

**Queen Mary University of London  
Energy and Environmental Management System**

CD 11 Sustainable Procurement Policy

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Approved by: Sustainability Committee Chairman

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**ISO 50001 Reference** N/A

**Related Documents** N/A

**Table of Amendments**

| <b>Date of Change</b> | <b>Previous Version Number</b> | <b>Changes Made</b> | <b>Revised Version Number</b> |
|-----------------------|--------------------------------|---------------------|-------------------------------|
| 22.03.2019            | 1.0                            | Updated policy      | 2.0                           |
| 08.04.2019            | 2.0                            | Policy Approved     | 3.0                           |
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### Sustainable Procurement Policy

Queen Mary University of London (QMUL) is one of the UK's leading research-focused higher education institutions. We undertake research, teaching and business activities with the potential to significantly impact sustainability and ethical trading at a local, national and global level. As such, we acknowledge an institutional responsibility to incorporate sound sustainable and responsible procurement principles and practices across all areas of activity. We also recognise the importance of promoting environmental, ethical and social issues awareness and education with our staff, students, suppliers, contractors and the local communities within which we operate.

QMUL is among 30 universities to sign a new Civic University Agreement which pledges to put the economy and quality of life of the local community at the top of its list of priorities.

This Policy sets out our commitments to ensuring relevant goods, services and works at QMUL are procured in a way that considers their value on a whole-life basis, whilst also ensuring related economic, societal and environmental impacts are positive. It provides a framework for establishing responsible procurement objectives and targets, and key performance indicators.

To support implementation of this policy, QMUL will:

1. Include sustainable procurement as part of the university's efforts to working towards an Energy and Environmental Management System (ISO50001).
2. Make all relevant procurement decisions based on a pragmatic balance between economic, social and environmental factors, encouraging the active use of value-for-money 'whole life costing' methodologies.
3. Provide appropriate levels of training &/or awareness in sustainable procurement principles and related legislation to all dedicated procurement staff.
4. Include sustainable procurement factors in the performance objectives of key procurement staff.
5. Ensure suppliers are compliant with relevant current and reasonably foreseeable future environmental legislation.
6. Review, identify and manage sustainable procurement risks at all key stages of the procurement process for relevant goods and services.
7. Actively encourage supplier selection processes adhere to sustainable policies and practices.
8. Specify, wherever reasonably practicable, carbon reducing, energy saving and the broader use of sustainable materials and products as preferred options.
9. Encourage the use of suitable local suppliers for products or services.
10. Identify, prevent and mitigate the risks of human rights abuses in the supply chain including enforced labour, child labour, slavery and human trafficking.
11. Ensure UK based suppliers are compliant with the Modern Slavery Act 2015.
12. Minimise the amount of waste generated from purchases by encouraging suppliers to re-use or recycle packaging or used items. This includes considering lease options where appropriate as an alternative to 'purchase' in order to reduce waste.
13. Encourage the purchase of recycled goods, or goods with recycled materials and content.
14. Reduce the number of delivery vehicles entering and leaving site, by encouraging the use of contracted suppliers and scheduled **aggregated** deliveries.

This Policy is fully supported by the Queen Mary Senior Executive and the Office of the Principal. The Sustainable Procurement Group will act as the primary governance body to direct, control and monitor our on-going sustainable procurement performance. The Head of Procurement has overall responsibility for the development and implementation of this policy, supported by the Finance Procurement Team and Estates and Facilities Sustainability Team.

This is an overarching policy which sets out our commitments on sustainable procurement. This document is supported by other subject specific policies and procedures which form part of the Energy and Environmental Management System.

This Policy will be reviewed annually with progress shared publicly through our Sustainability Report.

Head of Procurement

Chief Operating Officer