



Procurement

Sustainable and Ethical Procurement Policy

The University acknowledges that procurement decisions carry environment social and economic implications and recognises its responsibility to procure goods and services in a responsible manner.

This policy is aligned with the commitments set out in the University of St Andrews Sustainable Development Strategy and the associated Sustainability Policy Statement towards fully integrating environmental and social responsibilities in all areas of the University's activities.

As well as complying with all relevant environment, social and economic legislation, the University will seek to reduce the adverse impacts of its procurement activities by:

Incorporating whole life costs and impacts of products in procurement decisions:

- Encouraging the procurement of products created from sustainable, renewable, or recycled resources and those requiring minimal transportation.
 - *See also Appendix 2 – 'Lifecycle Impact Assessment – Goods'*
- Promoting the purchase of Fairtrade products within the University and working towards attainment / retention of Fairtrade University Status.
- Encouraging the procurement of goods with minimal packaging. If unavoidable, packaging should be made from recycled or recyclable materials.
- Promoting the procurement of products, which have minimal environmental impact during their use (eg durable, energy efficient, reusable, refillable).
- Ensure the prudent use of resources via the Procurement process including the use of construction and refurbishment materials; utilities, paper, metal and wood where feasible.
- Encouraging the procurement of products that can be recycled or disposed of with minimal environmental damage.
- Excluding environmentally damaging products where a viable alternative is available.
- Establishing individual policies and guidelines for products that have a significant environmental, social and economic impact.



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Evaluating the environmental performance of suppliers and contractors:

- Ensuring that suppliers and contractors are made aware of the University's Sustainable Procurement Policy and that they themselves have compatible policies for managing their environmental, social and economic impacts.
- Ensuring that environmental, social and economic criteria are incorporated in the award of contracts.
- Evaluating the environmental, social and economic performance of suppliers and contractors.
- Working with suppliers and contractors to encourage improvements in their environmental, social, economic and ethical performance.

Raising awareness among employees:

- Encouraging internal purchasers to review their consumption of goods with a view to procuring less and less often.
- Providing training for staff with procurement responsibility on the implications of this policy.

*This policy statement is available to all parties including the public
and will be reviewed annually.*

This document is available in alternative format upon request.



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Supply Chain Sustainability

Vision

University of St Andrews aims to drive forward the sustainable procurement agenda (please see Appendix 1(a) for the commonly understood definition of sustainable procurement), delivering best value for the institution whilst being committed to embedding and effecting advanced sustainable procurement. The University shall, strive to bring about positive impacts on supply chain sustainability, reaching as far into its supply chain as reasonably possible.

Objectives

In undertaking tenders on behalf of the University, Procurement shall seek to ensure that issues relating to social responsibility, ethical, economic and environmental impact have been addressed to an acceptable level, or better, and shall:

- Ensure its agreements remain fully EU compliant, but strongly focus on sustainable considerations wherever practicable and legal
- Establish materially effective minimum standards for supplier sustainability compliance
- Develop a full understanding of the level of supply chain sustainability within its supply base
- Promote adherence to the United Nations (UN) 10 principles of the Global Compact (Appendix 1(b))
- Support the Scottish Government's Sustainable Procurement Action Plan and assist institutions to achieve a step change on the Scottish Sustainable Procurement Flexible Framework (Appendix 3)
- Manage tendering and lotting strategies that ensure fair access to contracting opportunities for businesses of all appropriate sizes and organisation types wherever relevant
- Mitigate supply chain sustainability risks, and exploit the opportunities
- Develop, and disseminate, the Code of Conduct (Appendix 4)
- Promote continuous improvement in sustainable procurement



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Scope

This policy intends that we will exceed the normal definition of Sustainable Procurement and carry out *the procurement of goods and services in such a manner as to minimise any negative environmental, ethical, economic or social impact, and promote positive impacts and change, throughout the whole life cycle and supply chain of the goods or services, in order to fulfil current needs without lessening the ability of future generations to do the same.*

