



University of Exeter Sustainable Bought  
Goods and Services Policy  
Version 06 – April 2021



## Sustainable Bought Goods and Services Policy Statement

### 1. Introduction:

The University aims to be a sustainability and climate change leader regionally, nationally and internationally; delivered via transformation in its operation and via collaboration in its educational, research, international and impact activities, demonstrating innovation, influence and action.

To enable this, environmental and sustainable considerations in the purchase of all 'bought goods and services' needs to be adopted across the University. This will ensure goods, services, works and utilities and practices meet the intention of the [Environment and Climate Emergency \(E&CE\) Policy](#), value for money on a whole life basis in terms of generating benefits not only to the organisation, but also to society and the economy, whilst minimising damage to the environment.

### 2. Aims and Objectives:

- Adoption of ISO20400 (sustainable procurement) which provides a framework against which the University can set a delivery plan to ensure measurable sustainable outcomes for improvement over the procurement of goods, works and services.
- Adoption of the Aude Sustainability Scorecard and aim to achieve Gold status.
- Minimise the environmental impact and carbon footprint and uphold world class ethical and corporate social responsibility through better selection and improved usage of products and services;
- Foster a partnership approach to increase the availability and effectiveness of sustainable solutions that meet our organisational requirements by working in partnership with suppliers to achieve common goals and continually improve performance over time.
- University suppliers will be expected to sign up to a Code of Conduct (Appendix 1) and sustainability action planning tool NETpositive (supplier engagement tools) which will help them to improve their sustainable and corporate responsibility activity.
- Require suppliers to report the carbon footprint of bought goods and services.
- Require environmental and sustainable action plans from all suppliers as part of tender, contract renewal process and ongoing contract management reviews.
- Ensure there is transparency in the University supply chains and acting ethically and with integrity in all business dealings and relationships to demonstrate compliance with section 54 of the Modern Slavery Act 2015.

### 3. Policy

- The University is committed to procure goods, services and works responsibly in a way that enhances and protects our environment, economy and society.
- This policy will apply to all staff and to all University subsidiary undertakings to ensure everyone consistently and uniformly embed environmental and sustainability features into University procurement decisions and to encourage supplier behaviour to help us achieve our environment & climate emergency goals.

- Procurement Service delivery plan will identify in year action plans to record progress to the following core principles and objectives:
  1. Training and Development
  2. Establishing processes to help minimise the footprint of Bought Goods and Services.
  3. Engaging key stakeholders and suppliers to help prioritise the procurement of sustainable and low carbon alternatives.
  4. Establish targets and Performance Measurements, Improvements and Report progress against in year goals as set out in the E&CE Policy

#### **4. Training:**

- It is important that all staff have access to appropriate training and knowledge development to enable them to actively enable the University to achieve its environment & climate emergency goals.
- Training and guidance will be a blend of delivery: face2face, online, as part of job-shadowing or desk training.
- Training and Guidance will focus on carbon reduction & building sustainable supply chains. The content will be regularly reviewed and revised to ensure currency, consistency and quality.
- All staff members will have access to HEPA sustainability training as part of their Induction and mandatory training as part of a wider organisational induction package.
- Advanced training will be available to E&CE and Procurement Service to ensure key staff have the most up to date best practice/leading edge knowledge to have the confidence to embed sustainability considerations into their work practices.

#### **5. Sustainable Bought Goods and Service Processes.**

- Environmental and sustainability considerations will be part of everyday practice (e.g. incorporating them into service specifications, SLAS, KPIs, tender evaluations, contract reviews, category management, with regular progress reporting).
- Spend analysis of the goods, services & works bought by the University will be undertaken by Procurement Services on an annual basis.
- Category managers will ensure E&CE Policy Targets will inform the development of each category plan and its sourcing strategies.
- All members of staff will be encouraged to adopt and comply with the Responsible Procurement Guidance checklist to determine needs for items to be procured/question the need for new items, the quantity purchased, and to consider alternative solutions such as reuse, rental and sharing resources so that specifications are functional and not over-specified.
- Specific environmental and sustainability questions and scoring will be included in tendering procedures and evaluated against agreed weighting (currently 20%) and criteria. Evidence will be demonstrated by a checklist of environmental, social and economic considerations for each stage of the procurement process as advised by the University's Environment & Climate Emergency Team and by contracts where this is reflected in Terms and Conditions.

