



Sustainability
Week Switzerland



Code of Conduct

for LSWs

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 letter of intent for organizers.
5. ... work voluntarily and do not require wages from Sustainability Week Switzerland (SWS).
6. ... are obliged to carry out their duties responsibly.
7. ... stick to deadlines, participate in meetings and provide the inputs required by the SWS (e.g., evaluation survey).
8. ... carry responsibility for successful execution. Member organisations can be excluded from the network if the guidelines are ignored.
9. ... work according to the subsidiary principle that structures the relation between the SWS & the Local Sustainability Week (LSW). The SWS provides certain framework conditions such as higher education policy requirements (position papers of the VSN & VSS), media concepts, and behavioural guidelines. The LSWs respect the guidelines but besides work autonomously.

Designing a Local Sustainability Week

1. The following has to be fulfilled to be called a Sustainability Week:

- a. Majority of the organizers are students (at least 50%).
- b. The LSW is anchored to a local Higher Education Institution.
- c. The LSW comprises a minimum of five events within a week. Preferably, the Sustainability Week takes place during the third or fourth week of the spring semester but can also take place at any other point during the spring semester if considered more appropriate by the organizers.
- d. The LSW is strongly encouraged to support and contribute to the VSN Higher Education Institutions politics.
- e. Logos and other marketing material from SWS and VSN are to be used according to our corporate identity guidelines. LSWs are strongly encouraged to use the logo provided by the SWS. In case another logo is used, the SWS logo must be used in addition to it on official publications.

2. The LSW itself acts according to sustainability principles:

- a. No flights are made on behalf of the organization. The travel costs by train, bus, electric car or any other sustainable means of transport can be refunded by the LSW.
- b. Any food offered at meetings or events is vegan or vegetarian.
 - i. Exceptions are insects as well as food waste meat, which must be clearly marked as such.
 - ii. Whenever possible, food and beverages are seasonal and purchased locally. No purchased still water in PET or glass bottles are offered at any meetings or events.
- c. Any tableware offered at meetings or events is reusable or compostable (e.g. no plastic cups, plastic cutlery, ...).
- d. Resources required for printing will be kept to a minimum and materials will be reused whenever possible. If possible, choose recycled and/or sustainable printing products.
- e. Each LSW is responsible for ensuring its continuity by recruiting team members for the following year and enabling the necessary knowledge-transfer.

3. Financing:

- a. The SWS is not responsible for providing financial resources to the LSW. The LSW independently raises the funds necessary for the implementation of the Sustainability Week.

- b. The financial resources of the LSW shall be dealt with in good conscience by any team member.
- c. The LSW can apply to the SWS for a contribution of max. CHF 1'000.-. In order to be eligible, the LSW needs to prove that fundraising efforts have been made and that the SWS contribution is indispensable for the implementation of the LSW (deadline January 2021).
- d. All finances are managed through an account of the LSW or a local student organisation. Financial matters with the SWS are to be settled via the VSN financial unit.

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

- a. A clear reference to sustainability (environmental, social and economic)
- b. Balanced program concerning venue, style, and topic
- c. The events are free and open to the public. The target group is not limited to students. Externals are encouraged to participate.
- d. The SWS recommends a maximum payment for invited speakers of 150 CHF (expenses excluded) if they cannot participate on a voluntary basis. The expenses for purely professional services such as moderation, music, lighting technicians, catering etc. should be discussed and agreed upon in the LSW team.
- e. Representatives of external organizations (Greenpeace, Fossil Free etc.) may organize an event only in consultation with the LSW team.
- f. Political signature gathering at the events of the LSW is permitted only after clarification with the LSW team, local HEI(s) and with regard to the event theme. (Remark: Certain universities prohibit signature collections on their premises).

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

- a. If an HEI organizes an event in collaboration with the LSW, the SWS logo can be used with the statement "In cooperation with the Sustainability Week Switzerland".
- b. Whenever synergies with HEI sustainability strategies or events are possible, we strongly encourage the collaboration between the LSW and its HEI.