

# Sustainable Procurement Policy

August 2019

POLICY

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Responsible Office:	Procurement Services

**HERIOT-WATT UNIVERSITY  
SUSTAINABLE PROCUREMENT POLICY**

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**POLICY**

## 1. INTRODUCTION

Sustainable Procurement can be defined as:

*“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.” (UK Sustainable Procurement Task Force, 2006)*

This **Sustainable Procurement Policy** intends that Heriot-Watt University will exceed the above definition of Sustainable Procurement, carrying out the procurement of goods, services and works in such a manner as to minimise any negative environmental, ethical, economic or social impact. Further, it intends to 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.

This Policy reflects improvements made over the past two years to legislation, and outlines the University's approach to Sustainable Procurement in detail. It also identifies the ways in which procurement can deliver on the wider policy objectives of innovation and growth, promotion of jobs and training opportunities, and increasing SME Small and Medium Sized Enterprises (SMEs) participation.

This Policy should be read in conjunction with the University's **Procurement Strategy and Action Plan**, which outlines the University's objective of embedding sound ethical, social and environmental policies within the procurement function. It highlights that the University is committed to integrating sustainability into everyday practice and decision-making processes, thereby minimising its environmental impact and optimising the social and economic outcomes associated with its operations.

## 2. PURPOSE

The purpose of this policy is to ensure all staff involved in the procurement of works, goods and services manage their activity in a way that:

- ✓ maximises the environmental, social and economic benefits of public investment;
- ✓ maximises value for money;
- ✓ minimises any adverse environmental, social and economic impacts from procurement;
- ✓ allows the University to make a material contribution to the achievement of the Government's National Performance Framework outcomes; and
- ✓ complies with Scottish and EU legislation.

## 3. OUR COMMITMENT

The University is committed to integrating sustainability into everyday practice and decision making processes, thereby minimising our environmental impact and optimising the social and economic outcomes associated with our operations. Embedding sustainability considerations within our procurement processes supports implementation of the University's Strategic Plan 2019-2025 "Shaping Tomorrow Together" and the attainment of the UN Sustainable Development Goals.

The University is committed to entering into agreements and contracts with suppliers that share and adhere to our vision. To demonstrate this commitment, current and potential suppliers are asked to acknowledge their compliance with the principles of our Sustain Supply Chain Code of Conduct with respect to their organisation and their supply chain.

To satisfy our commitment, the University requires all staff with procurement responsibility, whether at an operational or strategic level, to:

- ✓ Ensure economic, social and environmental impacts are taken into consideration when making procurement decisions;
- ✓ Ensure our suppliers 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;
- ✓ Ensure the procurement of goods, services and works is absolutely necessary, review consumption of goods and services to reduce usage and adopt the most environmentally-friendly alternative products wherever possible;
- ✓ Not knowingly deal with companies whose activities include practices which directly pose a risk of serious harm to individuals or groups, or whose activities are inconsistent with the values of the University;
- ✓ Source energy-efficient products and ensure acquisitions are made on a 'whole life cost' basis;
- ✓ Support the development of the circular economy and avoid linear models of resource use and disposal, for example by avoiding single-use disposable items, minimising packaging and working with suppliers to encourage reuse or high quality recycling;
- ✓ Support the use of the Government Buying Standards relating to sustainable procurement in product/service specification;
- ✓ Reduce emissions by encouraging more sustainable travel alternatives to, from and between University sites and on University business;
- ✓ Avoid the unnecessary use of hazardous materials and processes and take all reasonable steps to prevent damage to the environment where such materials are essential;
- ✓ Assist Small and Medium Sized Enterprises (SMEs) and local suppliers to understand procurement processes in order that they can compete effectively;
- ✓ Support the use of products and services from suppliers whose own sustainability policies are in accord with the University and who promote an ethical approach to procurement; and
- ✓ Implement best practice and innovative processes to minimise sustainability impacts, including carbon emissions, associated with the procurement of goods, services and capital works.