Within tenders undertaken by University of St Andrews, sustainability impacts can cover (but are not limited to):

- **Social Impacts**: labour standards, human rights, child labour, forced labour, discrimination, equality, health and safety, free education
- **Environmental Impacts**: carbon emissions, carbon management, waste management, water management, pollution, technological improvements
- **Ethical and Economic Impacts**: fraud, trade issues, corruption, poverty and low wages, bribery



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Appendix 1

A) Definition of “Sustainable Procurement”

The UN Marrakech Task Force definition of Sustainable Procurement is *“Sustainable Procurement is a process whereby organisations meet their needs for goods, services, works and utilities in a way that achieves 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.”*

B) 10 Principles of the UN Global Compact

UN Global Compact asks companies to embrace, support and enact, within their sphere of influence, a set of core values in the areas of human rights, labour standards, the environment and anti-corruption:

Human Rights

- **Principle 1:** Businesses should support and respect the protection of internationally proclaimed human rights; and
- **Principle 2:** make sure that they are not complicit in human rights abuses.

Labour

- **Principle 3:** Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;
- **Principle 4:** the elimination of all forms of forced and compulsory labour;
- **Principle 5:** the effective abolition of child labour; and
- **Principle 6:** the elimination of discrimination in respect of employment and occupation.

Environment

- **Principle 7:** Businesses should support a precautionary approach to environmental challenges;
- **Principle 8:** undertake initiatives to promote greater environmental responsibility; and
- **Principle 9:** encourage the development and diffusion of environmentally friendly technologies.



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Anti-Corruption

- **Principle 10:** Businesses should work against corruption in all its forms, including extortion and bribery.

Supply Chain Sustainability & Code of Conduct

The aim shall be to have a key supply base which has been fully assessed for its compliance with our Code of Conduct (CoC) thereby enabling the University to identify risk areas to be managed. The benefits of implementing this policy are numerous and varied, including:

- Mitigation of supply chain risks
- Promotion of supply chain best practice
- Enhanced supplier capability and compliance
- Helps in achieving corporate objectives and legal requirements
- Support Government responsible procurement targets
- Awareness and learning for suppliers

The Code of Conduct will be included in Appendix in all tenders issued by University of St Andrews. As part of this, questions shall be included at Appendix 4 and suppliers requested to sign up to the CoC or not (and provide reasons if not).



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Appendix 2: Life Cycle Impact Assessment – Goods

(example)

Impact of Obtaining Raw Materials <ul style="list-style-type: none">• minerals mining• water usage• labour conditions	Impact of Manufacture / Delivery <ul style="list-style-type: none">• fuel emissions• Packaging• labour conditions
Impacts of Use of Goods <ul style="list-style-type: none">• energy use	Impact of End of Product Life <ul style="list-style-type: none">• product disposal

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Appendix 3: Scottish Sustainable Procurement Flexible Framework

Flexible Framework

	Foundation Level 1	Embed Level 2	Practice Level 3	Enhance Level 4	Lead Level 5
People	Sustainable procurement champion identified. Key procurement staff have received basic training in sustainable procurement principles. Sustainable procurement is included as part of a key employee induction programme.	All procurement staff have received basic training in sustainable procurement principles. Key staff have received advanced training on sustainable procurement principles.	Targeted refresher training on latest sustainable procurement principles. Performance objectives and appraisal include sustainable procurement factors. Simple incentive programme in place.	Sustainable procurement included in competencies and selection criteria. Sustainable procurement is included as part of employee induction programme.	Achievements are publicised and used to attract procurement professionals. Internal and external awards are received for achievements. Focus is on benefits achieved. Good practice shared with other organisations.

