

Sustainable Purchasing Policy

UPR PU01, Appendix 1 version 14.0

Policies superseded by this document

The University's Sustainable Purchasing Policy, which sat outside the University Policies and Regulations (UPRs) has now been incorporated to the UPRs as an appendix to UPR PU01 'Procurement'.

Summary of significant changes to the previous version

None.

Glossary

A glossary of approved University terminology can be found in [UPR GV08](#).

1 Policy Statement

Purchasing decisions have major socio-economic and environmental implications, both locally and globally, and so the University of Hertfordshire is committed to delivering a sustainable procurement function which can demonstrate value for money. The University aims to embed the principles of sustainable procurement into its business practices and ethos to ensure that its activities, products and services meet the diverse needs of students, the economy and society now and in the future.

2 Role and responsibilities of staff

All staff involved in the procurement of goods and services within the University group will strive to achieve the aim of this policy through:

- 2.1 Enquiring whether a purchase is really necessary, with a view to reducing consumption.
- 2.2 Liaising with procurement and environmental staff for advice on environmental issues relating to purchasing, which may include calling on the skills of our supplier base as necessary.
- 2.3 Ensuring responsible and ethical procurement including economic, environmental and social factors are considered during tender and contract processes with a commitment to continually improve sustainable performance related to the supply chain.
- 2.4 Ensuring that contractors and major suppliers comply with the Modern Slavery Act 2015 and all relevant environmental legislation.
- 2.5 Ensuring that suppliers' environmental credentials are, as far as legally practicable, considered in the suppliers' appraisal process.

- 2.6 Ensuring that appropriate consideration and weighting is given to the costs and benefits of environmentally preferable products and service alternatives and to understand local needs.
- 2.7 Encouraging suppliers to actively promote good environmental awareness and practices.
- 2.8 Educating suppliers and staff concerning the University's sustainable objectives, which include:
- i ensuring Compliance;
 - ii preventing pollution;
 - iii minimising waste;
 - iv preserving natural resources;
 - v avoiding the use of conflict minerals;
 - vi promoting resource efficiency by eliminating, reducing, reusing and recycling.
- 2.9 Encouraging the whole life cost approach to any goods and services to be purchased, including as a minimum:
- i manufacture, delivery, installation;
 - ii "buy-to-use" principle;
 - iii operating costs including energy, water usage and maintenance; and
 - iv end of life costs including decommissioning and disposal.
- 2.10 Wherever practical, giving preference to suppliers which demonstrate how they are reducing their environmental impact in order to inform the University's Eco Campus Platinum (ISO 14001) Environmental Management System.

3 Scope

- 3.1 Sustainability issues are considered in the purchasing of goods and services, contractors working on site, design of new buildings, renovation, maintenance of buildings and landscape management and cleaning.
- 3.2 Sustainable purchasing contributes to the University Environmental Annual report.

4 Contact

For further information please contact the procurement department on:

01707 284905.

Sharon Harrison-Barker
Secretary and Registrar
Signed: **25 April 2022**

Alternative format

If you need this document in an alternative format, please email us at governanceservices@herts.ac.uk or telephone us on +44 (0)1707 28 6006.