

Environmental & Sustainability Training and Induction for New Staff (Procedure)

City University London is committed to protecting the environment and reducing its environmental impacts.

The University has developed environmental policies and an Environmental Management System to manage areas of potential impacts on the environment, such as waste and recycling, energy consumption, carbon management, staff and student travel, sustainable procurement, and more.

It is crucial that our staff and students are aware of the potential impacts they have on the environment and what they can do to help.

Newly appointed staff should be given an induction to familiarise themselves with City's environmental aims, practices and initiatives.

Induction can take place in the following ways:

- 1) All new starters will receive a personal email from the Environmental Officer to give a brief introduction to City's environmental practices, with details on where to find further information. Emails will be sent out on a monthly basis.
- 2) An annual green City guide booklet (called 'The Point') is available to all staff and can be obtained at all City reception desks and by downloading from www.city.ac.uk/thepoint.
- 3) The online corporate induction module contains a section (Section 8) on environmental awareness. <http://moodle.city.ac.uk/course/view.php?id=18681>
- 4) General environmental and sustainability awareness training sessions are held termly and can be booked online through the Leadership and Staff Development Unit web pages <https://intranet.city.ac.uk/staff/staff-development/1213inhouseprogramme/environmentalawareness.html>
- 5) An environment stall will be set up at the quarterly 'Welcome to City' staff induction lunches to provide general information.
- 6) As part of an individual's local induction, line managers will introduce new staff to the local Environmental Champion to give a local green induction. (See Item 3.4 in the Local Induction Checklist for Professional staff and Item 5.7 in the Local Induction Checklist for Academic and Research staff).
- 7) Any new starters who are required to perform tasks that have the potential to cause significant environmental impacts will be required to undergo more in-depth environmental awareness training and will be contacted separately about that. (Refer to the Environmental Management System Procedure 3.2.1 – Competence, training & awareness).

The Environment Team will retain training records as part of the Environmental Management System.

Training and induction requirements will be reviewed annually as part of the annual audit of the Environmental Management System.