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<p>Policy, Strategy & Communications</p>	<p>Agree overarching sustainability objectives. Simple sustainable procurement policy in place endorsed by CEO. Communicate to staff and key suppliers.</p>	<p>Review and enhance sustainable procurement policy, in particular consider supplier engagement. Ensure it is part of a wider Sustainable Development strategy. Communicate to staff, suppliers and key stakeholders.</p>	<p>Augment the sustainable procurement policy into a strategy covering risk, process integration, marketing, supplier engagement, measurement and a review process. Strategy endorsed by CEO.</p>	<p>Review and enhance the sustainable procurement strategy, in particular recognising the potential of new technologies. Try to link strategy to EMS and include in overall corporate strategy.</p>	<p>Strategy is: reviewed regularly, externally scrutinised and directly linked to organisations' EMS. The Sustainable Procurement strategy recognised by political leaders is communicated widely. A detailed review is undertaken to determine future priorities and a new strategy is produced beyond this framework.</p>
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<p>Procurement Process</p>	<p>Expenditure analysis undertaken and key sustainability impacts identified. Key contracts start to include general sustainability criteria. Contracts awarded on the basis of value-for-money, not lowest price. Procurers adopt Quick Wins.</p>	<p>Detailed expenditure analysis undertaken, key sustainability risks assessed and used for prioritisation. Sustainability is considered at an early stage in the procurement process of most contracts. Whole-life-cost analysis adopted.</p>	<p>All contracts are assessed for general sustainability risks and management actions identified. Risks managed throughout all stages of the procurement process. Targets to improve sustainability are agreed with key suppliers.</p>	<p>Detailed sustainability risks assessed for high impact contracts. Project/contract sustainability governance is in place. A life-cycle approach to cost/impact assessment is applied.</p>	<p>Life-cycle analysis has been undertaken for key commodity areas. Sustainability Key Performance Indicators agreed with key suppliers. Progress is rewarded or penalised based on performance. Barriers to sustainable procurement have been removed. Best practice shared with other organisations.</p>
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<p>Engaging Suppliers</p>	<p>Key supplier spend analysis undertaken and high sustainability impact suppliers identified. Key suppliers targeted for engagement and views on procurement policy sought.</p>	<p>Detailed supplier spend analysis undertaken. General programme of supplier engagement initiated, with senior manager involvement.</p>	<p>Targeted supplier engagement programme in place, promoting continual sustainability improvement. Two way communication between procurer and supplier exists with incentives. Supply chains for key spend areas have been mapped.</p>	<p>Key suppliers targeted for intensive development. Sustainability audits and supply chain improvement programmes in place. Achievements are formally recorded. CEO involved in the supplier engagement programme.</p>	<p>Suppliers recognised as essential to delivery of organisations' sustainable procurement strategy. CEO engages with suppliers. Best practice shared with other/peer organisations. Suppliers recognise they must continually improve their sustainability profile to keep the clients business.</p>
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<p>Measurements & Results</p>	<p>Key sustainability impacts of procurement activity have been identified.</p>	<p>Detailed appraisal of the sustainability impacts of the procurement activity has been undertaken. Measures implemented to manage the identified high risk impact areas.</p>	<p>Sustainability measures refined from general departmental measures to include individual procurers and are linked to development objectives.</p>	<p>Measures are integrated into a balanced score card approach reflecting both input and output. Comparison is made with peer organisations. Benefit statements have been produced.</p>	<p>Measures used to drive organisational sustainable development strategy direction. Progress formally benchmarked with peer organisations. Benefits from sustainable procurement are clearly evidenced. Independent audit reports available in the public domain.</p>
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Appendix 4: Supply Chain Code of Conduct

University of St Andrews is committed to carrying out procurement activities in an environmentally, socially, ethically and economically responsible manner and to entering into agreements and contracts with suppliers that share and adhere to its vision. To demonstrate this commitment, current and potential suppliers are asked to acknowledge their compliance with the principles of the Supply Chain Code of Conduct, below, with respect to their organisation and their supply chain.

