



<b>Name of Board/Committee:</b>	University Executive Board				
<b>Date of Board/Committee:</b>					
<b>Paper Title:</b>	Sustainable Procurement Policy				
<b>Paper Purpose:</b>	<b>For Approval</b>	<del>For Decision</del>	<del>For Discussion</del>	<del>For Note</del>	<del>For Assurance/ Assessment</del>
<b>Strategic Priority:</b>	<del>Red – Top Priority</del>	<b>Amber – High Priority</b>		<del>Green – Medium/Low</del>	
<b>UEB Checklist for UEB attendees Please confirm this paper has been signed off by your line manager</b>	Date of sign off			Signature of UEB member/VCP	
<b>Date of Paper:</b>	26 <sup>th</sup> April 2024				
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<b>Executive Sponsor:</b>					
<b>Strategic Alignment:</b>	<del>Future Graduate</del>	<del>Future Professional</del>	<del>Future Life</del>	<b>Sustainability</b>	
<b>Please outline financial implications, whether an equality impact assessment will need to be conducted and if paper relates to health and well-being</b>	<p>Some procurement activities may have additional cost associated due to the need to implement sustainable practices. However, we recognise that these costs may be offset in, e.g., decreased waste generation, decreased energy usage, etc.</p> <p>EIA should not be needed. Health and wellbeing benefits likely to be delivered indirectly through general sustainability improvements.</p>				
<b>Abstract:</b>	<p>The attached paper outlines the University’s approach to sustainable procurement. It provides a set of standards for all procurement activities to consider with regards to environmental and social sustainability, as well as outlining a minimum weighting for sustainability criteria in procurement evaluations. Additional commitments for the University are also provided, which set a core framework for procurement activities to fall within.</p> <p>In addition, an appendix of criteria for general and specialised procurement activities are also provided. These reference, in some locations, other policies and standards which the University expects to publish in due course.</p>				
<b>Key issues to note:</b>	<p>The paper references the following policies and standards which are expected to be published in due course:</p> <ul style="list-style-type: none"> <li>• Sustainable Food and Catering Policy</li> <li>• Sustainable ICT &amp; Digital Policy</li> <li>• Sustainable Construction &amp; Refurbishment Policy</li> </ul>				
<b>Consultation process:</b>	This paper has been developed by the Sustainability Team, and has been reviewed by the Procurement Team. It has been approved by Kirsty Madden.				
<b>Recommendations:</b>	The University Executive Board approves the Sustainable Procurement Policy and adopts the standards and commitments within.				



## Sustainable Procurement Policy

### 1. Vision

The University of East London recognises the impact its procurement activities have on the wider world.. This policy seeks to provide a framework within which all procurement activity across the University will result in enhanced sustainability outcomes, delivering progress towards the University's sustainability targets and towards the wider Sustainable Development Goals.

The Sustainable Procurement Policy forms part of the University's approach to tackling sustainability, as defined by our Sustainability Policy. The University is committed to reducing its carbon emissions in line with a Net Zero target of 2030, and aims to become the most sustainable university in London.

### 2. Scope

This policy applies to all purchases, procurement activities, management of ongoing contracts, and frameworks across the University. Furthermore, this policy will also apply wherever the University provides a service for other organisations which includes the procurement of goods and services. The principles of the policy will also apply where the University utilises procurement services offered by others, such as the Crown Commercial Service, where we should seek to influence frameworks and contracts to enhance sustainability outcomes.

### 3. Objectives

The following objectives are set out for this policy:

- a. To improve visibility and understanding of, and engagement with, sustainability among our current and future supply chain
- b. To ensure that our procurement processes appropriately consider sustainability
- c. To develop a transitional pathway for the full decarbonisation of our supply chain, in line with our Net Zero Carbon target of 2030
- d. To improve our contract management processes so that we can actively monitor, manage, and report the performance and environmental impact of our supply chain

### 4. Standards

Sustainability criteria and standards must be introduced at the earliest stage, and reinforced at every stage, of every procurement process. All procurement activities must evaluate sustainability-focused criteria, including (but not limited to):

- Whole-life carbon assessment and costing, covering, as a minimum:

- Manufacture, delivering, installation
- Operation, including energy, water usage, and maintenance
- End of life, including decommissioning and disposal
- Supply Chain Management
- Logistics and distribution
- Disposal, and commitment to circular economy principles
- Compliance with environmental legislation
- Evidence of any sustainability accreditation or existing or future initiatives relating to the procurement
- Evidence of the supplier's environmental management and strategies, including a net-zero target for the supplier of no later than 2045
- Evidence of transparency in the supplier's own supply chains and compliance with the Modern Slavery Act 2015
- Evidence of any additional social value delivered through the procurement activity

A set of basic criteria is included in Appendix A.

