



Sustainable Action Programme



April 2021

Sustainable Action Programme

Measures already in place 



Procurement,
Building, Energy

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. For example, as merchandising items in 2019, we purchased high-quality bags made from upcycled broken rubber refugee boats, using what was already there and giving new life to the discarded material. At the same time, the bags tell a story of the many refugees who have crossed the Mediterranean in these boats. The bags are made by refugees in cooperation with an Athens-based organisation.

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.

Recycling boxes for paper, batteries and lightbulbs. 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.

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.

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.



Mobility

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Food

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

Reusable dishes. All staff receive a glass carafe during the onboarding process, and crockery and cutlery 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.

“Fruitful Monday”. Fresh fruit is delivered to all staff kitchens on all floors once a month (the measure was suspended during the pandemic).



Library

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

Green Library Networks. The School’s Library Manager is member of the Green Library Networks.



Employment relations

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. 

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.

Sports. The Hertie School participates as a team in running events in Berlin and offers free Yoga/Pilates classes to its staff members (in online formats during the pandemic).

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Hertie Students run a Sustainability Committee and organise or take part in various activities. 8 of 12 current active students' clubs have sustainability-related activities:

- publish articles on issues related to sustainability, the environment, the climate crisis or energy (Governance Post),
- practise ecologically responsible behaviour (Hertie School Hikers),
- organise discussions of topics related to sustainability (circular economy, European Green Deal, American Green Deal) – (Diplomacy Club, PSN),
- ensure that at least one movie per semester deals with sustainability issues (Cinema Politica) or take care of the terrace (Urban gardening Club).

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.



Sustainable Action Programme 2020/2021 (updated in April 2021)

Measures to be implemented



Carbon Footprint | Consultancy

1. CCF Calculation Services
2. Strategic consulting (Goal and Scope Workshop)



Procurement, waste management, building, energy

3. Offer training on sustainable procurement, waste prevention and recycling
4. Introduce time switches for lights during closing times / motion sensors in hallways
5. Establish and popularise a waste prevention and recycling concept
6. Establish sustainable procurement guidelines



Mobility

7. Offset travel-related CO₂ emissions
8. Establish sustainable mobility information and guidelines
9. Establish a coherent system to retrace/record travel activities
10. Collect data on modal split (including a survey among students and staff on commuting to and from the Hertie School)
11. Request additional bike racks (Taubenstraße, car park, RKF)



Food | events

12. Increase the number of water fountains
13. Provide organic plant-based milk and coffee for staff
14. Establish sustainable food and events guidelines
15. Initiative for a "zero waste cafeteria"



IT

16. Equip seminar rooms with video-conferencing devices
17. Establish "Green IT" guidelines



Library

18. Set-up a book collection for the topic of sustainability
19. Mention the Green Library network on the Library Website
20. Establish "Green Library" guidelines



Employment relations

21. Mental Health survey and workshops
22. Renew the application process for the "Family friendly university" label
23. Agree with works council on company agreement Hertie School for mobile work
24. Further develop international onboarding process



Participation

25. Integrate the sustainability aspect into the general HSR funding evaluation process
26. Regular newsletter on internal and external activities
27. Connect Hertie Students with employers and agencies for jobs in sustainability
28. Organisation of a Sustainable action day for students and staff
29. Join national and international university networks on sustainability

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Action Area	Measure	Achieved	Next Steps	Completion
<p>Carbon Footprint Consultancy</p>	1 CCF Calculation	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Data Collection 2019 <input checked="" type="checkbox"/> Data estimation 2019 <input checked="" type="checkbox"/> Carbon Footprint Calculation 2019 	<ul style="list-style-type: none"> <input type="checkbox"/> Harmonise data collection 2020 <input type="checkbox"/> Check availability of d.3 data <input type="checkbox"/> Mobility survey <input type="checkbox"/> Energy provider details 	
	2 Strategic consulting (Goal and Scope Workshop)	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Strategic workshop planned for 2021 	<ul style="list-style-type: none"> <input type="checkbox"/> Finalise Agenda Workshop 	

