

# SUSTAINABLE PROCUREMENT POLICY

## **Sustainable Procurement Policy**

The University acknowledges that its purchasing decisions carry economic, social and environmental implications and takes this as an opportunity to procure goods and services responsibly and in a sustainable manner. This policy reflects the commitments set out in the University's Sustainability Policy and aims to integrate environmental and socio-economic aspects at all stages of purchasing.

This document sets out the University's approach to sustainable procurement and acts as guidance for internal buyers and for current and potential suppliers and subcontractors. Please see APPENDIX A for guidance notes.

Swansea University encourages its suppliers and subcontractors to manage the environmental and social impacts of their business operations.

Suppliers and subcontractors should, where appropriate, amend their business practices to ensure that they meet with the requirements of this document.

To help us achieve our commitments we will:

- Review the need to purchase, and reduce consumption, at the same time meeting the needs of users.
- Incorporate whole life costs and impacts of products and services in purchasing decisions.
- Ensure all relevant procurement contracts and tenders contain sustainability specifications as appropriate to the product or service being procured (Appendix A for specifications).
- Evaluate the sustainability/environmental performance of suppliers and contractors and encourage them to conduct their operations in an environmentally sensitive manner.
- Purchase ethical and fairly traded products, avoiding exploitation of labour, and supporting the purchase of products and services which provide for equality and diversity.
- Provide awareness and training to encourage staff involved in purchasing to adopt the Sustainable Procurement Policy.
- Comply with all relevant legislation as it relates to procurement.
- Incorporate Community Benefits requirements into the relevant procurement processes.

	<b>Appendix A - GENERAL (UNIVERSAL CRITERIA)</b>	<b>Mandatory</b>	<b>Preferred</b>	<b>Link</b>
1	Review the need to buy the product	x		
2	Avoid the purchase of services and products which are likely to endanger health	x		
3	Avoid purchasing products that can cause significant damage to the environment (e.g. by buying products that are not bio-degradable or contain CFCs)	x		
4	Consider the efficiency and resource consumption of the product or/and services which will add to the operating cost.	x		
5	Consider if the product can be recycled at the end of its life.	x		
6	Consider the percentage of recycled materials used in the product.	x		
7	Avoid over packaged products. If packaging cannot be avoided, then look for: - Products with packaging made from recycled materials. - Products whose packaging can be reused or recycled.		x	
8	Where items are of similar cost, give preference to those that are manufactured with a high recycled content.	x		
9	Purchase products or service that require minimum transportation, ongoing maintenance and consumables.	x		
10	Suppliers/sub-contractors support International Labour Standards and codes of conduct.	x		
11	Freedom to join a labour union for contracted staff	x		<a href="#">x</a>
12	Contractors/sub-contractors or major suppliers must have an Environmental Policy.	x		<a href="#">x</a>
13	Contractors/sub-contractors or major suppliers should consider sustainable travel options for daily travel to and from the University.		x	<a href="#">x</a>
	<b>WASTE REDUCTION (UNIVERSAL CRITERIA)</b>	<b>Mandatory</b>	<b>Preferred</b>	<b>Link</b>
14	All manufacturers, suppliers and subcontractors must apply the waste hierarchy (reduce, reuse, recycle, recover, dispose) to packaging.	x		<a href="#">x</a>
15	Delivery and packaging of goods in bulk rather than by single unit		x	
16	Ask the deliveries to be made outside of peak traffic times		x	
17	Re-use of packaging material and used products by the supplier	x		<a href="#">x</a>
18	Delivery of goods in re-useable containers		x	
19	Operate an Environmental Management System (only applicable to Service and Works contracts).		x	
	<b>CLOTHING</b>	<b>Mandatory</b>	<b>Preferred</b>	<b>Link</b>

20	As part of the tender process, a series of questions shall be asked to establish compliance with the University's ethical criteria. the questions are:	x		<a href="#">x</a>
21	1. Do clothing suppliers comply with International Labour Standards (ILS)?		x	
22	2. The clothing supplier should demonstrate their compliance with ILS standards.		x	
23	3. The supplier to provide a full list of factory locations for their contractors and sub-contractors if required, to enable the University to comply with Workers Rights Consortiums.	x		
24	4. If no factory locations are available, are they willing to work with the University to gather this information?	x		
25	5. Is the clothing made of Fairtrade and organic cotton where applicable?		x	<a href="#">x</a>
	<b>BEVERAGES</b>	<b>Mandatory</b>	<b>Preferred</b>	<b>Link</b>
26	The beverages must be Fairtrade certified.	x		<a href="#">x</a>
	<b>FOOD</b>	<b>Mandatory</b>	<b>Preferred</b>	<b>Link</b>
28	Food purchase criteria should abide the University's Sustainable Catering Policy.		x	<a href="#">x</a>
	<b>CLEANING</b>	<b>Mandatory</b>	<b>Preferred</b>	<b>Link</b>
29	Use and supply of environmentally friendly cleaning chemicals with clearly labelled product information.		x	<a href="#">x</a>
30	Any relevant externally sourced/contracted staff must be trained on chemical handling and comply with COSHH.	x		<a href="#">x</a>
	<b>ELECTRONICS</b>	<b>Mandatory</b>	<b>Preferred</b>	<b>Link</b>
31	All white goods to be a minimum of A+ energy rated.		x	<a href="#">x</a>
32	Chest freezers, fridge freezers and upright freezers must have an 'A++' rating for Energy Efficiency. Refrigerators must have an 'A+' rating for energy efficiency.		x	<a href="#">x</a>
33	Air conditioning units under 12kW should have Household Air Conditioners Energy label Class A		x	<a href="#">x</a>
34	Chlorofluorocarbons (CFCs) must not be used as refrigerants. Virgin hydro chlorofluorocarbons (HCFCs) must not be used as refrigerants. Hydrofluorocarbons (HFCs) must only be used where other safe, technically feasible, cost effective and more environmentally friendly acceptable alternatives do not exist.	x		<a href="#">x</a>
	<b>STATIONARY</b>	<b>Mandatory</b>	<b>Preferred</b>	<b>Link</b>
35	Buy paper utilising recycled source material, using at least 80% Post-Consumer Waste (PCW).		x	
36	Only buy virgin paper that has come from independently certified sustainable forestry sources Forest Stewardship Council (FSC)		x	