A weighting of no less than 10% should be given to sustainability-focused criteria in all procurement processes. This should increase to no less than 15% after 2030.

#### 4.1 Monitoring and Benchmarking Performance

The criteria scores for winning bids, particularly those utilising recognisable indices (such as whole-life carbon assessment and energy usage) will be recorded and evaluated with the supplier on a regular basis to ensure compliance. The carbon footprints of procured items will be used in the development of the University's 'Scope 3' emissions, which will lead to the identification of hotspots and of further reduction plans. This will, in turn, provide a pathway for procurement activities to achieve 'Net Zero' by 2030, with further reductions of gross emissions in years to follow.

In addition, larger contracts may have additional sustainability-related criteria and KPIs developed. These will be monitored and appropriately reported.

The University will ensure that our procurement processes are wholly aligned to ISO 20400, the international standard for sustainable procurement.

#### 4.2 Supplier Collaboration

Communication and support from existing and future suppliers is key to the success of the decarbonisation of the University's supply chain. The University commits to collaboration with our suppliers to identify and implement improvements, which in turn support our own efforts to continually improve the sustainability of our operations.

The University will work with suppliers to improve their own sustainability performance, and that of their own supply chain, in areas such as:

- Encouraging and supporting the development and implementation of effective environmental management systems, such as ISO 14001
- Ensuring suppliers can provide suitable assurance on the economic, social and environmental sustainability of their supply chain

- Favouring products with a lower environmental impact and avoiding products which contain substances harmful to the environment
- Reviewing high-impact ongoing contracts to identify potential opportunities to reduce negative and enhance positive sustainability outcomes
- Encouraging existing suppliers to bring forward options to enhance sustainability outcomes for consideration

## 5. Further Commitments

In addition to the above, the University makes the following commitments:

- a. To assess the risk of water pollution in specific contracts, with a focus on water use, waste water, and discharge; and to encourage suppliers to take steps to control and reduce usage and prevent or mitigate discharges.
- b. To seek to minimise and eliminate the use of Single Use Plastics (SUP)
- c. To seek to reduce the impact of goods, services, and works through waste minimisation, including packaging waste, construction waste, disposal of consumables, and disposal of assets at end of life; and through encouraging suppliers to reduce waste and promote re-use, re-manufacture and recycling at every level of the supply chain
- d. To consider opportunities for reduced or more efficient use of resources, particularly when preparing to re-tender for existing contracts, and set out specific requirements in contracts with a potentially high waste impact
- e. To encourage suppliers to formally adopt the same sustainability targets the University has set itself, and to deliver them by the same deadline dates
- f. To encourage suppliers to consider the biodiversity, land-use, and air- and water-related impacts of their operations, and to take steps to prevent or mitigate any negative impacts
- g. To promote the sourcing of sustainability-certified goods and services where appropriate
- h. To recognise the importance of sourcing local goods and produce, where possible, including within the supply chain of other suppliers
- i. To recognise the importance of sourcing goods from SMEs, Third Sector, and Social Enterprise businesses, encouraging suppliers to support a sustainable local economy
- j. To minimise the amount of timber and paper products used by the University, and where possible ensure that all timber and paper products purchased are recycled, or sourced from sustainable forests, with a clear chain of custody
- k. To encourage suppliers to seek sustainable alternatives to materials which are scarce (or at risk of becoming so), or which have a high carbon or other negative environmental impact
- l. To encourage suppliers to communicate with their own supply chain, their customers, and the communities in which they operate, to raise awareness of the importance of sustainability

To implement the commitments outlined above, and to ensure the goods and services the University procures and commissions meet acceptable environmental and social standards, the University will endeavour to meet the minimum Government Buying Standards. The University recognises that it is not mandated to meet these standards, but recognises them as a useful baseline for procurement activities.

