

## **Sustainable Purchasing Statement**

The University recognises its obligation to manage its expenditure on works, utilities, goods and services in such a way as to contribute to:-

- the protection of human health
- the promotion of fair working conditions
- the promotion of social enterprise and improving local skills
- the promotion of the local economy and employment
- reducing soil, water and air pollution
- reducing energy consumption and climate change
- reducing water consumption
- reducing the consumption of raw materials, including packaging and waste
- the protection of habitats and biodiversity

## **Policy**

All staff with purchasing responsibilities are required to:-

- ensure that a 'need' exists; that consideration is given to reusing existing items, sharing with other potential users, using surplus items held elsewhere, renting or outsourcing;
- make purchasing decisions based on best value for money, taking into account environmental, social and economic factors;
- encourage suppliers to submit alternatives which are more sustainable;
- include appropriate requirements within specifications to improve sustainability during production, distribution, use and ultimate recycling/disposal;

The Purchasing Office will:-

- develop and maintain an action plan, based on an analysis of the University's spending, to identify priority product areas for further investigation and improvement;
- consider environmental, social and economic factors when appointing preferred suppliers;
- encourage preferred, and other key, suppliers to produce, distribute and dispose of products, packaging and waste in a more sustainable manner;
- provide guidance, including the use of whole life costing, to encourage staff involved in purchasing to adopt more sustainable purchasing practices particularly in respect of products which have a high impact on sustainability;
- develop and record appropriate performance indicators to measure sustainable purchasing targets;
- work with other HE bodies and the wider public sector to share experiences and promulgate best practice;

- communicate this policy within the University community and to suppliers so that all staff and students are aware of the impact they have on the environment and society and help them minimise these impacts.

This policy has been approved by Council following consultation with staff, student representatives and other interested parties. It will be reviewed annually by the Sustainability Working Group to ensure both its currency and effectiveness.

*Policy dated 16 November 2009*

To be review annually

*This Policy has been endorsed by Executive Team and is to be submitted to Policy & Resources Committee for ratification at its next meeting.*

## University of East Anglia

### Sustainable Purchasing Policy

#### Notes for Guidance

#### Background

In the Corporate Plan 2008-12 the University set itself the objective; ***“To become an exemplar of good practice environmentally”***. To achieve this, the Sustainability Advisory Group commissioned students on the ENV-M542: EMS & Auditing module to carry out an initial environmental review of the University’s current activity and performance in relation to environmental management.

This review identified a gap in purchasing policies, procedures and practice in relation to sustainability. It is proposed to adopt the *Flexible Framework* developed by Defra’s Sustainable Procurement Task Force. The attached Policy is a first step to implementing the framework and addressing the shortcomings identified in the review.

#### Sustainable Purchasing Statement

A significant amount of the University’s expenditure is spent on purchasing goods, utilities, works and services. <sup>1</sup>

The intention of the Policy is to use this spending power to reduce the University’s impact on the areas listed. <sup>2</sup>

- **protecting human health** includes minimising our use of products that, in themselves or in their manufacture or disposal cause pollution; promoting healthy eating in our catering provision; and encouraging exercise in the design of our buildings and transport arrangements.

- **promoting fair working conditions** includes dealing with suppliers who (or who purchase from) do not use forced or child labour; pay overtime above a maximum 48 hour week; provide a 'living' wage; provide freedom from bullying, racial or sexual harassment and a healthy working environment.
- **promotion of social enterprise and improving local skills** includes encouraging local suppliers (including 'not-for-profit' community projects to bid for appropriate supplies, works and services by advertising locally, minimising 'red-tape, and encouraging main contractors to use local sub-contractors.
- **promotion of the local economy and employment** although under EU legislation it is anti-competitive to favour local suppliers directly, local business can be encouraged by specifying minimum response times in service contracts and fresh produce, where appropriate.
- **reducing soil, water and air pollution** by buying products which cause less pollution in their manufacture, use and disposal.
- **reducing energy consumption and climate** change by buying products that use less energy to produce and use, and avoid products and processes that generate greenhouse gases such as methane, HFCs, PFCs SF<sub>6</sub>, N<sub>2</sub>O and low level ozone.
- **reducing water consumption** by avoiding products that are water intensive in their production or use.
- **reducing the consumption of raw materials, including packaging and waste** by choosing products that have a higher recycled content and/or which can be easily recycled. Minimise packaging or ensure that it is reused or recycled or, at the very least is biodegradable.
- **protection of habitats and biodiversity** means avoiding products that have been produced at the expense of vulnerable habitats or species including land clearance, industrialised farming, unsustainable harvesting, etc

## Policy

All staff with purchasing responsibilities should consider whether a purchase:-

- is necessary; can existing items be used or purchases be shared with other potential users, can the product be rented, or the service outsourced.
- will use resources efficiently during its lifetime, including whilst in use and upon disposal; have recycled products been used in its manufacture
- is made using properly managed, renewable resources
- is durable; can it be recharged, repaired, upgraded or reused
- can be recycled at the end of its useful life
- is likely to emit toxic or polluting substances during its production, use or disposal

- includes excessive packaging; can any packaging be reused/recycled or is made from recycled material
- can be purchased from suppliers who demonstrate a commitment to improving their sustainability performance
- should the specification include sustainability issues such as a minimum energy efficiency rating, prohibition of HFCs, removal/reuse of packaging, etc.

The Purchasing Office will be:-

- Developing an action plan, based on the University's spending patterns and the associated sustainability impacts. Each commodity area will be investigated, in collaboration with other sector bodies including the Southern Universities Purchasing Consortium (SUPC), to identify minimum standards and best practice. These will be used when inviting tenders and appointing preferred suppliers.
- Identifying and encouraging good practice amongst our preferred suppliers as part of our regular review meetings. We will be encouraging them to offer more sustainable products where appropriate and to reuse/ recycled packaging.
- Producing product-specific guidance to staff involved in purchasing as well as general guidance about incorporating sustainability requirements in to specifications for one-off purchases.
- Developing key performance indicators so that our progress on sustainable purchasing can be measured.
- Working with the SUPC to improve the sustainability of our suppliers and their products
- Communicating progress and new initiatives to the University community on a regular basis.

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<sup>1</sup> £58m in the year to 31<sup>st</sup> July 2008

<sup>2</sup> The list is based on [\*Buying a Better World\*](#) published by Forum for the Future.