To support the implementation of this Policy, the University will:

- ✓ Provide information and training to staff on sustainable and ethical procurement practice and related issues;
- ✓ Foster behavioural change by encouraging participation and consultation by staff and students in broader sustainability initiatives;
- ✓ Work in partnership with local communities, at all five campuses, in relation to sustainability initiatives;
- ✓ Work in partnership with other public sector organisations to develop and integrate the principles of sustainability within the HE sector.
- ✓ Aim to generate employment and training opportunities, including vocational training, for priority groups;
- ✓ Support and promote equality and diversity initiatives;
- ✓ Make sub-contracting opportunities available to SMEs, the third sector and supported businesses;
- ✓ Support educational initiatives, including working with schools and colleges to offer work experience;
- ✓ Encourage our suppliers to pay the Living Wage and to embed fair working practices;
- ✓ Continue to evaluate performance under the Flexible Framework for sustainable procurement, with an ambition to consolidate at Level 3 and stretch to Level 4 wherever feasible; and
- ✓ Measure and report the benefits of sustainable and ethical procurement.

#### 4. LEGISLATIVE REQUIREMENTS

The University has mandatory reporting obligations in relation to sustainable procurement under:

- ✓ The Climate Change Duties of Public Bodies: Reporting Requirements (Scotland) Order 2015;
- ✓ Public Contracts (Scotland) Regulations 2015;
- ✓ Procurement Reform (Scotland) Act 2014; and
- ✓ Procurement (Scotland) Regulations 2016.

The Procurement Reform (Scotland) Act 2014 places sustainability at the forefront of public sector procurement via the Sustainable Procurement Duty [Section 9]. As part of the Act, the University also requires to compile and publish an Annual Procurement Report, which is to include a summary of any community benefits for regulated procurements and steps taken to facilitate the involvement of supported businesses in regulated procurements during the year.

The UK Modern Slavery Act 2015 requires the University to publish a slavery and human trafficking statement detailing steps they have taken to eradicate slavery and human trafficking in their operations and supply chain. The University is committed to measuring and actively monitoring that modern slavery and human trafficking is not taking place in any parts of its operation within the University and its supply chain.

Any changes to the above legislation necessitating changes to the University's reporting requirements will be reflected in the relevant reports.

## **5. LINES OF RESPONSIBILITY**

The responsibility for this policy is shared by the entire University community, at every level and across all Departments and Academic Schools. The University Court, Principal and Senior Management Team are committed to its success.

## **6. MONITORING, EVALUATION & IMPLEMENTATION**

We commit to regular review of our sustainable and ethical procurement performance.

In addition to the reporting requirements of the Public Bodies Climate Change Duties, implementation of this Policy will be monitored and measured under the Procurement and Commercial Improvement Programme (PCIP), in particular the Flexible Framework for sustainability. PCIP progress is formally measured through an evidence-based assessment every two years.

## **7. RELATED POLICIES, PROCEDURES AND FURTHER REFERENCE**

Heriot Watt University's Procurement Strategy & Action Plan:

<https://www.hw.ac.uk/services/docs/hwuprourementstrategy2016to2018.pdf>

Heriot Watt University's Carbon Management Plan:

<https://www.hw.ac.uk/documents/carbon-management-plan.pdf>

Heriot Watt University's Strategic Plan:

[https://www2.hw.ac.uk/mediaservices/pageflip/Strategy\\_2025\\_brochure/](https://www2.hw.ac.uk/mediaservices/pageflip/Strategy_2025_brochure/)

Heriot Watt University's Ethical Business - Conflict of Interest Policy:

<https://www.hw.ac.uk/services/docs/ethicalbusinessconflictofinterestpolicy.pdf>

Heriot Watt University's Ethical Business - Bribery Prevention Policy:

<https://www.hw.ac.uk/documents/ethical-business-bribery-prevention-policy.pdf>

Heriot Watt University's Ethical Business - Gifts and Hospitality Policy:  
<https://www.hw.ac.uk/documents/ethical-business-gifts-hospitality-policy.pdf>

Heriot Watt University's Financial Regulations:  
<https://www.hw.ac.uk/documents/financial-regulations.pdf>

## 9. DEFINITIONS

**Sustainable Procurement** 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. (UK Sustainable Procurement Task Force, 2006)

**Ethical Procurement** A procurement process that respects fundamental international standards against criminal conduct such as bribery, corruption, fraud and human rights abuse and responds immediately to such matters where they are identified. (Ethical and Sustainable Procurement, CIPS)

## 10. FURTHER HELP AND ADVICE

Victoria Kulczycki, Head of Procurement ([victoria.kulczycki@hw.ac.uk](mailto:victoria.kulczycki@hw.ac.uk))

## 11. POLICY VERSION AND HISTORY

Version No	Date of Approval	Approving Authority	Brief Description of Amendment
V1	[Planned] December 2019	The Court	-

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