Sustainable Procurement Policy Statement
Version Number 3.0

Effective from 20 May 2016

Author: Environmental Sustainability Officer and Head of Procurement Estates, Facilities and Information Technology and Finance
## Document Control Information

### Status and reason for development

Replaces previous versions to incorporate new template and document control. Aims to drive environmental and social impact improvements through our purchasing decisions.

### Revision History: (most recent first)

<table>
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<tr>
<th>Author</th>
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<tbody>
<tr>
<td>Rebecca Bennett</td>
<td>Update on new document control template</td>
<td>V3.0</td>
<td></td>
</tr>
<tr>
<td>Rebecca Bennett</td>
<td>Minor changes</td>
<td>V2.0</td>
<td>Sustainability Board, March 2013</td>
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### Policy Management and Responsibilities:

**Owner:**

This Policy is issued by the Environmental Sustainability Officer along with the Head of Procurement who has the authority to issue and communicate policy on Sustainable Procurement.

**Others with responsibilities (please specify):**

All subjects of the Policy will be responsible for engaging with and adhering to this policy.

### Have you completed formal assessment with the following advisory teams:

1. **Equality Analysis (E&D, HR)**
   - *Equality Initial assessment form*  
   - N/A

2. **Legal implications (LPG)**
   - N/A

3. **Information Governance (LPG)**
   - N/A

4. **Student facing procedures (QEO)**
   - N/A

### Consultation:

1. **Staff Trades Unions via HR**
2. **Students via USSU**
3. **Relevant external bodies (specify)**
   - N/A

### Authorisation:

**Authorised by:**

University Sustainability Board

Minor changes to the policy may be authorised by the Chair of the Sustainability Board on behalf of the Board.

**Date authorised:**

TBC

**Effective from:**

20/05/2016

**Review due:**

1st October 2016

**Document location:**

University Policy & Procedure Pages

http://www.salford.ac.uk/about-us/corporate-information/governance/policies-and-procedures

### Document dissemination and communications plan:

- Environmental Sustainability website
- Environmental Sustainability staff induction
- Finance and Procurement website
1.0 Purpose
The University of Salford is constantly striving towards reducing the University’s impact on climate change as well as tackle issues such as resources efficiency, waste minimisation and environmental awareness. Sustainability should be considered as part of its value for money process and environmental issues should be considered in the procurement of supplies, services or works. Environmental and ethical responsibility should be a factor in procurement decisions.

2.0 Scope
This Statement applies to all members of the University community including (but not limited to): Students; Staff; Contractors and Associates carrying out work on behalf of the University.

3.0 Policy Statements
The University is committed to:

a. Preventing pollution and promoting the protection of the environment and minimising the impact of all activities on the environment;

b. Contributing to a sustainable and healthy future by conserving natural resources and minimising avoidable waste and pollution;

c. Implementing effective waste management through reuse and recycling procedures and the purchase of recycled and recyclable material where possible;

d. Consider goods and services which may be manufactured, used and disposed of in an environmentally responsible way;

e. Give preference, where items are of a similar cost, to those that are manufactured with a high recycled content or are environmentally preferable;

f. Consider whole life costs and impacts when assessing equipment for purchase, such as:

   g. Manufacture, transport and installation;

h. Operating costs including energy, water use and maintenance;

i. End of life costs including decommissioning and disposal.

j. Work proactively with the local authority, the North Western University Purchasing Consortium, other universities and the community at large to progress sustainable procurement initiatives and exchange best practice;

k. Minimise any adverse environmental impact of any new University development and major renovation, and ensure sustainability is included in the design of new buildings;

l. Work with suppliers to make them aware of the University’s Environmental Procurement Policy and ensure the environmental credentials of suppliers;

m. Training and the raising of awareness of staff to ensure they consider environmental issues in procurement decisions;

n. Ensuring that wherever possible sustainability issues are integrated into the specification;

o. Where legitimately permitted consideration of other sustainability issues such as the procurement of ethical and Fairtrade goods and services.
4.0 Related Documentation

The following documents can be found on the University Policy & Procedure pages [http://www.salford.ac.uk/about-us/corporate-information/governance/policies-and-procedures](http://www.salford.ac.uk/about-us/corporate-information/governance/policies-and-procedures) or under ‘P’ via the Staff Channel A-Z index.

- EFIT Environmental Sustainability Policy Statement
- Healthy and Sustainable Food Policy
- Fairtrade Policy
- Sustainable Construction Policy

The following documents can be found on the University Environmental Sustainability pages [http://www.salford.ac.uk/estates/environmental-sustainability](http://www.salford.ac.uk/estates/environmental-sustainability)

- Sustainable Procurement Action Plan
- Healthy and Sustainable Food Action Plan