



University of
St Andrews

Sustainable and ethical procurement policy

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- British Sign Language (BSL) users can contact us via the online BSL Video Relay Interpreting Service: <https://contactscotland-bsl.org>
- This document and forms associated with this document are available in an alternative format upon request.
- We encourage employees to access the [Probation webpage](#) to access FAQs regarding the probation process, and download the forms referred to in this policy.

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1. Statement

1.1 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.

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.

2. Purpose

2.1 Supply Chain Sustainability

2.1.1 **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.

2.1.2 **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

3. Scope / jurisdiction

- 3.1 **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, conflict, violence, terrorism, corruption, poverty and low wages, bribery

4. Roles and responsibilities

- 4.1 **Supply Chain Sustainability and 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).

5. Procedures

5.1 Appendix 1.

5.1.1 **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.”*

5.1.2 **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.

Anti-Corruption

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

5.2 Appendix 2: Life Cycle Impact Assessment – Goods (example)

Impact of Obtaining Raw Materials	Impact of Manufacture / Delivery
<ul style="list-style-type: none"> • Minerals mining (inc. conflict minerals) • Water usage • Labour conditions 	<ul style="list-style-type: none"> • Fuel emissions • Packaging • Labour conditions
Impact of Use of Goods	Impact of End of Product Life
<ul style="list-style-type: none"> • Energy use 	<ul style="list-style-type: none"> • Product disposal

5.3 Appendix 3: Scottish Sustainable Procurement Flexible Framework

Flexible Framework - People

Foundation Level 1	Foundation Level 2	Foundation Level 3	Foundation Level 4	Foundation Level 5
Sustainable procurement champion identified. Key procurement staff have received basic training in sustainable procurement principles. Sustainable	All procurement staff have received basic training in sustainable procurement principles. Key staff have received advanced training on	Targeted refresher training on latest sustainable procurement principles. Performance objectives and appraisal include sustainable	Sustainable procurement included in competencies and selection criteria. Sustainable procurement is included as part of employee	Achievements are publicised and used to attract procurement professionals. Internal and external awards are received for achievements. Focus is on

procurement is included as part of a key employee induction programme.	sustainable procurement principles.	procurement factors. Simple incentive programme in place.	induction programme.	benefits achieved. Good practice shared with other organisations.
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Flexible Framework – Policy, Strategy & Communications

Foundation Level 1	Foundation Level 2	Foundation Level 3	Foundation Level 4	Foundation Level 5
Agree overarching sustainability objectives. Simple sustainable procurement policy in place endorsed by CEO. Communicate to staff and key suppliers.	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.	Augment the sustainable procurement policy into a strategy covering risk, process integration, marketing, supplier engagement, measurement and a review process. Strategy endorsed by CEO.	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.	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.

Flexible Framework – Procurement Process

Foundation Level 1	Foundation Level 2	Foundation Level 3	Foundation Level 4	Foundation Level 5
Expenditure analysis undertaken and key sustainability impacts	Detailed expenditure analysis undertaken, key sustainability	All contracts are assessed for general sustainability risks and management	Detailed sustainability risks assessed for high impact contracts. Project /	Life-cycle analysis has been undertaken for key commodity

<p>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>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>actions identified. Risks managed throughout all stages of the procurement process. Targets to improve sustainability are agreed with key suppliers.</p>	<p>contract sustainability governance is in place. A life-cycle approach to cost / impact assessment is applied.</p>	<p>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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Flexible Framework – Engaging Suppliers

Foundation Level 1	Foundation Level 2	Foundation Level 3	Foundation Level 4	Foundation Level 5
<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 client's business.</p>

Flexible Framework – Measurements & Results

Foundation Level 1	Foundation Level 2	Foundation Level 3	Foundation Level 4	Foundation Level 5
Key sustainability impacts of procurement activity have been identified.	Detailed appraisal of the sustainability impacts of the procurement activity has been undertaken. Measures implemented to manage the identified high-risk impact areas.	Sustainability measures refined from general departmental measures to include individual procurers and are linked to development objectives.	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.	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.

5.4 **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 our vision. The standards in this Code are derived from established global conventions and standards, including the UN SDGs, ETI base Code, ILO Conventions and the UN Guiding Principles on Business & Human Rights.

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 (reference to “Suppliers” in this code means Suppliers and their supply chains).

5.4.1 With respect to “Social Compliance” Suppliers must:

Not use forced, involuntary or underage labour

- Ensure workers are free to choose their employment and leave that employment on reasonable notice without hold of financial deposit or personal items.
- Not use forced, bonded or involuntary / prison labour.
- Not engage in any way with human trafficking, nor support or work with organisations that engage in any way with human trafficking activities, organisations or persons.
- Ensure recruitment fees, if applicable, are always borne by the employer only.
- Actively exceed the requirements of any anti-slavery / modern slavery legislation in any country that they operate in and comply with any voluntary and mandatory publication schemes in place to provide transparency of this activity.
- Support the effective abolition of child labour.
- Comply with the national minimum age for employment, or minimum age 14, whichever is the higher unless a lower local minimum age is permitted under International Labour Organisation (ILO) convention 138.
- Ensure 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.

