

Sustainable Procurement Policy

Version	Date	Revisions	Author	Approved
4	March 2022		Ninette Harris	Sustainable Procurement Steering Group and the Environmental Sustainability Strategic Planning Group

Re-approved by University Executive Committee, 25 July 2023

Sustainable Procurement Policy

1. Purpose

- 1.1 The purpose of this policy is to outline the University's position in relation to the management of sustainable and ethical procurement and its commitment to the Fairtrade University Award.

2. Statement

- 2.1 We recognise that procurement has a significant impact on the environment and, as such, we are committed to reducing this impact as much as possible. This Sustainable Procurement Policy reflects the principles for a pan-university procurement strategy, production, and service; and is in keeping with the University's wider environmental sustainability policies, Climate Action Progress and commitment towards the People and Planet Campaign.

3. Scope

- 3.1 This policy covers the procurement of goods and services for the University's colleges, catering outlets, teaching and wider student experience.

4. Responsibilities

- 4.1 Members of the Sustainable Procurement Steering Group (SPSG) have responsibility for the implementation of this Policy. Some SPSPG members also have specific responsibilities relating to their role within the University.
- 4.2 The Procurement Service has a responsibility to procure food, retail, and other items in a sustainable manner, in line with this policy and other relevant University policies.
- 4.3 Responsibility for the operational implementation of this Policy lies with the Operations Managers (Food and Beverage), and Product and Brand Manager (Retail).
- 4.4 Guidance and advice relating to sustainable procurement will be provided in collaboration with Procurement, the Energy and Sustainability Team and the Director of Operations, which will be reviewed on an annual basis.

5. Policy, Procedures and Enforcement

- 5.1 What is the FAIRTRADE Mark?
- 5.1.1 When you buy products with the FAIRTRADE Mark, you support farmers and workers as they work to improve their lives and communities. The Mark means Fairtrade ingredients in the product have been produced by smallscale farmer organisations or plantations that meet [Fairtrade social, economic, and environmental standards](#). The standards include protection of workers' rights and the environment, payment of the Fairtrade minimum price and an additional 'Fairtrade Premium' to invest in business or community projects.
- 5.2 The University is working towards the Fairtrade University Award, which gives recognition to institutions that have embedded ethical and sustainable practices

through their

curriculum, procurement, research, and campaigns. The award is jointly delivered by the Fairtrade Foundation and Students Organising for Sustainability UK (SOS-UK).

- 5.3 In line with the University's Responsible University framework, and procurement policies on Corporate, Social and Environmental Responsibility, the University is committed to completing the Fairtrade Award criteria, to establish and improve Fairtrade, Trade Justice and Ethical Consumption throughout its supply chain and within its culture.
- 5.4 This Policy will be reviewed on an annual basis, agreed at both a senior level and by the Environmental Sustainability Strategic Planning Group (ESSPG), which includes representation from the Students' Union. The Policy will be available publicly and adhered to in the procurement of Fairtrade products. The process of completing the Fairtrade University Award criteria will be coordinated by the (SPSG), which meets on a termly basis. The group consists of Professional Support, College and Academic staff, as well as a representation from the Students' Union.

6. **Commitment**

6.1 The University is committed to:

- Increasing awareness of the Fairtrade Standard and Ethical Accreditations within the University Community.
- Organising activities that highlight the importance of Fairtrade during Fairtrade Fortnight and throughout the academic year. This will be achieved through internal communications, events and in collaboration with suppliers and student societies.
- Continuing to serve Fairtrade products, as a minimum tea, coffee, sugar, and biscuits, at all commercially catered meetings and conferences hosted by the University, with Fairtrade lines clearly identifiable to attendees.
- Stocking a wide range of Fairtrade products online, in campus shops and vending machines, reviewed annually by the relevant department.
- Affirming the Procurement Service's undertaking to:
 - Address within category plans where Fairtrade may impact.
 - Ensure due regard to Fairtrade in the planning process of contracts and tenders.
 - Review Fairtrade products and monitor usage through contract review meetings.
- Providing opportunities for students to study and investigate trade justice, ethical supply chain management and consumption issues, and sustainable business practices.
- Reviewing impacts of the University's supply chain, and associated Scope 3 carbon emissions.
- Implementing the necessary changes to procurement services to reduce Scope 3 carbon emissions.

7. **Related Information**

7.1 Further information is available:

- [Environmental Sustainability Vision, Policy and Strategy](#)
- [Sustainable Food Policy 2021](#)