Sustainable Action Programme

Governance
Sustainable Action Programme

Measures already in place

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.
April 2021

Sustainable Action Programme

Measures already in place ✔️

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).

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.

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).
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
# Sustainable Action Programme

## Action Area

<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>Carbon Footprint</td>
<td>CCF Calculation</td>
<td>✓ ✓ ✓</td>
<td>Harmonise data collection 2020, Check availability of data, Mobility survey, Energy provider details</td>
<td>![Progress Bar]</td>
</tr>
<tr>
<td>Consultancy</td>
<td>Strategic consulting (Goal and Scope Workshop)</td>
<td>✓</td>
<td>Finalise Agenda Workshop</td>
<td>![Progress Bar]</td>
</tr>
</tbody>
</table>

- **Data Collection 2019**
- **Data estimation 2019**
- **Carbon Footprint Calculation 2019**
- **Strategic workshop planned for 2021**

**Additional costs:**
- Recurring process
- Additional costs
- Additional workload
# Sustainable Action Programme

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</tr>
</thead>
<tbody>
<tr>
<td>Procurement, Building, Energy</td>
<td>Training on sustainable procurement, waste prevention &amp; recycling</td>
<td></td>
<td>• Identify specific needs</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Introduce time switches for lights / motion sensors in hallways</td>
<td></td>
<td>• Research on energy savings through time switches</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Establish &amp; popularize a waste prevention and recycling concept</td>
<td>• First draft of a waste concept available (Central Office, 2019)</td>
<td>• Collect offers</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Establish sustainable procurement guidelines</td>
<td>• Draft version available HSL approval</td>
<td>• Develop a waste and recycling concept</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Internal communication</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Review and update</td>
<td></td>
</tr>
</tbody>
</table>

- Recurring process
- Additional costs
- Additional workload
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<tbody>
<tr>
<td>Mobility</td>
<td>7</td>
<td>✔️</td>
<td>✔️</td>
<td>HSL approval</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Draft version available</td>
<td>• Internal communication</td>
<td><img src="image1" alt="Progress Bar" /></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Extra working group: mobility guidelines and strategy</td>
<td>• Integration into a broader mobility strategy</td>
<td><img src="image2" alt="Progress Bar" /></td>
</tr>
<tr>
<td></td>
<td>8</td>
<td>✔️</td>
<td>✔️</td>
<td>Establish a permanent data collection system</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Coordinate with HR and Finance units</td>
<td>• Integration into a broader mobility strategy</td>
<td><img src="image4" alt="Progress Bar" /></td>
</tr>
<tr>
<td></td>
<td>9</td>
<td>✔️</td>
<td>✔️</td>
<td>Conduct the survey and analyse</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Design a survey (draft)</td>
<td></td>
<td><img src="image6" alt="Progress Bar" /></td>
</tr>
<tr>
<td></td>
<td>10</td>
<td>✔️</td>
<td>✔️</td>
<td>Research on offset options</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Extra working group on offsetting and climate neutrality</td>
<td>• Development of a carbon neutrality strategy</td>
<td><img src="image8" alt="Progress Bar" /></td>
</tr>
<tr>
<td></td>
<td>11</td>
<td>✔️</td>
<td>✔️</td>
<td>Implementation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Submit request to the Bezirksamit Mitte</td>
<td>• Implementation</td>
<td><img src="image10" alt="Progress Bar" /></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Submit request to landlord F180</td>
<td></td>
<td><img src="image11" alt="Progress Bar" /></td>
</tr>
</tbody>
</table>
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<tbody>
<tr>
<td>Food</td>
<td>12</td>
<td>Increase the number of water fountains</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>13</td>
<td>Provide organic plant based milk and coffee for staff</td>
<td>Plant based milk and organic fair-trade coffee now available at Central Office</td>
<td></td>
</tr>
<tr>
<td></td>
<td>14</td>
<td>Establish sustainable food and events guidelines</td>
<td>Draft version available, HSL approval</td>
<td></td>
</tr>
<tr>
<td></td>
<td>15</td>
<td>Initiative for a “zero waste cafeteria”</td>
<td>Discuss feasibility with Fuhrmanns, Reusable dishes and jars whenever possible</td>
<td></td>
</tr>
</tbody>
</table>

- **Recurring process**
- **Additional costs**
- **Additional workload**
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<tr>
<td>IT</td>
<td>16</td>
<td>![Checkmark] Development of online and hybrid teaching solutions</td>
<td>![Checkmark] Connect with Digital Team</td>
<td>![Completion Bar]</td>
</tr>
<tr>
<td>IT</td>
<td>17</td>
<td>![Checkmark] Draft version available</td>
<td>![Checkmark] Double check with IT unit, Establish IT user guidelines, HSL approval, Internal communication</td>
<td>![Completion Bar]</td>
</tr>
</tbody>
</table>

- **Recurring process**
- **Additional costs**
- **Additional workload**
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<table>
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<tr>
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<tbody>
<tr>
<td>Library</td>
<td>18</td>
</tr>
<tr>
<td>Networking</td>
<td>19</td>
</tr>
<tr>
<td></td>
<td>20</td>
</tr>
</tbody>
</table>

## Action Area 18: Library
- **Set-up a book collection for the topic of sustainability**
  - **Achieved:** Publications available
  - **Next Steps:** Complete and update

## Action Area 19: Networking
- **Membership in the Green library network**
  - **Achieved:**
  - Publications on Sustainable libraries (Christopher Landes)
  - **Next Steps:** Mention the membership in the Green Library network on the website
  - Join the Environment, Sustainability and Libraries Special Interest Group

## Action Area 20: Library
- **Establish “Green Library” guidelines**
  - **Achieved:** Draft version available, HSL approval
  - **Next Steps:** Internal communication, Review and update

### Recurring process
- **Additional costs**
- **Additional workload**
## Sustainable Action Programme

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

- **Recurring process**
- **Additional costs**
- **Additional workload**
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</thead>
<tbody>
<tr>
<td>25</td>
<td>Integrate the sustainability aspect into the general HSR funding evaluation process</td>
<td></td>
<td>• Check current guidelines with HSR and International Office</td>
<td></td>
</tr>
<tr>
<td>26</td>
<td>Regular newsletter on internal and external activities</td>
<td></td>
<td>• Discuss with Communications</td>
<td></td>
</tr>
<tr>
<td>27</td>
<td>Connect Hertie Students with employers and agencies for jobs in sustainability</td>
<td></td>
<td>• Discuss with Careers development and International Office</td>
<td></td>
</tr>
<tr>
<td>28</td>
<td>Organisation of a Sustainable action day for students and staff</td>
<td>✓ Past experiences with Hertie Social day</td>
<td>• Develop a proposal • Evaluate costs and staff involvement</td>
<td></td>
</tr>
<tr>
<td>29</td>
<td>Join national and international university networks on sustainability</td>
<td>✓ First research on networks by working group in 2020</td>
<td>• Review summary of the Working group • Make suggestions to the Sustainability Committee</td>
<td></td>
</tr>
</tbody>
</table>