



# Sustainability Protocol – 2020 draft

This protocol is based on agreed University policies, all of which are linked at the bottom of this document. It is expected that tenants of the University adhere to the stated principles and take a sustainable approach to all activities within this venue.

Please provide requested documents and completed checklist to the Department for Social Responsibility and Sustainability by 31 May 2020 to ensure that your organisation will be allowed onsite for the Festival period. We will organise meetings in spring and autumn to evaluate support and progress on sustainability initiatives.

## 1. Emissions and resource use

The University is committed to become a [zero carbon University by 2040](#). We are dedicated to reducing energy consumption, enhancing the use of renewable energy, and identifying new ways to cut direct and indirect emissions. Tenants should actively contribute towards these goals by reducing energy consumption, lowering use of resources, and reducing greenhouse gas emissions.

This includes (but is not limited to) reducing water, electricity, and heat/gas consumption on University premises. We ask that tenants coordinate delivery schedules to minimise the need for vehicle deliveries, utilize electric or active transport wherever possible, and encourage performing companies to travel sustainably. During festival time, we require that tenants turn off all non-emergency outdoor lighting during daylight hours, unless weather conditions make lighting necessary. We ask that tenants refrain from using outdoor heaters, given that they are both inefficient and energy-intensive, and recommend instead that tenants explore alternative heating options (such as blankets). Diesel powered generators should never be used on University property, even as a back-up.

Tenants must have an environmental policy in place that demonstrably conforms to this protocol, and will provide this policy to the University. We ask that this policy includes stated targets for improving your organisation's environmental impact, carbon reduction targets, compliance with current environmental legislation, and commitment to training employees on environmental issues. [The Department for Social Responsibility and Sustainability](#) can provide assistance on this if needed. To accomplish these goals, we encourage utilising progress reports to track improvements to your environmental impact. We require tenants to publicly promote this policy, as the University has received increasing requests for clarification of tenant environmental practices.

## 2. Waste reduction and the circular economy

The University has set targets to become zero waste and phase out non-recyclable plastics by 2030. In line with this goal, we ask tenants to reduce waste generation, increase recycling and diversion from landfill, and track recycling rates. Following the waste hierarchy, this includes reusing items wherever possible and utilising recycled content. During Festival get-out, we ask that tenants utilise reuse and recycling initiatives; we have provided a set of recommended reuse and recycling schemes at the bottom of this document. A separate Waste Protocol outlines specific instructions regarding waste generation and disposal.

We have previously identified issues related to communication of waste practices in many venues, including bar staff providing incorrect recycling information and instructions. Following discussion with Festival tenants, it has been agreed that all organisations will follow University waste signage colours (further details are provided in the Waste Protocol). We require that employees at all levels of your organisation are trained on the waste and recycling practices within your venue and are prepared to accurately answer questions about Festival waste streams. Lastly, if using 'compostable' items, we require signage clearly designating this and providing information on disposal and end-of-life treatment.

To promote a [circular economy](#) in the Festival, we ask that tenants accept reusable containers for food or drink in place of single-use whenever possible. This includes accepting approved reusable cups, accepting back a single-use cup for further use, and accepting personal takeaway containers. In line with the Scottish Government's [proposed single-use cup charge](#), we recommend that tenants charge a fee for any single-use cups. It is likely that reusable cup scheme(s) will be in place for the 2020 Festival, which the University will support, and more information will be provided as it becomes available. We ask that tenants support reusable cup schemes as possible, including signage encouraging reuse at bars, and consider extending the single-use charge to food containers as well.

One of the most visible and contentious forms of waste in the Fringe is promotional flyers. We ask that tenants update their flyering guidance to suggest taking a photo rather than a flyer, and to encourage sustainable flyering through significantly reduced print runs and sourcing from recycled paper. Please also consider banning non-recyclable flyers, such as those printed on glossy paper. The organisation Staging Change offers [further information on sustainable flyering](#).

### 3. Fair working practices

The University is committed to treating all individuals with dignity and respect, promoting equality and diversity, and respecting human rights through all our operations. To ensure fair, ethical, and legally compliant employment practices within University grounds, we ask that the same standards are upheld by our tenants. To achieve this, we request that tenants train staff on equality and diversity, ensure that employees are not subject to discrimination during recruitment or employment, and provide a feedback and complaints procedure to your staff.