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Action Area	Measure	Achieved	Next Steps	Completion
<p>Procurement, Building, Energy</p>	3 Training on sustainable procurement, waste prevention & recycling		<input type="checkbox"/> <ul style="list-style-type: none"> Identify specific needs 	<div style="border: 1px solid black; width: 100px; height: 20px; margin-bottom: 5px;"></div> €
	4 Introduce time switches for lights / motion sensors in hallways		<input type="checkbox"/> <ul style="list-style-type: none"> Research on energy savings through time switches <input type="checkbox"/> <ul style="list-style-type: none"> Collect offers 	<div style="border: 1px solid black; width: 100px; height: 20px; margin-bottom: 5px;"></div> €
	5 Establish & popularize a waste prevention and recycling concept	<input checked="" type="checkbox"/> <ul style="list-style-type: none"> First draft of a waste concept available (Central Office, 2019) 	<input type="checkbox"/> <ul style="list-style-type: none"> Develop a waste and recycling concept 	<div style="border: 1px solid black; width: 100px; height: 20px; margin-bottom: 5px; background-color: #c0c0c0;"></div> €
	6 Establish sustainable procurement guidelines	<input checked="" type="checkbox"/> <ul style="list-style-type: none"> Draft version available <input checked="" type="checkbox"/> <ul style="list-style-type: none"> HSL approval 	<input type="checkbox"/> <ul style="list-style-type: none"> Internal communication <input type="checkbox"/> <ul style="list-style-type: none"> Review and update 	<div style="border: 1px solid black; width: 100px; height: 20px; margin-bottom: 5px; background-color: #c0c0c0;"></div>

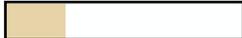
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Action Area	Measure	Achieved	Next Steps	Completion
 Mobility	7 Establish sustainable mobility information and guidelines	  <ul style="list-style-type: none"> Draft version available Extra working group: mobility guidelines and strategy 	<input type="checkbox"/> • HSL approval <input type="checkbox"/> • Internal communication <input type="checkbox"/> • Integration into a broader mobility strategy	 
	8 Establish a coherent system to retrace/record travel activities	 <ul style="list-style-type: none"> Coordinate with HR and Finance units 	<input type="checkbox"/> • Establish a permanent data collection system <input type="checkbox"/> • Integration into a broader mobility strategy	 
	9 Collect data on modal split	 <ul style="list-style-type: none"> Design a survey (draft) 	<input type="checkbox"/> • Conduct the survey and analyse	 
	10 Offset travel related CO2 emissions	 <ul style="list-style-type: none"> Extra working group on offsetting and climate neutrality 	<input type="checkbox"/> • Research on offset options <input type="checkbox"/> • Development of a carbon neutrality strategy	 
	11 Request additional bike racks	  <ul style="list-style-type: none"> Submit request to the Bezirksamt Mitte Submit request to landlord F180 	<input type="checkbox"/> • Implementation	 

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Action Area	Measure	Achieved	Next Steps	Completion
<p>Food</p>	12 Increase the number of water fountains		<input type="checkbox"/> • Define needs and check feasibility <input type="checkbox"/> • Collect offers	 €
	13 Provide organic plant based milk and coffee for staff	<input checked="" type="checkbox"/> <ul style="list-style-type: none"> Plant based milk and organic fair-trade coffee now available at Central Office 	<input type="checkbox"/> • Internal communication	
	14 Establish sustainable food and events guidelines	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <ul style="list-style-type: none"> Draft version available HSL approval 	<input type="checkbox"/> • Establish list of sustainable caterers, gifts and hotels <input type="checkbox"/> • Internal communication <input type="checkbox"/> • Review and update	
	15 Initiative for a "zero waste cafeteria"	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <ul style="list-style-type: none"> Discuss feasibility with Fuhrmanns Reusable dishes and jars whenever possible 	<input type="checkbox"/> • Research on possible solutions <input type="checkbox"/> • Estimate additional costs	 €

