



<b>Title:</b>	Sustainable Procurement Policy
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<b>Description:</b>	A Policy detailing the importance of Purchasing at BU
<b>Owner:</b>	Sustainability Committee
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<b>Approved by:</b>	Sustainability Committee
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<b>Due for review:</b>	1/6/2021
<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 an environment and social impact either within the Bournemouth University estate or beyond its boundaries 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 contribution to achieving the UN Sustainable Development Goals and its net zero carbon emissions target.

### **2.0 KEY RESPONSIBILITIES**

- 2.1 Sustainability Committee has overall responsibility for implementation and monitoring of this policy. Day to day responsibility lies with the Head of Procurement.
- 2.2 All staff, students and visitors have a responsibility to adopt behaviours that will make a net positive impact on the environment.

### **3.0 OTHER BU DOCUMENTS**

- 3.1 Bournemouth University Sustainability Policy
- 3.2 BU Procurement Manual
- 3.3 Bournemouth University Carbon Management Plan
- 3.4 Bournemouth University Energy and Water Policy
- 3.5 Bournemouth University Travel Plan
- 3.6 Bournemouth University Sustainable Food Policy
- 3.7 Bournemouth University Fair Trade Policy

- 3.8 Bournemouth Business Travel Policy
- 3.9 Bournemouth University Sustainable IT Policy
- 3.10 Bournemouth University Sustainable construction policy

## **Policy**

### **4.0 Overview**

- 4.1 Bournemouth University recognises that its activities have an impact upon the environment at local, regional, national and global levels and acknowledges a responsibility for the protection of the environment and the health of its members and the community.
- 4.2 BU recognises the purchasing of goods and services has a significant economic, social and environmental impact on people and the planet and, whilst difficult at the moment to quantify this impact, how BU chooses to spend its money is likely to be the largest source of carbon emissions.

### **5.0 Aims**

- 5.1 Ensuring sustainable procurement principles are applied at all stages of the procurement cycle from questioning the need to purchase goods and services at the start to implementing lessons learnt at the end.
- 5.2 Taking a life cycle analysis methodological approach to the purchase of goods and services to identify potential environmental and ethical issues associated with each stage of the life cycle (also known as cradle to grave analysis).
- 5.3 Ensuring outsourced processes are controlled or influenced to minimise their negative environmental and social impacts.
- 5.4 Adopting core elements of sustainable procurement which include organisational governance, human rights, labour practices, the environment, fair operating practices, consumer considerations and community involvement and development.

### **6.0 Objectives**

The University is committed to:

- 6.1 Making procurement decisions based on a balance between economic, social and environmental factors to deliver value for money.
- 6.2 Complying with the University's financial regulations, environmental and social legislation and other compliance obligations, as a minimum and be transparent in its procurement decisions and activities whilst also encouraging its suppliers to be transparent in dialogue and collaboration.
- 6.3 Adopting practices that contribute to the circular economy to reduce waste and maximize the efficiency of resource use.
- 6.4 Adopting a risk management approach to minimize the environmental and social impacts of purchased goods and services.
- 6.5 Informing budget holders 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.

- 6.6 Completing an auditable life cycle analysis on all goods and services above £25k (including VAT) to identify environmental and social issues to be addressed through the tender process.
- 6.7 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.
- 6.8 Ensuring the tender evaluation weighting covering environmental and social criteria is set at the default level of 15% unless the potential impacts of the purchase are considered to be above or below the normal factors when a higher or lower scoring level can be applied.
- 6.9 Purchasing energy efficient goods: where purchasing equipment that may have a significant impact, as defined by equipment consuming more than a 40 kW peak draw, on the University's energy usage, the tender will partly be evaluated on the basis of energy performance.
- 6.10 Considering the purchase of renewable energy.
- 6.11 Purchasing goods that contain less harmful materials and more recycled content and that meet recognized eco-label standards.
- 6.12 Purchasing goods and services that minimize transport and waste impacts.
- 6.13 Providing full and fair opportunity to avoid bias and prejudice in all procurement decision-making. All suppliers, including local, small and medium sized organizations should have a full and fair opportunity to compete.
- 6.14 Buying from reputable suppliers who meet and promote ethical trading standards and behavior throughout its supply chain that consider the social and environmental impact of their activities on the people living and working where the product is made. The organization strives to obtain associated evidence of trading standards and to be aware of any violations of law or behaviors within its supply chain.
- 6.15 Ensuring all staff uses the appointed Travel Management Company to encourage more sustainable business travel practices.
- 6.16 Developing and implementing monitoring and evaluation systems to measure and report sustainable procurement activities.
- 6.17 Providing guidance and training to staff and students so they adopt more sustainable purchasing practices.
- 6.18 Working with suppliers to reduce the environmental and social impacts of their goods and services throughout the supply chain and encouraging them and their supply chains to adopt net zero targets.
- 6.19 Working with other bodies to share experiences and adopt good practice to promote continual improvement in sustainability practices and outcomes.
- 6.20 Communicating this Policy to the University community and others, to raise awareness and influence behavior to minimize negative impacts on the environment and people.

## 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 2020