



<b>Title:</b>	Sustainable Procurement Policy
<b>Keywords:</b>	Ethical, Environment, Purchasing
<b>Description:</b>	A policy detailing the importance of responsible and ethical purchasing at BU Sustainability Committee
<b>Owner:</b>	
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<b>Date of approval:</b>	
<b>Approved by:</b>	Sustainability Committee
<b>Effective date:</b>	
<b>Date of last review:</b>	June 2021
<b>Due for review:</b>	June 2022
<b>Audience:</b>	Staff & Students, External suppliers/Contractors

## **Sustainable Procurement Policy**

### **1.0 SCOPE AND PURPOSE**

- 1.1 This policy and related procedures is applicable to any member of BU staff, students, external suppliers and contractors and other relevant stakeholders.
- 1.2 This policy and related procedures relate to the sustainable purchasing of goods and services that could have environmental and social impacts and may require action to be taken to reduce that impact where practicable.
- 1.3 BU's goal is to manage its activities and estate to deliver continual improvements in environmental performance through the adoption of key policy commitments. BU will deliver this Policy through its ISO14001/Eco Campus Platinum certified Environmental and Energy Management System (EEMS).
- 1.4 This Policy forms part of BU's Climate and Ecological Crisis Action Plan (CECAP) and its contribution to achieving the UN Sustainable Development Goals.

### **2.0 KEY RESPONSIBILITIES**

- 2.1 The Responsible and Ethical Procurement Group (REPG) oversee this policy, and report to the Sustainability Committee who have overall responsibility for its implementation and monitoring. Day-to-day management of the Policy lie with the Head of Procurement and Sustainability Manager.

### **3.0 OTHER RELATING BU DOCUMENTS**

- 3.1 Bournemouth University Procurement Manual
- 3.2 Bournemouth University Climate and Ecological Crisis Action Plan
- 3.3 Bournemouth University Fairtrade Policy
- 3.4 Bournemouth University Sustainability Policy
- 3.5 Bournemouth University Business Travel Policy
- 3.6 Bournemouth University Energy and Water Policy
- 3.7 Bournemouth University Travel Plan
- 3.8 Bournemouth University Sustainable Food Policy
- 3.9 Bournemouth University Sustainable IT Policy

### 3.10 Bournemouth University Sustainable Construction policy

## 4.0 OVERVIEW AND AIMS

- 4.1 Recognising that the purchasing of goods and services can have significant social, environmental and economic impacts and acknowledging BU's responsibility to mitigate negative impacts for the protection of the environment and the health and wellbeing of its members and the community.
- 4.2 Taking a life cycle analysis methodological approach to the purchase of goods and services to identify and, where possible, reduce their associated environmental, social and ethical issues.
- 4.3 Adopting core elements of sustainable procurement which include organisational governance, human rights, labour practices, the climate and ecological crisis, social impact, fair operating practices, consumer considerations and community involvement and development into all stages of our procurement practices.
- 4.4 Promoting and supporting a shift to a circular economy.
- 4.5 Working collaboratively with suppliers to understand their environmental, economic and social impacts and, where possible, identifying and implementing improvements.

## 5.0 Objectives

The University is committed to:

- 5.1 Making procurement decisions based on a balance between economic, social and environmental factors, adopting a risk management approach to minimize the environmental and social impacts of purchased goods and services.
- 5.2 Complying with the University's financial regulations, environmental and social legislation and other compliance obligations, as a minimum, and being transparent in its procurement decisions and activities whilst also encouraging its suppliers to be transparent in dialogue and collaboration.
- 5.3 Providing full and fair opportunity, to avoid bias and prejudice in all procurement decision-making, to all suppliers including to local, small and medium sized organizations.
- 5.4 Completing an auditable analysis of all goods and services tenders above £25000 to identify environmental and social issues to be addressed through the tender process.
- 5.5 Ensuring the tender evaluation weighting covering environmental and social criteria is set at the default level of 15%.
- 5.6 Increasing the accuracy of carbon emissions data of purchased goods and services and encouraging suppliers and their supply chains to adopt net zero emissions targets.
- 5.7 Purchasing 100% renewable electricity and encouraging suppliers to do the same.
- 5.8 Partially evaluating relevant tenders on the basis of energy performance to encourage the purchase of energy efficient products.
- 5.9 Working with suppliers to reduce the environmental and social impacts of their goods and services throughout the supply chain.
- 5.10 Striving to buy from suppliers who meet ethical trading standards and promote sustainable procurement practices throughout their supply chain by obtaining associated evidence of trading standards and being aware of any violations of law or behaviours within its supply chain.
- 5.11 Investigating, developing and implementing monitoring and evaluation systems to measure, report and improve our sustainable procurement activities.

- 5.12 Reviewing the need for a whole life costing exercise, which is defined as the total cost (financial, environmental and social) of ownership over the life of an asset, for goods and services on a case by case basis.
- 5.13 Working with staff, students and suppliers to minimize the use of single-use plastic and disposable items while investigating and adopting practices that contribute to the circular economy.
- 5.14 Informing budget holders that they must consider the environmental and social impacts of all their purchases and can seek the assistance of the Procurement and Sustainability Teams to complete such assessments.
- 5.15 Communicating this Policy to the University community and providing guidance to encourage sustainable procurement practices.
- 5.16 Encouraging all staff to use the appointed Travel Management Company and adopt more sustainable business travel practices.
- 5.17 Working with other bodies to share experiences and adopt good practice to promote continual improvement in sustainability practices and outcomes.

## 7. REVIEW

- 7.1 The University will review and publish this Policy on an annual basis and ensure corrective and preventative actions have been taken to drive continual improvement.

## 8. APPENDICES

- 8.1 None

## 9. SIGNATURE

Jim Andrews  
Chief Operating Officer  
June 2021