Green Campus Action Programme

(August 2023)
Green Campus Action Programme

Measures already in place ✔

Sustainable procurement guidelines

Carbon-neutral energy supply. The Hertie School has been using green electricity since 2010.

Sustainable office supplies. The Hertie School orders paper and office supplies from a company that has implemented the concept of sustainability holistically in all its operations and products.

Service Providers. The post is sent via a company that is 100% CO2-neutral and certified as an environmentally conscious company. Our laundry uses ecological and energy-efficient technologies and delivers by bicycle. It also employs people from socially disadvantaged groups.

Fairly-produced, organic, recycled and eco-friendly products. Wherever possible, we purchase recycled and/or recyclable materials and fairly-produced items that are cost-effective and of good quality.

Digitalisation of paper-based processes. In 2019, the Hertie School converted its invoice release system to a digital format. This not only simplifies the work processes but also reduces our paper use.

Climate neutral print services provider for all brochures. Our brochures and reports are printed on recycled paper by a printing company certified as climate neutral. Our printer’s paper range is Cradle to Cradle Certified®, provided by Arctic Paper Munkedals which is the first paper mill in the world to have completed this certification.

Recycling boxes for paper, batteries and light bulbs. There are recycling boxes for paper and bins for residual waste in all offices at the Hertie School. We also collect empty batteries and light bulbs and ensure proper disposal. In the cafeteria there are several bins so that plastic can also be disposed of properly.

Sustainable mobility guidelines.

Offset travel-related CO2 emissions. Test phase offset scheme has been approved and is being implemented.

Public transport tickets. The Hertie School offers an annual local transport ticket as a tax-free supplement to all staff members with contractual working time of at least 20 hours/week. Students receive the Berlin semester ticket for public transport.

Additional bike racks & bike repair set. Additional racks have been set up in the underground parking lot, a bike repair set and tyre pump can be borrowed at Central Office.

Bike leasing. The Hertie School has initiated two leasing programmes for bicycles for employees with long-term contracts. Compared to buying a bike individually, employees can save up to 40%. The Hertie School covers the compulsory insurance and the cost of a service package.
Sustainable food and events Guidelines.

Water and beverages. Water dispensers are available in all kitchens & the cafeteria, as well as fair-trade and organic espresso beans and filter coffee. Plant-based milk is offered alongside organic milk.

Reusable dishes. Crockery and cutlery, including glass carafes to use the water dispensers, are available in the kitchens on all floors. The cafeteria operates with reusable dishes, glasses and cups for most of their meals, snacks and drinks.

Green library Guidelines.

E-first-policy. Whenever possible and financially reasonable the library purchases e-resources instead of print books.

Green Library Networks. The Hertie School is now a member of the International Federation of Library Associations (IFLA) and Green Library Network. The Hertie Library also joined the IFLA Environment, Sustainability and Libraries Section (ENSULIB) which is promoting the idea of the "green library movement" and aims at inspiring librarians and their communities into a more environmentally sustainable way of action.

Book collection on Sustainability. The Library has set up a book collection on Sustainability issues to accompany the launch of the Centre for Sustainability in 2021. The collection will be expanded and updated.

Video-conferencing equipment. A meeting room and the forum have been equipped with high quality video-conferencing devices allowing to bring in virtually participants, thus avoiding travel and travel related emissions.
Green Campus Action Programme

Measures already in place ✔

Family Friendly University. The Hertie School has been as an “audit family-friendly university” by the initiative “berufundfamilie Service GmbH” since 2008 certified and applied for an extension of certification. The certificate confirms the university’s dedication to being a family-friendly organisation for students and employees. The certificate has been awarded again in 2021.

Diversity charter. The Hertie School has signed the Diversity Charter (Charta der Vielfalt e. V.), a corporate initiative supported by the German government to promote diversity in companies and institutions.

Onboarding and Offboarding processes. The Hertie School has introduced comprehensive and structured onboarding processes for new employees and offboarding processes for those who leave the School.

Holiday activities and childcare. The Hertie School is partnering with an organisation that offers holiday activities for children aged 5-13, with special discounts for staff. In addition, a series of free digital events for children aged 4-14 is being offered to support parents affected by the school and nursery closures during the pandemic.

BV Mobile work. An agreement on mobile work was signed in August 2021.

Hertie Students run different clubs related to Sustainability and organise or take part in various activities

- Sustainability Club has been set up in Fall 2021. Focus on sustainable finance, discussion with the Hertie Foundation, organised sustainable finance event; active engagement in the Green Campus Committee and some of it’s working groups
- publish articles on issues related to sustainability, the environment, the climate crisis or energy (Governance Post),
- organise discussions of topics related to sustainability

As part of a seminar, students developed nudging methods and tested them at the Hertie School. This permanently reduced the use of paper towels in the toilets.
Green Campus Action Programme 2022/2023
Ongoing implementation (August 2023)

**Carbon Footprint | Consultancy**
1. CCF Calculation Services – new service provider
2. Develop pathways towards climate neutrality
3. Develop a sustainability strategy for the Hertie School

