

Sustainable Procurement Policy Statement

1. Introduction

- 1.1. The University of Exeter 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. The University is committed to procure goods, services and works responsibly, in a way that enhances and protects our environment, economy and society.
- 1.2. To enable this, social, environmental and economic considerations in the purchase of all bought goods and services need to be adopted across the University. This will ensure purchasing goods and service practices include taking 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 environmental, social and ethical issues.
- 1.3. This policy supports the delivery of [Strategy 2030](#), [Environment and Climate Emergency Policy Statement](#) and [Sustainable Food Policy](#); as well reinforcing other strategic priorities and strategies including those relating to equality, diversity and inclusion.

2. Scope

- 2.1. This policy will apply to all staff and to all University subsidiary undertakings to ensure everyone embeds environmental and sustainability features into procurement decisions consistently and uniformly, and to encourage supplier behaviour to help us achieve our sustainability objectives.

3. Goal

- 3.1. Our goal is to procure goods and services in ways that maximise efficiency and effectiveness while minimising social and environmental impacts and risks.

4. Objectives

- 4.1. Our objectives are to:
 - Adopt the ISO20400:2017 Sustainable Procurement standard, 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.
 - Contribute to achieving the University's commitment of Net Zero carbon by 2030 by reducing the carbon emissions associated with Bought Goods and Services.
 - Optimise the use of natural resources and cease, or where this is not possible, minimise the use of plastic and disposable items.
 - Maximise social value through our supply chain.
 - Raise awareness and promote best practice in sustainable procurement across the University making information accessible for all.

- Enhance the skills and knowledge of all staff who make purchasing decisions.

5. Key Responsibilities

5.1. All Staff are required to:

- Always consider whether the purchase is necessary and explore options for reusing and sharing existing assets.
- Give priority to sustainability and whole life costs when selecting suppliers and awarding contracts.
- Undertake personal development to ensure you have the skills and knowledge to consider sustainability in your purchasing decisions.

5.2. Procurement Team are required to:

- Embed sustainable procurement within the University's procurement procedures, practices and policies.
- Focus specialist support on managing the procurement of goods and services that are either high value, high volume, high impact or high risk.
- Produce guidance and delivering training to staff about the application of this policy to their procurement and purchasing activities making information easily accessible and available to all.
- Provide faculties and divisions with advice on sustainability issues relating to procurement and purchasing.
- Proactively engage with the supply chain (in particular local/small businesses) to ensure we are open and transparent on what our sustainability expectations are and undertake ongoing contract management.
- Consider any needs that may qualify as exceptions under the 'Reasonable Adjustments' provision within the equality act

5.3. Suppliers and Sub-Contractors are required to:

- Suppliers and subcontractors will be contractually obliged to comply with this policy to the extent set out in their contract.
- Suppliers will be requested to provide data and information on key sustainability data and impacts of their products and services and make commitments to improve their sustainability performance throughout the term of their contract with the University.

6. Our approach

6.1. Our approach is to:

- Work with the University's contracted suppliers to realise positive sustainability benefits and manage negative sustainability impacts of contracts.
- Encourage new and existing suppliers to consider and improve the social and environmental impacts of their services and activities by providing appropriate tools (EcoVadis and NETpositive Supplier Engagement Tool).
- Tier 1 and Tier 2 suppliers will be required to sign up to EcoVadis and all other suppliers sign up to NETpositive, which will help to improve their sustainability and corporate

responsibility. This allows us opportunities to work with our suppliers to identify and realise mutually beneficial sustainable outcomes.

- Ensure that all collaborative buying arrangements that we enter into meet our own sustainability standards.
- Apply all core elements of sustainable procurement including organisational governance, human rights, labour practices, the climate and ecological crisis, ethical sourcing, social impacts, EDI, fair operating practices and customer considerations.
- Include a sustainability weighting of at least 20% with questions drawn from the United Nations Sustainable Development Goals relevant to the product or service to be bought.
- Consider how we can support the circular economy through our procurement and purchasing decisions.
- Consider the provisions of the Social Value Act during each procurement event.
- 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.
- Foster a partnership approach with the local and regional community to encourage positive participation and address barriers to entry, inform future policy and to encourage local, regional, SME and ethnic minority and other underrepresented groups of suppliers to bid for university contracts.
- Make appropriate training available to all staff including procurement specialists, buyers and others involved in purchasing decisions.

7. Governance

- 7.1. The Deputy Director Finance Services is responsible for the implementation of this policy.
- 7.2. Strategic oversight of the delivery of this policy is provided by the Environment and Climate Emergency (E&CE) Board, which reports directly to University Council.
- 7.3. This policy will be reviewed every two years.
- 7.4. Sustainable procurement is a significant aspect within our ISO14001 certified Environmental Management System.

8. Measurement and Reporting

- 8.1. The Chief Financial Officer and Executive Divisional Director of Finance, Infrastructure and Commercial Services, and the Director of Sustainability will ensure reporting against the KPIs within this policy is undertaken annually to the E&CE Board.
- 8.2. We will monitor and report annually on the performance measures contained in Appendix 1. We seek to improve the way we measure the impact of our procurement activities including carbon emissions and social value and will focus these efforts on high value, high impact and/or high-risk commodities.
- 8.3. To enable the University to report, monitor, track and evaluate the effectiveness of our sustainable practices, suppliers will be expected to provide the university with annual sustainability reports detailing their social, carbon and environmental footprint,

their sustainability targets and action plans. We will use this to support its carbon accounting by tracking emissions reduction in Scope 3. We will support suppliers' development of these reports before they become a contract deliverable.

Version Control	Last Reviewed and Updated
V1.0	April 21
V2.0	October 22

Appendix 1: Performance measures

KPI	Description	Baseline	Target for 2023/2024
1	To support the University to be carbon neutral (net zero) for scope 1 and 2 emissions by 2040 to reduce emissions by 75% by 2030 (2018/2019 baseline)	92,157 tCO2e	68,410 tCO2e (26%)
2	Percentage of Tier 1 and Tier 2 suppliers who are onboarded to EcoVardis per year and are measured and have a current business “sustainability rating” assessment in place.	0	80
3	Improvement to the University’s Sustainability Procurement ISO20400 score per year.	2.59 (July 2021)	4
4	Number of supplier engagement events held to encourage collaboration, shared learning and improvements per year.	1 (min)	1 (min)
5	Percentage of contracts published per year that include a sustainability benefit of at least 20% with questions drawn from the United Nations sustainable development goals relevant to the product or service to be bought.	100	100
6	Percentage of contract published per year that include a social value benefit of at least 10% relevant to the product or service bought.	50	80
7	To maintain <u>Fairtrade Accreditation</u> .	Maintain	Maintain
8	To maintain a minimum of Level 2 <u>Sustainable Restaurant Association</u> rating across University owned catering facilities.	Level 2	Level 2
9	Percentage of Procurement Team who have completed sustainability training.	100	100
10	To support the University to maintain AUDE Gold Status	Maintain	Maintain