SUSTAINABLE PROCUREMENT POLICY

The University requires staff to consider the impact their purchasing activities can have on sustainability, and to minimise this impact by:

- Assessing the need for goods and services and reducing consumption instead of purchasing.
- Considering in-house service capacity, or sharing, repairing, or upgrading existing products to reduce the requirement to purchase additional services or products.
- Improving processes and efficiencies.
- Reducing waste. If unavoidable, disposing of products in an environmentally safe manner.
- Maximising use of contracted suppliers that are committed to sustainability improvement.
- Purchasing products that are ethically produced, i.e. support our Fairtrade status, and/or created from sustainable, renewable, or recycled resources and those requiring minimal packaging, where a viable option is available. If unavoidable, packaging should be made from recycled or recyclable materials, and removed from site by the supplier.
- Consider the full cost of operating equipment (maintenance, energy, water, consumables etc) as well as the cost to purchase.
- Aggregating orders to reduce packaging and frequency of deliveries to site.

The University’s Procurement Services section will:

- Facilitate compliance with the UK Public Contracts Regulations, the University’s Financial Regulations, external funding body’s requirements, and any relevant legislation, directives and regulations.
- Approach sustainable purchasing as a process of continuous improvement.
- Gather information regarding supplier’s sustainability credentials by including questionnaires and requesting copies of relevant policies in all their tenders.
- Use whole-life costing methodology in their tenders to support the University’s value for money strategy.
- Incorporate sustainability contract performance clauses and sustainability specifications in their tenders.
- Include a facility for suppliers to submit environmentally friendly alternatives to the specified goods or services.
- Use sustainability criteria in the award of their tenders.
- Work with the University’s contracted suppliers to increase availability of environmentally friendly alternatives for goods or services, and measure and reduce the indirect environmental impact from the University’s purchasing activities during the contract/framework agreement lifetime.
- Provide training, guidance and tools to University staff so they can comply with and support the Sustainable Procurement Policy.
- Participate in the University Environment and Sustainability Committee.
- Work in partnership with others such as the HE sector Sustainable Procurement Centre for Excellence, the Environmental Association for Universities and Colleges and other HE institutions to share best practice and improve sustainable procurement.