

Title:	Sustainable Procurement Policy
Keywords:	Ethical, Environment,
Description:	A Policy detailing the importance of Purchasing at BU
Owner:	Sustainable Strategy Group
Version number:	3.0
Date of approval:	
Approved by:	Sustainable Strategy Group
Effective date:	1/5/2017
Date of last review:	26/4/2018
Due for review:	1/5/2019
Audience:	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 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/EcoCampus Platinum certified Environmental Management System (EMS).
- 1.4 This Policy forms part of BU's contribution to achieving the UN Sustainable Development Goals.

2.0 KEY RESPONSIBILITIES

- 2.1 Sustainable Strategy Group 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 LINKS TO OTHER BU DOCUMENTS

- 3.1 Bournemouth University Sustainability Policy
- 3.2 Bournemouth University Carbon Management Plan
- 3.3 Bournemouth University Energy and Water Policy
- 3.4 Bournemouth University Travel Plan 2013-2018
- 3.5 Bournemouth University Sustainable Food Policy
- 3.6 Bournemouth University Fair Trade Policy
- 3.7 Bournemouth Business Travel Policy
- 3.8 Bournemouth University Sustainable IT Policy
- 3.9 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 is committed to ensure graduates develop a global perspective and understand the need for sustainable development by embedding sustainability across the curriculum; achieving a holistic approach to sustainable development; and ensuring Bournemouth University operates an affordable, sustainable and secure Estate.

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 approach to the purchase of goods and services to identify potential environmental and ethical issues associated with each stage of the life cycle.
- 5.3 Ensuring outsourced processes are controlled or influenced to minimise their negative environmental and social impacts.

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 legislation and other requirements, as a minimum.
- 6.3 Adopting practices that contribute to the circular economy to reduce waste and maximize use of resources.
- 6.4 Adopting a risk management approach to minimize the environmental and social impacts of purchased goods and services.
- 6.5 Completing a 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.
- 6.6 Reviewing the need for a whole life costing exercise for goods and services on a case by case basis.
- 6.7 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.
- 6.8 Purchasing energy and water efficient goods, containing less harmful materials and more recycled content and that meet recognized eco-label standards.
- 6.9 Purchasing goods and services that minimise transport and waste impacts.
- 6.10 Buying from reputable suppliers who meet ethical trading standards that consider the social and environmental impact of their activities on the people living and working where the product is made.

- 6.11 Ensuring all staff use a Travel Management Company to encourage more sustainable business travel practices.
- 6.12 Developing and implementing monitoring and evaluation systems to measure and report sustainable procurement activities.
- 6.13 Providing guidance and training to staff and students so they adopt more sustainable purchasing practices.
- 6.14 Working with suppliers to reduce the environmental and social impacts of their goods and services.
- 6.15 Working with other bodies to share experiences and adopt good practice.
- 6.16 Communicating this Policy to the University community and others, to raise awareness and influence behavior to minimise 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
April 2018