**Procurement, waste management, building, energy**
4. Establish & popularize a waste prevention and recycling concept
5. Assure climate friendly arrangements in the RKF
6. Re-greening of the roof terrace F180
7. Consider new room use utilization
8. Establish a sustainable mobility strategy including mobility guidelines
9. Establish a coherent system to retrace/record travel activities
10. Collect data on modal split
11. Offset travel-related CO2 emissions
12. Request additional bike racks
13. Set up a repair station for bikes & a tyre pump in the car park
14. Provide a Cargo bike as well 2-3 bikes to borrow for the Community
15. Explore options for flexible bike sharing solutions for all staff members
16. Develop regulatory and financial incentives for environmentally friendly travel

**Food | events**
17. Initiative for a "zero waste cafeteria"
18. Equip more seminar rooms with video-conferencing devices
19. Expand and update book collection for the topic of sustainability

**Library**

**Mobility**

**Employment relations**
20. Mental Health survey and workshops
21. Agree with works council on company agreement Hertie School for remote work
22. Further develop international onboarding process

**Participation**
23. Establish a communication strategy on sustainability issues
24. Offer info session on sustainability during Welcome Week
25. Prepare simple instructions about appropriate usage of water, heating and energy
26. Integrate the sustainability aspect into the general HSR funding evaluation process
27. Join national and international university networks on sustainability
### Green Campus Action Programme: Ongoing implementation

**Action Area** | **Measure** | **Achieved** | **Next Steps** | **Completion**
--- | --- | --- | --- | ---
1 | CCF Calculation | • Data Collection 2019  
• Data estimation 2019  
• Carbon Footprint Calculation 2019  
• Data collection for 2020/2021/2022 started | • Mobility survey  
• Energy provider details | ![Completion Icon]

2 | Develop pathways towards climate neutrality | • Working group: has been meeting since 2021, presentation and discussion of several drafts  
• Integration in Sustainability Strategy | • Develop criteria for offsetting products & decide on revenue recycling  
• Fix & lobby carbon price  
• Final approval SC, Faculty & HSL | ![Completion Icon]

3 | Develop a Sustainability Strategy for the Hertie School | • Working group has prepared and discussed several versions of strategy | • Prepare final version  
• SC discussion and approval  
• Final approval SC, Faculty & HSL  
• Prepare communication | ![Completion Icon]

**Notes:**
- **Recurring process**
- **Additional costs**
- **Additional workload**
## August 2023

### Green Campus Action Programme  Ongoing implementation

<table>
<thead>
<tr>
<th>Action Area</th>
<th>Measure</th>
<th>Achieved</th>
<th>Next Steps</th>
<th>Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Establish &amp; popularize a waste prevention and recycling concept</td>
<td>✓</td>
<td>• First draft of a waste concept available (Central Office, 2019)</td>
<td>☐</td>
</tr>
<tr>
<td>5</td>
<td>Assure climate friendly arrangements in the RKF</td>
<td>✓</td>
<td>• Extraordinary Meeting on the RKF Questions of the Committee have been addressed to the Land Berlin</td>
<td>☐</td>
</tr>
<tr>
<td>6</td>
<td>Re-greening of the roof terrace F18o</td>
<td>✓</td>
<td>• Plants currently in place</td>
<td>☐</td>
</tr>
<tr>
<td>7</td>
<td>Consider new room use utilization</td>
<td>✓</td>
<td>• Survey by the WorksCouncil on ideas and suggestions how to shape the future workplace, in relations with more flexible working place arrangements</td>
<td>☐</td>
</tr>
</tbody>
</table>

**Recurring process**  
**Additional costs**  
**Additional workload**
## Green Campus Action Programme
**Ongoing implementation**

### August 2023

#### Action Area | Measure | Achieved | Next Steps | Completion
--- | --- | --- | --- | ---
8 | **Establish a sustainable mobility strategy, incl. guidelines** | ![Checkmarks](https://via.placeholder.com/15) Approved by HSL in Dec 2021 | ![Tick](https://via.placeholder.com/15) Check whether there is room for approval | ![Completion](https://via.placeholder.com/15)
9 | **Establish a coherent system to retrace/record travel activities** | ![Checkmarks](https://via.placeholder.com/15) Coordinate with HR and Finance units | ![Tick](https://via.placeholder.com/15) Establish a permanent data collection system | ![Completion](https://via.placeholder.com/15)
10 | **Collect data on modal split** | ![Checkmarks](https://via.placeholder.com/15) Draft survey | ![Tick](https://via.placeholder.com/15) Analysis of survey data | ![Completion](https://via.placeholder.com/15)
11 | **Offset travel related CO2 emissions** | ![Checkmarks](https://via.placeholder.com/15) Offsetting of emissions from flights established on a voluntary basis | ![Tick](https://via.placeholder.com/15) internal communication of offsetting process | ![Completion](https://via.placeholder.com/15)
12 | **Request additional bike racks** | ![Checkmarks](https://via.placeholder.com/15) landlord of F18o has set up additional racks in the car park | ![Tick](https://via.placeholder.com/15) Follow up with Bezirksamt | ![Completion](https://via.placeholder.com/15)
## Green Campus Action Programme