- The E&CE Team and Procurement Services work together to prioritise high risk carbon emission categories, which to date include:
  - Travel
  - Construction - Estates/works
  - Information and communication technology
  - Laboratory Consumables
  - Food and catering

## **6 Engaging Suppliers:**

- Suppliers are recognised as essential to the successful delivery of this policy.
- The Procurement Service will proactively engage with the market/supply chain to ensure we are open and transparent on what our E&CE expectations are (e.g. through our website and market engagement prior to going out to tender, encourage a range of different types of suppliers to bid for contracts, such as Small Medium Enterprises (a key University policy priority).
- Suppliers will be asked to participate and provide data and information on key environmental and sustainability data and impacts of their products and services, and make commitments to improve their environmental sustainability performance.
- Engagement will be two-way, for example establishing mutual environmental and sustainability objectives and/or raising awareness of (or sponsoring) awards for suppliers on innovative environmental and sustainability achievements that positively impact the University.
- Opportunities to learn from each other will be built into all our engagement with suppliers i.e. pre-tender market engagement, regular contract management meetings, supplier questionnaires and/or procurement workshops e.g. Circular Economy.

## **7. Supplier Targets and Performance Measurements, Improvements and Reporting**

### **a) Supplier Targets / Performance Measurement**

- Suppliers will be asked to report their social, carbon and environmental footprint annually from August 2021 this will help to establish a performance baseline.
- Suppliers will be asked to submit their data, targets and delivery plans to enable University Carbon footprint reporting and progress towards the Carbon Net Zero Goals.
- All University suppliers will be required to sign up to the NET Positive Futures supplier engagement tool which will help them to improve their sustainability and corporate responsibility. The tool will also address the issues raised by the Environmental and Sustainability as well as the Modern Slavery Act, and supplier responses will for part of our Supplier Management Reports and in time Supplier Evaluation and Selection e.g. used as part of our tender process and ongoing contract management discussions.
- Supplier contracts will require Environment and Sustainability review prior to renewal. Tier 1 will be in the first phase with a roll out programme to be established by the Procurement Service.

**b) Carbon Footprint Reporting and Methodology:**

- Suppliers will be required to provide a 5-year carbon emission strategy to be monitored as part of their regular KPI supplier review meeting and reviewed by the E&CE Team.
- Capture of carbon data is a significant step change to enable the University to fully and more accurately report its scope 3 carbon information, and suppliers will be required to provide carbon footprint information (where available).
- Carbon spend - some products already have carbon footprint data, and methodology is under development to align standards. When this is available consistent capture can commence. Until then where carbon data is available it will be adopted in the place of spend estimation (subject to review with the E&CE team). A time line for full carbon capture from all goods / services will be identified as the market becomes established
- Carbon validation – following carbon capture of 75% of the Bought goods and services, data validation will be requested from suppliers on a sample basis maximum 10% per annum facilitated by the E&CE Team. This will be evidence based and adopt an assurance risk based approach.

## Appendix 1 - Supplier Code of Conduct

### Part A - The University of Exeter reserves the right to refuse:

1. Partnerships with organisations that do not achieve (or are unable to provide evidence of an action plan to address) the following minimum standards for their operations, employees and supply chain, in accordance with International Labour Organisation (ILO) conventions and other public sector commitments.
2. Suppliers not able to demonstrate Fair Working Conditions through reporting of social, ethical and corporate responsibility which will include:
  - **Freedom of Associative and Collective Bargaining** - As far as any relevant laws allow, all employees are free to form or join a Union, which pertains to the protection of the terms conditions of the employment of employees, such as wages, hours of work, working conditions and grievance procedures.
  - **Elimination of Forced and Compulsory Labour** - Forced, bonded or compulsory labour is not used and employees are free to leave their employment after reasonable notice. Employees are not required to lodge deposits of money or identity papers with their employer.
  - **Elimination of Discrimination in Respect of Employment and Occupation** - Discrimination based on factors non-relevant to the terms of employment is prohibited. Examples of non-relevant attributes include race, religion, gender, sexual orientation, disability, ethnicity, height, weight and age.
  - **Abolition of Child Labour** - Work undertaken by people of 16 years or under without consideration for their personal development, safety, education or health is prohibited. This will be supported by policies and programmes, which promote the development of any employed child. Placing children in employment deemed to be hazardous (in accordance with ILO definitions) shall not be tolerated.

### Part B - The University will require reporting of:

- **Supplier Diversity** - To encourage a diverse range of suppliers to tender to provide services, materials or expertise and our aim is to give equal opportunities to suppliers owned by under-represented groups. Thus enabling increased social inclusion, whilst tapping into alternative sources to define the needs of the countryside and the aspirations of currently under-represented groups.
- **Environment** – To ensure processes are in place to actively improve the efficiency with which finite resources (such as energy, water, raw materials) are used and the release of harmful emissions to the environment associated with manufacture, use and end-of-life product management are minimised. To include reporting of
  - Data
  - Social / ethical and corporate responsibility
  - Environmental Target
  - Improvement plans to meet goals and mitigation requests