With respect to **Social Compliance** Suppliers shall:

Not use forced, involuntary or underage labour

- ❖ Employees should be free to choose their employment and leave that employment without hold by financial deposit or personal items.
- ❖ Forced, bonded or involuntary prison labour shall not be used.
- ❖ Support the effective abolition of child labour.
- ❖ Comply with the national minimum age for employment, or minimum age 15, whichever is the higher unless a lower local minimum age is permitted under International Labour Organisation (ILO) convention 138.
- ❖ Where any child is found to be engaged in or performing child labour, to provide support for that child to enable them to complete, as a minimum, their compulsory education (even if they shall cease to be involved in child labour), or an equivalent education level, as provided for under the UN Covenant on Economic, Social and Cultural Rights. Such support by the supplier should recognise and not prove detrimental to the conditions of the child or those that their work supports.

Provide suitable working conditions and terms

- ❖ At least statutory minimum wages (or if none, a realistic living wage) must be paid without discrimination to all employees and all non-statutory deductions must be with the consent of the employee.
- ❖ Working hours must not be excessive (not over 48 hours per week, excluding overtime) and must allow for at least 1 day off for each 7 day period on average. Working beyond this should be non-regular and of employees own will.
- ❖ A safe and hygienic working environment must be provided, including any catering or accommodation areas. Any hazardous working, as defined by ILO, should only be carried out by persons aged 18 years or over.



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- ❖ All equipment must be safe for use and processes must allow a safe working environment.
- ❖ Policies and processes must be in place for recording and eliminating occurrence/reoccurrence of health and safety related incidents.

Treat employees, students, staff and visitors fairly

- ❖ Allow employees the freedom of association to join (but not be forced to join), or be represented by, a trade union or similar organisation of their choice, and be free to leave such organisations.
- ❖ Adhere to the University's Equality Statement (Appendix 6) and Equality & Diversity Inclusion Policy to ensure the fair treatment of staff (including other contractors), students and visitors on University premises in line with the Equality Act (2010).
- ❖ Provide a working environment free from discrimination, harassment or victimisation.
- ❖ Treat all employees with respect and dignity, and not accept inequality as justifiable on a basis of culture.
- ❖ Remunerate all employees equally at the same employment grade, regardless of any characteristics listed above, unless statutory conditions require otherwise.

With respect to **Ethical Compliance & Economic Development** Suppliers shall:

- ❖ As a minimum, comply with all laws and regulations of the countries they are working in, manufacturing in or trading with, as applicable.
- ❖ Not be involved in any way with acts of corruption or bribery, or support acts of violence or terrorism or abuse of individual people or communities.
- ❖ Not force unsustainable or unfair contract terms on their suppliers, or throughout their supply chain, nor allow unfair exploitation of a dominant market or customer position.
- ❖ Support fair trade conditions for producers, where applicable.
- ❖ As a minimum, comply with all financial regulations and taxations of the countries they are working in, manufacturing in or trading with, as applicable.
- ❖ Include community benefit delivery in the locality of where the contract is performed (including publishing and delivering levels of local training and employment opportunities etc.).
- ❖ Appoint sub-contractors through an open and fair process such as public advertising of such opportunities wherever possible.



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- ❖ Act at all times with respect and integrity, including open and transparent accounting.
- ❖ Allow staff protection if reporting misconduct or raising concerns with respect to their own, or another organisation, and ensure all affected staff are treated in a fair and transparent manner.

With respect to **Environmental Compliance** Suppliers shall:

- ❖ As a minimum, comply with all local and national environmental laws, regulations and directives of the countries they are working in, manufacturing in or trading with, as applicable.
- ❖ Actively avoid causing environmental damage and/or negative environmental impact through
- ❖ manufacture and supply of the goods or services and disposal of supply chain waste.
- ❖ Have a business plan in place, and be acting on it, to minimise their environmental impact year on year and adopting or working towards internationally recognised environmental standards and/or behaviours.
- ❖ Encourage the development and use of environmentally friendly technologies.
- ❖ Promote positive environmental impacts (such as reduced carbon emissions, better carbon
- ❖ management, waste management and water management, reduced pollution levels and technological improvements) through their activities wherever possible.