**Ongoing implementation**

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<tbody>
<tr>
<td>Mobility</td>
<td>13 Set up a repair station for bikes &amp; a tyre pump in the car park</td>
<td>✓ Can be borrowed at Central Office – Posters advertise</td>
<td></td>
<td>€</td>
</tr>
<tr>
<td>Mobility</td>
<td>14 Provide a Cargo bike as well 2-3 bikes to borrow for the Community</td>
<td>✓ Discussion in SC: Outcome – provide options to borrow cargo bikes from professional provider &amp; identify actual demand</td>
<td></td>
<td>€</td>
</tr>
<tr>
<td>Mobility</td>
<td>15 Explore options for flexible bike sharing solutions for all staff members</td>
<td>✓ • Next Bike Business offer</td>
<td>✓ • Campus Bike offer</td>
<td></td>
</tr>
<tr>
<td>Mobility</td>
<td>16 Develop regulatory and financial incentives for environmental friendly travel</td>
<td>✓ • Option to travel in 1st class on the train depend on some factors</td>
<td>✓ • Travel rules have been adapted &amp; clarified</td>
<td></td>
</tr>
</tbody>
</table>

- **Recurring process**
- **Additional costs**
- **Additional workload**
## Green Campus Action Programme Ongoing implementation

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<tr>
<td><strong>Food</strong></td>
<td>16</td>
<td>✔️ Discuss feasibility with Fuhrmanns ✔️ Reusable dishes and jars whenever possible</td>
<td>☐ • Suggest additional solutions ☐ • Estimate additional costs</td>
<td><img src="none" alt="Completion Bar" /></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>IT</strong></td>
<td>17</td>
<td>✔️ Forum equipped ✔️ Room 2.22 equipped</td>
<td>☐ • Define needs (Digital team and Curricular Affairs)</td>
<td><img src="none" alt="Completion Bar" /></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>18</td>
<td>✔️ Draft version available</td>
<td>☐ • Coordination with IT Director ☐ • Commission discussion ☐ • HSL approval ☐ • Internal communication</td>
<td><img src="none" alt="Completion Bar" /></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td><strong>Library</strong></td>
<td>19</td>
<td>✔️ Set up of a book collection, in cooperation with the Centre for Sustainability and the Hertie Faculty</td>
<td>☐ • Complete and update</td>
<td><img src="none" alt="Completion Bar" /></td>
</tr>
</tbody>
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- **Recurring process**
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<tbody>
<tr>
<td>Employment relations</td>
<td>20. Mental Health survey and workshops</td>
<td>• First workshops have taken place</td>
<td>• Evaluate needs</td>
<td><img src="image" alt="Completion" /></td>
</tr>
<tr>
<td></td>
<td>21. Update of the Hertie School agreement for remote work</td>
<td>• Frist Agreement signed (2020), BV mobile work signed August 2021. Survey on needs and wishes launches by the WorksCouncil in June 2021</td>
<td></td>
<td><img src="image" alt="Completion" /></td>
</tr>
<tr>
<td></td>
<td>22. Further develop international onboarding process</td>
<td>• Guides and checklists for Hertie onboarding have been developed (2019)</td>
<td>• Develop Berlin/Germany onboarding. Further develop Hertie specific onboarding</td>
<td><img src="image" alt="Completion" /></td>
</tr>
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<td>Achieved</td>
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<tr>
<td>Participation</td>
<td>Establish a communication strategy on sustainability issues</td>
<td>• Committee discussions on Communications</td>
<td>• Begin implementing strategy</td>
<td><img src="progress_icon" alt="Progress" /></td>
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<tr>
<td></td>
<td></td>
<td>• Set up a dedicated working group, in cooperation with the Communications</td>
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<tr>
<td></td>
<td></td>
<td>• Communication strategy approved</td>
<td></td>
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<tr>
<td></td>
<td>Offer info session on sustainability during Welcome Week</td>
<td>• Poster &amp; Seed bombs for Welcome Week 2021</td>
<td>• Prepare next Welcome Week</td>
<td><img src="progress_icon" alt="Progress" /></td>
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<tr>
<td></td>
<td></td>
<td>• Presentation during the Club Fair 2021</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>• Presentation during Welcome Week 2022</td>
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<tr>
<td></td>
<td>Prepare simple instructions about appropriate usage of water, heating and energy</td>
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<td>Integrate sustainability aspects into the general HSR funding evaluation process</td>
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<tr>
<td></td>
<td>Join national and international university networks on sustainability</td>
<td>• Research on existing networks by working group in 2020</td>
<td>• Review summary of the Working group</td>
<td><img src="progress_icon" alt="Progress" /></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>• Make suggestions to the Sustainability Committee</td>
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August 2023

Green Campus Action Programme
Collection of ideas

- Offer training on sustainable procurement, waste prevention and recycling
- Introduce time switches for lights during closing times / motion sensors in hallways
- Develop default procedure for the window blinds (to avoid heating up of rooms)
- Ensure that Hertie branded products have minimal environmental and social impacts/ are sourced sustainably
- Establish a shelf for swapping and/or giving away items
- Increase the number of water fountains