37	The pallets on which the paper is delivered are collected by the supplier on the following delivery for recycling/ re-use.		x	
38	Tissue paper (for example kitchen and toilet tissue and hand towels) must have 100% recycled content.		x	
39	Standard envelopes: Must have 100% recycled content for general use.		x	
	<b>FURNITURE</b>	<b>Mandatory</b>	<b>Preferred</b>	<b>Link</b>
40	All procured furniture must be designed for disassembly to facilitate reuse, refurbishment, repair and ultimately recycling, either in part or as a whole.		x	
41	Where adhesives and glues are used, their VOC content shall not exceed 10% by weight.		x	
42	The tenderer should indicate the percentage by weight of recycled content and/or refurbished and reused components of wood-based materials, plastics, and/or metals in the final piece of furniture.		x	
43	The furniture should be Forest Stewardship Council (FSC) certified.		x	
	<b>PROMOTIONAL/MARKETING MATERIAL</b>	<b>Mandatory</b>	<b>Preferred</b>	<b>Link</b>
44	All promotional gifts should be from sustainable sources taking into consideration issues such as use of recycled materials and locally produced products.		x	
	<b>VEHICLES</b>	<b>Mandatory</b>	<b>Preferred</b>	<b>Link</b>
45	Capability to use fuel from renewable sources (for example biofuels, renewable electricity or hydrogen).		x	
46	The maximum CO2 emissions of a vehicle hired as car rental should be 130g CO2e/km or less.		x	
47	The CO2 emissions for fleet average (new vans) should not exceed 175g CO2/km.		x	
	<b>NEW BUILDINGS AND MAJOR REFURBISHMENTS</b>	<b>Mandatory</b>	<b>Preferred</b>	<b>Link</b>
48	Supplying products with a high percentage of recycled steel.	x		
49	The contractors/ subcontractors must maximise the re-use, recycling, and recovery of construction, demolition and excavation waste	x		
50	The application of BRE's Environmental Assessment Method (BREEAM) standards, or equivalent for all: New-build projects to achieve as a minimum an 'Excellent' rating; Major refurbishments to achieve as a minimum a 'Very Good' rating. An appropriate environmental assessment method such as BREEAM or an equivalent (e.g. CEEQUAL, DREAM etc.) appropriate to the size, nature and impact of the project must be carried out on all projects using the Treasury Green Book or other appropriate guidance provided by government.		x	<a href="#"><u>x</u></a>

51	<b>Timber:</b> Procure only timber that is equivalent to or exceeds the Forest Stewardship Council (FSC) or Programme for the Endorsement of Forest Certification (PEFC) standards or is from forests certified to be working to achieve the standard.	x		
52	Showers: Flow rates 6 litres/min for water efficient showers	x		<a href="#"><u>x</u></a>
53	Bathroom automatic taps and sprays: Flow rates less than 4 litre/min delivered through either automatic shut off, screw down/lever, or spray taps	x		<a href="#"><u>x</u></a>
54	Kitchen taps: Flow rates of 5 litres/min (not less than 5 litres/min) delivered through either automatic shut off, screw down/lever, or spray taps. Flow rates of 4 litres/min are not recommended in kitchens.			<a href="#"><u>x</u></a>
55	Toilets: Dual flush unit delivering <4.5 litre full flush: 4 / 2.6 litre reduced flush, (or less, dual flush system must adhere to UK Water Supply (Water Fittings) Regulations).	x		
56	Urinals (urinal controls). Purchase of urinals with integral control units that reduce water consumption through asset life: Waterless urinals (odour-controlled air vacuum units or biodegradable materials. No chemical components), or 1.5 litre/flush user sensor with a <10 litre/hour auto control flush. Choice of flush type to be determined based on user numbers. Non flush related elements shall meet the Enhanced Capital Allowance Scheme (ECA) Water Technology List criteria.	x		<a href="#"><u>x</u></a>
57	Lighting: All replacement lighting to be LED as standard where practicable	x		