5.4.2 Provide suitable working environment and terms

General

- Ensure at least statutory minimum wages (or if none, a realistic living wage) are paid without discrimination to all workers, and all non-statutory deductions must be reasonable and with the consent of the worker.
- Ensure that working hours are not 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 or, where allowed by national law, 2 days off in every 14-day period. Working beyond this should be non-regular and of workers' own will and not used to replace regular employment. Maximum working hours shall not exceed 60 hours including overtime, unless under exceptional circumstances and allowed by national law.

Health and Safety

- Ensure a safe and hygienic working environment is provided, including any catering, washroom or accommodation areas. Any hazardous working, as defined by ILO, should only be carried out by persons aged 18 years or over.
- Ensure all equipment is safe for use, and processes must allow a safe working environment. Workers must receive training (which must be mandatory to attend and be in a language they can understand) in safe operation of all equipment and tools. Training must be provided as frequently as required to remain effective.
- Use best endeavours to eliminate (in the first instance) and to reduce the threat to workers health from all hazards, including any hazardous chemical agents used in manufacturing and/or supply chain activities and provide mandatory training (in a language workers can understand) in the safe use of any harmful chemicals.
- Provide all personal protective equipment necessary to ensure the health and safety of workers.
- Ensure policies and processes are in place for recording and eliminating occurrence/reoccurrence of health and safety related incidents and they should have regard to avoiding the cause of any mental health issues affecting workers.

Worker Rights and Behaviours

- Allow all workers, without hinderance, 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. Representatives of workers must be elected by the relevant workers, not appointed by management.
- Not discriminate or unfairly treat any worker for any reason including education, social class/caste, nationality, trade union membership, age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, culture, religion or belief, sex, or sexual orientation.
- Provide a workplace free from all types of discrimination, bullying, harassment, violence or victimisation.
- Ensure the principles of equality, diversity and inclusion are fully respected for all workers, treating all workers with respect and dignity, and not accept inequality as justifiable for any reason.
- Remunerate all workers equally at the same employment grade, regardless of any characteristics listed above, unless statutory conditions require otherwise.
- Ensure effective worker engagement practises are in place to such an extent that all workers are clear of their duties and their

employment rights under local and international laws, both prior to and during their time as workers.

- Ensure all representatives of suppliers, whilst on or near the institution's premises, or while interacting with any member of staff, student, or member of the public, behave in a respectful and polite manner and in accordance with the institution's equality, diversity and inclusion standards.

5.4.3 **With respect to “Ethical Compliance and Economic Development” Suppliers must:**

- As a minimum, comply with all laws, regulations and financial/tax legal requirements of the countries they are working in, manufacturing in or trading with, as applicable, and honour all contractual obligations including terms of payment with sub-suppliers.
- Not be involved in any way with acts of corruption or bribery, participate in anti-competition practices/cartels 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.
- Always act with respect and integrity, including open and transparent accounting.
- Provide a mechanism for, and allow workers protection if reporting misconduct or raising concerns with respect to their own, or another organisation, and ensure all affected workers are treated in a fair and transparent manner.
- Have undertaken due diligence of their supply chains and impacts caused by their activities, and actively seek out ways in which to minimise such negative impacts.

5.4.4 **With respect to “Environmental Compliance” Suppliers must:**

General

- 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 raw material source, manufacturing processes, supply of the goods or services and disposal of supply chain waste.
- Suppliers must protect and minimise use of clean water sources through reduced use of pollutants and toxic chemicals, and increase water use efficiency through measures such as recycling and re-use of grey water in manufacturing, desalination, water harvesting and waste-water treatment.

- Work towards developing and innovating more environmentally friendly products/service solutions and take manufacture, use and disposal into consideration, including the possibility of circular supply chains.
- Have a business plan in place, and be acting on it, to minimise their environmental impact year on year and adopt or work towards internationally recognised environmental standards, measuring and monitoring its environmental impacts, and ensure measures are in place to effectively reduce identified environmental impacts (e.g. recycling, circular economy practices, reduced waste, reduced / eradication of harmful chemical use and energy efficiency measures).
- Take active steps towards the elimination of excessive packaging and single use plastics through volume reduction and increase of recycled content in plastics and packaging materials.

Global Climate and Ecological Emergency

- The Supplier must have clear and verifiable ambitious plans and actions in place for reducing greenhouse gas emissions (Scopes 1, 2 and 3 of the GHG Protocol), where to do so is reasonable and proportionate to the nature of the goods and services provided.

	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"/>	<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 manage 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"/>
j) Do you monitor the diverse background of your staff? If yes, please provide a copy of the staff data profile.	<input type="checkbox"/>	<input type="checkbox"/>
k) Does your organisation comply with any of the following: <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"/>

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:

5.5 **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

6. Sanctions

6.1 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/>

7. Related documents and regulatory framework

7.1 N/A

8. Bibliography

8.1 N/A.

9. Contacts

- 9.1 Queries should be submitted to Adrian Wood, Director of Procurement (aw18@st-andrews.ac.uk). This guidance was originally created August 2013 and is updated annually.

10. Version control

Version number	Purpose or changes	Document status	Author of changes, role and School or unit	Date
6	Annual review / move to new template. Amendments made to Supply Chain Code of Conduct		Sarah Latto / Adrian Wood, Director of Procurement	31 st March 2026
5	Annual review and tidy up		Sarah Latto / Adrian Wood, Director of Procurement	24 th April 2025
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3	Typo correction spotted so check done throughout document		Sarah Latto	15 th September 2020
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