



# Sustainable and Ethical Procurement Policy

## 1. Introduction

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Procurement decisions can have major economic, social and environmental impacts, both for current and future generations.

Manchester Metropolitan University is dedicated to Sustainable and Ethical practice through its procurement of goods, services and works. This is reiterated by the University's commitment to Institutional Sustainability as part of the [Corporate Strategy 2012-2017](#)

This policy should be read in conjunction with the University's Financial Regulations and other related policies and procedures.

### 1.1 Approach

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This Sustainable and Ethical Procurement Policy demands a systematic, measured and continuous improvement approach, recognising that sustainable and ethical procurement must be meaningful and substantial.

### 1.2 Purpose

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The purpose of the policy is to ensure Manchester Metropolitan University continually improves and uses the University's spending power in such a way that best serves the students, staff, community, economy and environment.

### 1.3 Definitions

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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” (Procuring the Future', Sustainable Procurement Task Force, DEFRA).

Ethical Procurement can be defined as:

“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).

## 1.4 Roles and Responsibilities

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| <b>Role</b>                    | <b>Responsibility</b>   |
|--------------------------------|---|
| Environmental Strategy Board   | To receive this policy and endorse it.  |
| Environmental Management Group | To receive progress reports against the implementation of the policy.<br>Provide comment and feedback.  |
| Head of Procurement Services   | Owner of this policy. Responsible for embedding within procurement practices and maintaining the policy.  |
| Head of Environmental Strategy | Responsible for promoting this policy as part of the University's Environmental Strategy.   |
| Procurement Services           | Responsible for complying with the content of this policy and incorporating it into tender processes where appropriate, in line with the University's Value for Money Strategy. |
| Staff                          | Responsible for complying with the content of this policy ensuring that they attain value for money on all purchases.   |

## 2. Policy Aim

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The University has made a commitment to consider economic, social and environmental impacts and whole-life costs in purchasing decisions, and take appropriate action.

The University will deliver this commitment through a number of objectives under the themes within the Government's Flexible Framework as detailed in the Sustainable and Ethical Procurement Strategy.

### 2.1 People

- The University will support staff to embed sustainable and ethical procurement practices and procedures into purchasing decisions, by encouraging them to consider their economic, social and environmental impacts including whole life cycle costs.
- The University will provide appropriate training and is committed to ensuring all staff are aware of their obligations and responsibilities with regards to sustainable and ethical procurement as set out in this policy.

### 2.2 Policy

- Policy documents will be made available to all staff and suppliers, and an annual review of the policy will be conducted.
- The policy will support the delivery of the University's overall Environmental Sustainability Policy and Strategy.

### 2.3 Process

- Through its procurement procedures and staff engagement, the University will encourage all staff to consider and take appropriate action regarding economic, social and environmental impacts of all goods, services and works purchased.
- All processes should aim to ensure that the best value for money is achieved and the whole life cycle cost of a purchase is considered.
- Procurement services will ensure that, where appropriate, tender specifications contain clear, effective, indiscriminating sustainable and ethical procurement criteria, which encompass economic, social and environmental factors.

### 2.4 Suppliers

- The Sustainable and Ethical Procurement Policy along with the Supplier Code of Conduct will be communicated to suppliers and they will be encouraged to cooperate with the requirements as far as is reasonable and practical.
- The University requires suppliers to have an Equal Opportunities Policy in line with the Equality Act 2010.
- The University requires suppliers to comply with the Modern Slavery Act 2015.
- The University will undertake due diligence to ensure supplier compliance with the requirements as set out in this policy.
- Where tenders and requests for quotations include sustainability criteria, the University must ensure that the criteria encourages and supports suppliers and does not inequitably exclude suppliers from being able to tender.
- Effective relationships will be developed as part of a targeted supplier engagement programme that encourages best practice in sustainability.

### 2.5 Measuring and Reporting

- This policy will be monitored and measured, and progress on its implementation will be reported at the Environmental Management Group (EMG) and Environmental Strategy Board (ESB).
- The policy will be measured through the progress on the Flexible Framework and the Scope 3 Carbon Emissions Footprint for the supply chain of the University.
- The policy will be reported in the Annual Procurement Report and Annual Environmental Sustainability Statement.

### **3. Version Number and Approval Dates**

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|--------------------------|-----------|--|---|
| <b>Version</b>           | 3         | <b>Author Name &amp; Job Title</b>                     | Alanay Sir<br>Sustainable Procurement Advisor |
| <b>EIA approved date</b> | 06/05/16  | <b>Approved by: Equality and Diversity Coordinator</b> | Sarah May                                     |
| <b>Approved date</b>     | 30/06/16  | <b>Approved by</b>                                     | <b>Environmental Strategy Board</b>           |
| <b>Review Date</b>       | June 2017 |  |   |