

## Sustainable Procurement Policy

As part of Middlesex University's commitment to sustainability this policy seeks to improve purchasing affecting both human and natural environments. The principles behind the policy examine;

- Where products originate?
- What products are made of?
- Who make the products?

The University wishes to promote **all buyers** to evaluate those environmental and social factors that are an integral part of making purchasing decisions.

Where practically possible, the University Procurement Office (UPO) would like the buyer to assess whether any of the below listed considerations are relevant and appropriate.

- Minimising the use of energy consumption
- Specifying the use of environmentally friendly products
- Inviting local and regional businesses to bid to meet appropriate University requirements
- Assisting small and medium sized businesses to understand the University's commitment to equality of purchasing
- Inviting Ethnic Minority businesses to bid for business with the University
- Consideration of Diversity and Workplace Equality and compliance to the Modern Slavery Act
- Making procurement decisions based on a balance between economic, social and environmental factors
- Engaging with the supplier to challenge their commitment to improving sustainability
- Whole life costing is to be consider as part of any evaluation

Where this is the case, care should be taken in ensuring it does not compromise any operational requirements or value for money. Adjudication weightings on sustainability should normally be in the range of 10% to 20% of total criteria.

The UPO can help develop tender specifications and retain a library of up-to-date specifications for buyers to make reference. These specifications will;

- Ensure compliance to the latest procurement and environmental legislation
- Ensure goods are disposed of or re-used in the most environmentally responsible manner
- Ensure specifications include an offer of more environmentally friendly alternatives

The UPO can also help in ensuring that a supplier's response to the following criteria is included in any relevant tender or Pre-Qualification Questionnaire;

- Corporate Social Responsibility (CSR)
- Environmental and Sustainability Policy
- Diversity & Equality Policy - Including Workplace Equality

The UPO will provide support and training for all buyers, whose responsibility impacts on sustainable purchasing, to ensure that;

- The buyer understands the "Reduce, Re-use & Recycle" ethics in buying decisions
- The buyer can set, measure and report on sustainable purchasing targets