



Sustainable Procurement Policy

Northumbria University recognises that its procurement activities have a significant impact on the environment, society and the economy, and accepts that it has a responsibility to strive to effectively manage and minimise those impacts.

The Carbon Management Strategy 2020-2030 embeds the University's commitment to reduce carbon emissions from our activities and those of our Supply Chain (pg13). The University's Environmental Sustainability Policy also identifies the role of Procurement in encouraging and applying the principles of the circular economy by embedding sustainable, ethical and life cycle considerations in purchasing decisions.

The Sustainable Procurement Policy applies to all staff who specify and purchase Food, products and services on behalf of the University. We will promote sustainable procurement by committing to work with staff and students to:

- Raise awareness and promote best practice in sustainable procurement across the University, making information accessible for all.
- Support the reuse of existing assets and resources wherever possible.
- Reduce the demand for products and services by promoting the waste hierarchy of reduce, reuse and recycle.
- Publishing an annual statement in line with the Modern Slavery Act. Northumbria University will not tolerate Modern Slavery and Human Trafficking within any of its supply chains.
- Raise awareness and ensure that environmental, social and whole life cost criteria are taken into account in the assessment of best value for money and in the purchasing decision making process.
- Ensure that any timber and timber products, including paper, are from certified sustainable sources such as FSC and PEFC.
- Promote the specification and selection of food, products and services which minimise environmental impacts and positively impact on society and the economy, including promoting the selection and use of Fairtrade products.
- Incorporate circular economy principles into procurement, use and disposal of products and services in order to reduce negative impacts on the environment.
- Ensure fulfilment of duty of care obligations and compliance with all relevant legislation throughout the procurement process and in the disposal of products at end of life.
- Promote the use of ethical suppliers and ethical supply chains. As members of Electronics Watch, we can have a tangible impact on those involved with the



production of goods that we typically buy in volumes, demonstrating that we take the potential risks in our supply chains seriously and are committed to taking positive action.

- Communicate the Sustainable Procurement Policy to its staff, students, contractors and suppliers and develop good practice through appropriate networks, benchmarking and training.

Targets & Actions

- In line with our Carbon Management Strategy 2020-2030, identify our top 5 suppliers with the highest carbon emissions. Work with these suppliers to reduce the whole life cost of their offering (energy, water, consumables, maintenance etc). Report findings quarterly to the University Sustainability Management Group.
- During tendering, embed project appropriate questions within the tender exercise to realise positive sustainability gains and manage negative sustainability impacts.
- Require suppliers to consider the social, economic and environmental impacts of their products, services and activities and take positive steps to improve performance against sustainability objectives.
- Forge links with the local community to encourage positive participation and address barriers to entry to encourage local, regional, SME and ethnic minority suppliers to bid for University contracts.
- Require suppliers to comply with national and international standards on environmental and human rights matters and encourage a partnership approach to sustainable progression.
- Require suppliers to comply with national and international standards on environmental and human rights issues and encourage a strategic approach to sustainable development.
- Require suppliers to support our Waste Management Policy and Single Use Plastics and Disposable Items Policy by minimising packaging waste and providing take back schemes.
- Promote awareness of the University's sustainability policies, objectives and aspirations in the supply market.
- Remove barriers to entry to encourage local, regional, SME and ethnic minority suppliers to compete for University business.

Progress regarding sustainable procurement will be reviewed by the University Sustainability Management Group.

Reviewed: June 2023

Next Review Date: June 2025

Reviewed by: University Sustainability Management Group