The University is accredited as a Living Wage employer. This currently extends to regular contractors and University employees, and we encourage tenants to uphold this commitment and also pay their employees the real Living Wage as defined by the Living Wage Foundation (currently £9 per hour).

### 4. Ethical and sustainable procurement

When buying through University purchasing systems and contracted suppliers, the University has committed that environmental and social issues have been taken into account. We ask that our tenants uphold this commitment and ensure ethical procurement practices by sourcing from fair and ethical supply chains. This includes: sourcing products which are eco-labelled or certified sustainable, organic, from supply chains where workers are paid a living wage, from producers actively working to reduce environmental impact, and considering the circular economy potential of products whenever possible. In particular, we ask that common festival items such as t-shirts are fairly traded, such as those certified by the Fairtrade Foundation. We ask that tenants uphold the University's zero-tolerance approach to slavery and human trafficking in all its forms, referring to the Modern Slavery Helpline for information and guidance if needed.

## 5. Community engagement

In order to strengthen our relationship with local communities and the city of Edinburgh, the University has committed to working in partnership with communities to promote health, sustainable economic growth, cultural understanding and social wellbeing. In line with these commitments we ask that tenants consider the impact on local communities at an early stage of their planning process. When possible, plan to work with local communities to maximise possible positive impacts (such as employment opportunities) and mitigate negative impacts.

For new venues or structures, we require that tenants consult the local community, at the very least alerting any buildings bordering the new venue and providing contact information for issues that might arise. We ask that tenants engage with local and disadvantaged communities, such as through the Fringe Society Children and Young People scheme ([link needed](#)) and participation in the [Venue Access Award](#). We encourage tenants to take further steps to engage with local communities; for more information or guidance please contact [Edinburgh Local](#).

## 6. Biodiversity

We ask tenants to consider biodiversity in their actions and encourage having a stated biodiversity plan for use of University venues. Please particularly consider the impact of temporary structures and footfall on existing green areas and local nature. Tenants are asked to ensure existing green areas are reinstated to their original condition post Festival.

## 7. Sustainability checklists

To ensure compliance with the sustainability protocol, please complete the following checklists and return them to the Department for Social Responsibility and Sustainability.

### Required:

	Environmental policy provided before 31 May 2020 (send to <a href="mailto:Kerry.Cheek@ed.ac.uk">Kerry.Cheek@ed.ac.uk</a> )
	Environmental policy promoted publicly, such as through your website
	All employees will be trained on waste and recycling practices and prepared to accurately answer questions about venue waste streams
	Waste signage complies with University colours
	Outdoor lighting will be turned off during daylight hours
	Diesel-powered generators will not be used on University property
	If using compostable items, there will be signage designating correct disposal routes
	If running a new venue, the local community will be consulted
	Completed checklists provided before 31 May 2020 (send to <a href="mailto:Kerry.Cheek@ed.ac.uk">Kerry.Cheek@ed.ac.uk</a> )

### Recommended:

	Delivery schedules will be coordinated to minimise transport emissions
	Electric and/or active transport will be encouraged
	Outdoor heaters will not be used, and alternative heating options will be explored
	Environmental policy will include stated reduction targets and will utilise progress reports
	Reuse and recycled content will be utilised in venue design
	Reuse and recycling initiatives will be utilised during Festival get-out
	Approved reusable cups and food containers will be accepted
	A single-use charge will be applied to cups and/or food packaging
	Flyering guidance updated to reflect sustainable suggestions
	Staff will be trained on equality and diversity and a feedback procedure is provided
	Employees will be paid the real Living Wage as defined by the Living Wage Foundation
	Ethical procurement practices will be ensured by sourcing from fair/ethical supply chains
	Engage with local communities to maximise positive impacts
	Biodiversity has been considered, including a stated biodiversity plan for venue use

## 8. References

- [University of Edinburgh Climate Strategy](#)
- [University of Edinburgh Community Engagement Strategy](#)
- [University of Edinburgh Fair Working Practices and Living Wage Guide](#)
- [University of Edinburgh Good Food Policy](#)
- [University of Edinburgh Human Resources Strategy](#)
- [University of Edinburgh Modern Slavery Statement 2017/18](#)
- [University of Edinburgh Procurement Strategy 2018](#)
- [University of Edinburgh Strategic Plan](#)
- [University of Edinburgh Waste Strategy](#)
- [United Nations - Sustainable Development Goals](#)
- [Unseen UK – Modern Slavery Helpline](#)