

# Sustainability

The university's corporate and other strategies have clear sustainability expectations. This means we need to consider the environmental impact of what we do and the decisions we make. When we identify the need to purchase any item, including branded ones, we should consider the following:

## 1 Do we really need it?

- How much engagement impact/outcome will the item/s make?  
If it is low then is it worth doing?

## 2 Yes, I need to order branded items

- Could the, or similar, item/s be borrowed or excess stock used from somewhere else?  
Check the university's [Furniture & Stationery Reuse Scheme](#) or ask your Faculty colleagues.
- Can the outcome the item seeks to achieve be delivered in another, lower impact way?  
For example an online resource or downloadable product.
- Does the item align with our corporate responsibilities e.g. single use or items that may be disposed of as being non-valuable (e.g. stress balls). If it has a strong relationship to university values then can you connect the values to the item/s sought?
- Can it be procured with a lower environmental (or social impact) impact. Check the product description and details e.g. is it recycled, Fairtrade, can it be reused, is it made locally? etc.  
Can it easily be disposed of responsibly?
- Don't over order. Consider carefully what you will really need and put in orders to suit. Although it can be tempting to buy more as the cost per unit for larger orders can be much lower, ask yourself do you really need so many and consider reordering if you need more in the future. Updates to materials may mean you have a lot of stock that will never be used.

## 3 When it arrives

- Have good stock control to ensure you don't overorder or items are no longer appropriate.
- Look after it so it isn't damaged and thrown away before use.
- Use it carefully, for example, don't waste it in flippant giveaways, have a good reason for using it.
- If it is ever waste then put it in the right waste/recycling/reuse channel.
- For future events and requirements always check storage rooms and stock before ordering more.

For more information about sustainability and sustainable merchandise procurement please contact [sustainability@gre.ac.uk](mailto:sustainability@gre.ac.uk)

