



**Sustainability**  
**Week** Switzerland



*Code of Conduct*

## General – All Organizers...

1. ... follow the principles described here.
2. ... treat each other with respect, friendliness & honesty. Any discrimination, bullying or exclusion of any kind will not be tolerated.
3. ... are committed to creative, innovative and sustainable action alternatives.
4. ... have signed the declaration of intent for organizers.
5. ... work voluntarily and do not require wages.
6. ... are obliged to carry out their duties responsibly.
7. ... stick to deadlines and meetings.
8. ... actively participate in the development of strategies and approaches.
9. ... can be excluded from the organization if the guidelines are ignored.
10. ... pursue the subsidiarity principle according to the Swiss Sustainability Week (SSW) & the local Sustainability Week (LSW). Thus, the SSW provides certain framework conditions such as higher education policy requirements (position papers of the VSN & VSS), media concepts, behavior guidelines. The LSWs are based on the given guidelines but besides them will be self-acting.

## Designing a Local Sustainability Week

### 1. Following has to be fulfilled to be called a Sustainability Week:

- a. Most organizers are students.
- b. The LSW is taking place at the local Higher Education Institution
- c. A LSW is a minimum of five events spread over a week. This week is the third week of the respective spring semester (i.e., 2018: 05 - 10 March), but can take place up to three weeks after (3. - 6. week of the Semester).
- d. Promotion and Support of the VSN-Positionpaper.
- e. Logos are to be used according to our marketing-concept.

### 2. The LSW itself acts sustainable:

- a. No flights are made on behalf of the organization. Speakers travel either by train or by car. Costs of travel by train and electric car can be refunded.
- b. Any food offered at meetings or events is vegan or vegetarian at least.
  - i. Exception are food waste meat, which must be clearly marked as such as well as insects.
- c. No purchased water in PET bottles is offered at any meetings or events.
- d. Any dishware offered at meetings or events is reusable.
- e. Resolutions are made in accordance with the majority principle of the members of the meeting and by means of registered votes.
- f. It will be printed as little as possible, posters or similar are to be reused whenever possible

### 3. Financing:

- a. In order to apply for SSW funding, new LSW must complete the [budget form](#) and the [concept form](#). The SSW supports the LSW with a total amount of 10'000 CHF over three years. In addition, the higher education institutions need to be requested to sign a Letter of Intent that they support the LSW at least in the amount of the SSW amount. If this is not possible or further funding is needed please contact [info@sustainabilityweek.ch](mailto:info@sustainabilityweek.ch).
- b. All finances are managed centrally through an account of the LSW. Financial matters with the SSW are to be settled via the VSN financial center.
- c. The LSW accepts all expenses of its organizers, which arise during the work process. The billing takes place in the month after the LSW.
- d. Amounts of CHF 300 or more can be directly personally requested at the LSW's financial responsible person.

**4. In the event organization, the following points are pursued:**

- a. A clear reference to sustainability
- b. Quality before quantity
- c. Balanced program concerning venue, style, and topic
- d. Payment for invited guests and their service is up to 150 CHF (expenses excluded) if they don't do it voluntarily. On request with justification, the amount can be increased up to 250 CHF (i.e. due to loss of working hours). It's up to each LSW core team to pay max. 250 CHF.
- e. Pure professional services such as moderation, music, lighting technicians etc. can receive fees, which must be discussed within the LSW-team.
- f. Representatives of external organizations (Greenpeace, Fossil Free etc.) may organize an event only in consultation with the LSW-team.
- g. Political signature gathering at the events of the LSW is permitted only after clarification with the LSW-team and with regard to the event theme. Certain universities prohibit signature collections on their premises.

**5. Cooperation of the LSW and the SSW with higher education institution (HEI) events and their "Sustainability Weeks/Days":**

- a. HEI cannot be part of the SSW themselves since "all organizers work voluntarily and do not require wages."
- b. For their events the HEI can use the SSW-Logo with the statement "In cooperation with the Swiss Sustainability Week"
- c. LSW should coordinate their events with the actions of the HEI to maximize the impact on fostering sustainability
- d. Financial support can only be given to LSWs, HEI are excluded.
- e. Each previous member of the LSW reassures a successor.