## Appendix A: Criteria for Sustainable Procurement Activities

Ref	General (Universal Criteria)	Mandatory	Recommended
1	Review the need to buy the product	X	
2	Avoid the purchase of services and products which are likely to endanger health	X	
3	Avoid purchasing products that can cause significant damage to the environment (e.g. by buying products that are not bio-degradable or contain CFCs)	X	
4	Consider the whole life carbon footprint and resource consumption of the product/service	X	
5	Consider if the product can be sustainably disposed (e.g. re-use, remanufacture, recycle) at the end of its useful life	X	
6	Consider the percentage of recycled materials used in the product	X	
7	Avoid over-packaged products. If packaging cannot be avoided, then look for: <ul style="list-style-type: none"> <li>• Products with packaging made from recycled materials</li> <li>• Products whose packaging can be reused or recycled</li> </ul>		X
8	Where items are of similar cost, give preference to those that are manufactured with a high recycled content	X	
9	Purchase products/services that require minimum transportation, ongoing maintenance and consumables	X	
10	Supplier/sub-contractor supports International Labour Standards and codes of conduct	X	
11	Freedom to join a labour union for contracted staff	X	
12	The contractors/sub-contractors/supplier must have an Environmental Policy and a Net Zero target of no later than 2045	X	
13	The contractors/sub-contractors/supplier should consider sustainable travel options for daily travel to and from the University campuses		X
Ref	Waste Reduction (Universal Criteria)	Mandatory	Recommended
14	All manufacturers, suppliers and subcontractors must apply the waste hierarchy (reduce, reuse, recycle, recover, dispose) to packaging	X	
15	Delivery and packaging of goods in bulk rather than by single unit		X
16	Deliveries made outside of peak traffic times and by low-emission modes of transport		X
17	Reuse of packaging material and used products by the supplier		X
18	Delivery of goods in reusable containers		X
19	Operation of an Environmental Management System		X

Ref		Mandatory	Recommended
	<b>Clothing</b>		
20	Demonstration of compliance with International Labour Standards	X	
21	Provision of a full list of factory locations for contractors and sub-contractors	X	
22	Certification to sustainable standards (Fairtrade, organic cotton, recycled plastic etc.)		X
	<b>Beverages</b>		
23	Certification to sustainable standards (Fairtrade, Rainforest Alliance, etc.)		X
	<b>Food</b>		
24	Purchased food should meet the University's Sustainable Food & Catering Policy, once published.	X	
	<b>Cleaning</b>		
25	Use and supply of environmentally friendly cleaning chemicals with clearly labelled product information	X	
26	Externally sourced/contracted staff trained on chemical handling and COSHH	X	
	<b>Electronics</b>		
27	All white goods minimum A+ energy rated	X	
28	Chest freezers, fridge freezers and upright freezers must have A++ energy efficiency Refrigerators must have A+ energy efficiency	X	
29	Air conditioning units under 12kW should have Household Air Conditioners Energy label Class A	X	
30	Chlorofluorocarbons (CFCs) and virgin hydro chlorofluorocarbons (HCFCs) must not be used as refrigerants. Hydrofluorocarbons (HFCs) must only be used where other safe, technically feasible, cost effective and more environmentally friendly acceptable alternatives do not exist.	X	
31	All ICT & Digital equipment/services should meet the University's Sustainable ICT & Digital Policy, once published.	X	
	<b>Stationery</b>		
32	Paper utilises recycled source material, using at least 80% Post Consumer Waste (PCW), or, where virgin paper, is sourced from FSC-certified sustainable forestry sources	X	
33	Pallets used for delivery are collected by the supplier for recycling/re-use		X
34	Tissue paper (e.g. kitchen and toilet tissue, hand towels) must have 100% recycled content	X	
35	Standard envelopes for general use must have 100% recycled content	X	
	<b>Furniture</b>		
36	All procured furniture must be designed for disassembly to facilitate reuse, refurbishment, repair and ultimately recycling, either in part or as a whole	X	

37	Where adhesives and glues are used, their VOC content shall not exceed 10% by weight		X
38	The tenderer should indicate the percentage by weight of recycled content and/or refurbished and reused components of wood-based materials, plastics, and/or metals in the final piece of furniture		X
39	Any wood used in the furniture should be recycled or, where virgin, FSC-certified		X
Ref	Promotional/Marketing Material	Mandatory	Recommended
40	All promotional gifts should be from sustainable sources, taking into consideration issues such as use of recycled materials and locally produced products	X	
Ref	Vehicles	Mandatory	Recommended
41	Vehicles procured should be zero-emission at tailpipe, e.g. electric, biofuels, or hydrogen	X	
Ref	Construction & Refurbishment	Mandatory	Recommended
42	All construction-related projects must meet the University's Sustainable Construction and Refurbishment Policy and its standards, once published.	X	