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 <p>IT</p>	<p>16 Equip seminar rooms with video-conferencing devices</p>	<input checked="" type="checkbox"/> • Development of online and hybrid teaching solutions	<input type="checkbox"/> • Connect with Digital Team	  
	<p>17 Establish "sustainable IT" guidelines</p>	<input checked="" type="checkbox"/> • Draft version available	<input type="checkbox"/> • Double check with IT unit <input type="checkbox"/> • Establish IT user guidelines <input type="checkbox"/> • HSL approval <input type="checkbox"/> • Internal communication	  

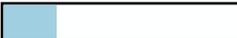
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Action Area	Measure	Achieved	Next Steps	Completion
 Library	18 Set-up a book collection for the topic of sustainability	<input checked="" type="checkbox"/> • Publications available	<input type="checkbox"/> • Complete and update	 €
	19 Networking	<input checked="" type="checkbox"/> • Membership in the Green library network <input checked="" type="checkbox"/> • Publications on Sustainable libraries (Christopher Landes)	<input type="checkbox"/> • Mention the membership in the Green Library network on the website <input type="checkbox"/> • Join the Environment, Sustainability and Libraries Special Interest Group	
	20 Establish "Green Library" guidelines	<input checked="" type="checkbox"/> • Draft version available <input checked="" type="checkbox"/> • HSL approval	<input type="checkbox"/> • Internal communication <input type="checkbox"/> • Review and update	 

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<p>Employment relations</p>	<p>21 Mental Health survey and workshops</p>	<p><input checked="" type="checkbox"/> • First workshops have taken place</p>	<p><input type="checkbox"/> • Evaluate needs <input type="checkbox"/> • Check good practices <input type="checkbox"/> • Follow up of past experiences</p>	<p> </p>
	<p>22 Renew the application process for the "Family friendly university" label</p>	<p><input checked="" type="checkbox"/> <input checked="" type="checkbox"/> • Labelled since 2008 <input checked="" type="checkbox"/> • Application 2021 finalised</p>	<p><input type="checkbox"/> • Audit</p>	<p> </p>
	<p>23 Agree with works council on company agreement Hertie School for mobile work</p>	<p><input checked="" type="checkbox"/> • Agreement signed (2020)</p>	<p><input type="checkbox"/> • Will be implemented after COVID <input type="checkbox"/> • Develop and update</p>	<p> </p>
	<p>24 Further develop international onboarding process</p>	<p><input checked="" type="checkbox"/> • Guides and checklists for Hertie onboarding have been developed (2019)</p>	<p><input type="checkbox"/> • Develop Berlin/Germany onboarding <input type="checkbox"/> • Further develop Hertie onboarding</p>	<p> </p>

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Action Area	Measure	Achieved	Next Steps	Completion
 <p>Participation</p>	25 Integrate the sustainability aspect into the general HSR funding evaluation process		<input type="checkbox"/> • Check current guidelines with HSR and International Office	 
	26 Regular newsletter on internal and external activities		<input type="checkbox"/> • Discuss with Communications	 
	27 Connect Hertie Students with employers and agencies for jobs in sustainability		<input type="checkbox"/> • Discuss with Careers development and International Office	 
	28 Organisation of a Sustainable action day for students and staff	<input checked="" type="checkbox"/> • Past experiences with Hertie Social day	<input type="checkbox"/> • Develop a proposal <input type="checkbox"/> • Evaluate costs and staff involvement	 
	29 Join national and international university networks on sustainability	<input checked="" type="checkbox"/> • First research on networks by working group in 2020	<input type="checkbox"/> • Review summary of the Working group <input type="checkbox"/> • Make suggestions to the Sustainability Committee	 