/event etc.  
\*\*Accommodation should come within the price limitations set by the individual university.

### **Guests to CBS PRME**

5. Guests to CBS PRME will be provided with bicycles for the duration of their stay
6. All guests will be given PRME glass water bottles.

7. All guests will be encouraged to follow our sustainability initiatives while visiting CBS.

#### **Physical PRME Office and promotion of SDGs 11,12,13 and 15**

8. Issuing all CBS PRME employees with refillable glass bottles to discourage against the purchasing of plastic bottle water.
9. Ensure that paper is sorted from other waste by making available recycling boxes at every desk and disposing of the paper on a regular basis at the paper depots provided by CBS.
10. Sort plastic and place it in the bins provided in our office by CBS. These will be collected and emptied by CBS Service Management on request.
11. Prizes, gifts and awards purchased by CBS PRME should take into take consideration sustainability and sustainable action where possible. This could be in the form of tree certificates or glass bottles to encourage against the purchasing of plastic bottled water
12. Issuing all employees with suitable containers for food collection after events, celebrations etc. to reduce food waste and encourage others by “walking the talk”.
13. All team building activities must support sustainability and sustainability actions such as visit to the Bybi organization (bee conservation activities) and the like.

#### **Catering and events and promotion of SDGs**

When hosting events or ordering catering, CBS PRME will:

14. Order only pescatarian, vegetarian and/or vegan food.
15. Order water in jugs with glasses for participants (limiting the use of plastic)
16. Only order sustainable coffee/teacups and water should be provided in jugs and glasses only. If in circumstances where there is no other alternative, plastic bottles are used, our caterers will have to provide bins for plastic bottle collection and recycling.
17. Work with caterers to reduce waste and one-time use items to more sustainable choices e.g. salt and pepper grinders and bowls filled with sugar rather than individual sachets, wooden cutlery to replace plastic etc.
18. Purchase 2Go boxes for participants to encourage people to fill up the boxes at the end of an event and thereby reduce food waste.
19. When hosting large events, give consideration to leftover food e.g. giving this to local homeless shelters and other such organisations.