

SUSTAINABILITY POLICY

1. PURPOSE

- 1.1. To provide sustainable standards that all MSS members should abide by.
- 1.2. To implement a general plan of action to guarantee that all portfolios are taking more sustainable measures.
- 1.3. To outline practices that encompass the core sustainable elements that will create a more mindful and resourceful society.
- 1.4. To ensure that all MSS members comply with this policy in all MSS spaces, including but not limited to the Science Lounge and the MSS Office.

2. DEFINITION

- 2.1. By connecting the three pillars of social responsibility, environmental conservation, and economic development, sustainability aims to build a framework for all communities to fulfill the needs of today's society and further create an interdependent society.

3. RESPONSIBLE ENERGY USE

- 3.1. Executives should commit to managing their energy expenditure and time according to their approved year plan.
 - 3.1.1. This will be quantified by the sustainability officer through bimonthly audits outlining the use of online and physical resources of each portfolio.
- 3.2. All executive members should be mindful of the energy they consume in the MSS office spaces.
 - 3.2.1. Actions to minimize energy consumption would include turning off lights, turning off computer monitors when not in use and plugging in

electronics only when necessary, printing only when necessary, and using energy-saving features on electronics.

4. RESOURCES

- 4.1. Decor in MSS spaces should be environmentally conscious;
 - 4.1.1. This would include upcycling old inventory from previous MSS events and using live plants as decoration.
- 4.2. Expenses of resources should be compared to the previous quarter and year for each quarterly audit by the Sustainability Officer and the Internal Financial Officer to ensure funding is being used in a more efficient and sustainable manner.
- 4.3. Before making a new purchase, executive members should check the updated inventory list, provided by the Sustainability Officer, to ensure that products are not being repeatedly purchased.
 - 4.3.1. Given an absence from the sustainability officer, inventory will be checked by another executive member that has access to the storage room and/or MSS office;
 - 4.3.2. Inventory must be checked every two months if access to the storage room and office is easily accessible.
 - 4.3.3. Given the case that the MSS Office or the storage room is inaccessible due to reasons outside of the sustainability officer's control, inventory must be checked at least once per semester.
- 4.4. When purchasing goods such as food from, including but not limited to Paradise Catering, supplies and event prizes should be purchased from local businesses as much as possible.
 - 4.4.1. When given the choice, and if monetarily feasible, fairtrade products should be bought.

- 4.4.1.1. Vice Presidents of each portfolio should consult the Sustainability Officer and the Internal Financial Officer when endorsing the purchase of products.
 - 4.4.1.2. In the case of no clear sustainable option, products should be bought from the most ethical company out of available options.
- 4.5. The MSS will run on 100% recycled paper within the MSS office.
 - 4.5.1. All official documentation printed by the MSS should utilize this paper.
 - 4.5.2. All executive members should print any MSS-related material using 100% recycled paper, including but not limited to posters, events that utilize paper, signs, etc.
- 4.6. Event planning processes should abide by the following guidelines;
 - 4.6.1. The MSS will contact hired presenters to obtain PDF documents ahead of the in-person presentation and distribute it to attendees to reduce single-use materials, by providing attendees with QR codes to bring the presentation up on a personal device.
 - 4.6.2. Prizes for contests will involve the Hamilton community when possible to promote local business.
 - 4.6.3. In the event that this is not feasible, prizes should be bought from companies that ensure employees are being treated fairly, utilizing fair practices within its vendors, and addresses current environmental concerns.
- 5. WASTE MANAGEMENT
 - 5.1. The MSS will be committed to reducing the utilization of single-use plastics.
 - 5.1.1. Paper cups should be used as an alternative.
 - 5.1.2. Plastic utensils should be minimized whenever possible by being mindful of the nature of the food being served. For future events, stock of

existing inventory should be used up before purchasing alternatives, including but not limited to bamboo products or compostable products.

- 5.2. The MSS will be mindful of the quantity of water being used and the water waste being created.

6. ACCOUNTABILITY

- 6.1. By being a part of the MSS executive, all members are dedicated to upholding the values and practices outlined in these bylaws.
- 6.2. The VP Internal will convene with an executive member if they should fail to comply with these policies by way of a written warning. Further action may take place on a case-to-case basis.

Date last reviewed: October 26th, 2021