In addition to confirming adherence to the above, each potential supplier of goods and services to the University is asked to provide answers to the following questions and criteria. The will further allow the University of obtain and understanding of how effectively the supplier is addressing environment and sustainability aspects.



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	Please tick as appropriate	
	Yes	No
a) Does your organisation possess an environmental policy / sustainability policy? If yes, is it signed by the Head of the organisation? (please provide a copy of the policy)	<input type="checkbox"/>	<input type="checkbox"/>
b) Has your organisation been subject to any prosecution, enforcement / improvement notice or received a safety alert in relation to any of the products / services and operations carried out?	<input type="checkbox"/>	<input type="checkbox"/>
c) Has your organisation implemented an Environmental Management System? If yes is the EMS formally accredited?	<input type="checkbox"/>	<input type="checkbox"/>
d) How does your organisation assess and management key environmental risks?		
e) How does your organisation assess and manage key economic and social risks?		
f) Does your organisation cascade sustainable procurement practices to your own suppliers/sub-contractors?	<input type="checkbox"/>	<input type="checkbox"/>
g) Does your organisation have a policy banning forced and compulsory labour in the supply chain?	<input type="checkbox"/>	<input type="checkbox"/>
h) Does your organisation have a policy covering discrimination in the supply chain?	<input type="checkbox"/>	<input type="checkbox"/>
i) Does your organisation have an equality policy? If yes please provide a copy of the document for checking	<input type="checkbox"/>	<input type="checkbox"/>



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<p>j) Do you monitor the diverse background of your staff? <i>If yes please provide a copy of the staff data profile</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>k) Does your organisation comply with any of the following:</p> <ul style="list-style-type: none"> • Provision of environmental information about the products and services they offer? • Provision of products and services, which have been purposefully designed for reduced environmental impact? • Provision of product stewardship? 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

I, the undersigned, acting as a representative of the Company, hereby confirm that the Company adheres to the University of St Andrews Code of Conduct and shall ensure its supply chain adheres to the Code of Conduct also, in order to enforce and promote sound social, ethical, environmental and economic practises.

Signed:

[Printed Name will Suffice]

Date:

Name of Company:

Position:



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Appendix 5: ILO Convention Number 138 – Minimum Age Convention

Weblink:

http://www.ilo.org/dyn/normlex/en/f?p=1000:12100:0::NO::P12100_ILO_CODE:C138



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Appendix 6: University Equality Statement

The University of St Andrews is fully committed to respect and fair treatment for everyone, eliminating discrimination and actively promoting equality of opportunity and delivering fairness to all.

In addition to being compliant with the equality laws; public duties; and Human Rights Acts (Universal and European), the University also supports diversity and promotes equality of opportunity for all staff, students and visitors regardless of their:

- ‘Protected Characteristic’ as stated within the Equality Act (2010):
 - Age
 - Disability
 - Gender Reassignment
 - Marriage and Civil partnership
 - Pregnancy and Maternity (including Paternity)
 - Race (colour, ethnic or national background)
 - Religion or Belief (including non-belief)
 - Sex/Gender
 - Sexual Orientation
- Caring responsibilities for a ‘Protected Characteristic’ including dependants
- Socio-economic background/grouping
- Union activity
- Unrelated spent criminal convictions

The Equality & Diversity Inclusion Policy outlines the responsibility for promoting inclusive environments, which are free from discrimination for our national and international staff; students; and anyone associated with the University (e.g. visitors, contractors and service providers).

Source: <http://www.st-andrews.ac.uk/hr/edi/equalityschemeandpolicies/equalitypolicy/>

Adrian Wood
Director of Procurement

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