



Document Control Information			
Author	Summary of changes	Version	Authorised & Date
R.Bennett	Updated roles and responsibilities, added guiding principles, targets and further requirements to support implementation including incorporating the ETL procedure which is now withdrawn.	V1.5	Jason Challender, Director of Estates & Facilities, Chair of Environmental Projects Board 15 th June 2023
R. Bennett	Added EMC to responsibilities	V1.4	Not required 17 th August 2022
R Bennett	Added reference to EEMS OP Energy Technology List	V1.3	Jason Challender, Director of Estates & Facilities, Chair of Environmental Projects Board 8 th Feb 2022
R.Bennett	Updated job titles	V1.2	Not required 18 th May 2021
R.Bennett	Updated ISO 50001 date and related documents	V1.1	Not required
R. Bennett	Creation of document	V1.0	Jason Challender, Director of Estates & Facilities, Chair of Environmental Projects Board 29 th November 2018

1. Purpose

Sustainable Procurement is the process of recognising the negative and positive environmental, social and economic impacts of purchased goods, works and services. It is a cradle to grave approach and should consider the entire supply chain rather than just the individual product or service. The UN Marrakech Task Force define Sustainable Procurement as "Sustainable Procurement is 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".

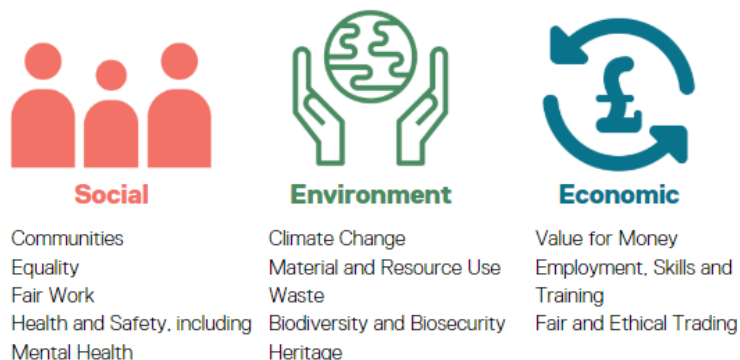


Figure 1 Impact areas of sustainable procurement

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The Estates and Facilities Division at University of Salford has significant spend covering everything from facilities management, minor works and regulatory testing all the way up to major building projects and infrastructure development. The need for staff involved in purchasing to ensure that spend provides value is evident. Environmental and social responsibility should be considered as part of our value for money process and appropriately considered in the procurement of supplies, services or works.

2. Scope

This document applies to the University of Salford Estates and Facilities Division.

3. Responsibilities

Director of Estates	To approve and champion the Policy
Associate Directors Estates	To champion the Policy and support implementation
Environmental Sustainability Manager and Carbon and Energy Manager	To support and facilitate implementation of the Policy
Estates and Facilities Staff involved in purchasing decisions	To ensure that sustainability impacts/risks with goods and services are identified at the start of the procurement process and appropriately managed throughout in line with this Policy, other Environmental and Energy Management Policies, Objectives and Management System.
Contract Managers	To ensure that any identified environmental and social impacts/risks are managed throughout the contract.
Construction Project Managers	To ensure that sustainability is considered in the overall procurement of capital projects and to ensure the responsible sourcing of materials for the project

4. Guiding Principles

Our guiding principles we consider in our procurement:

Legal Compliance and international norms of behaviour

All UK public institutions, including Universities, are subject to public procurement legislation that aims to promote transparent and efficient use of public money. Other legislation such as the Modern Slavery Act, Bribery Act and Equality Act are also important in purchasing. We will strive to be aware of any violations throughout our supply chain and actively encourage suppliers to maintain compliance.

Accountability and Transparency

Taking responsibility for our impacts on society and environment is important to us as a [Civic University](#). This includes being accountable for impacts throughout our supply chain with a life cycle perspective. We recognise the need to be transparent in our procurement decisions and activities, encouraging our suppliers to do so as a basis for stakeholder dialogue and collaboration. We want to ensure full and fair opportunity to all suppliers, including local and

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small to medium organisations, avoiding any bias or prejudice through our procurement decision-making.

Ethical behaviour

As well as internal processes we recognise our responsibility for the labour and human rights practices in our supply chain. This includes consideration of inclusion and diversity within contracts but also our supply chain. We are an accredited Living Wage organisation and encourage our suppliers to pay UK-based workers at least the Living Wage in our contracts. We report annually at a University level on action taken to reduce the risk of slavery, servitude, forced and compulsory labour or human trafficking in our supply chains via our [Modern Slavery Statement](#).

The principle of equity underpins our Equity, Diversity and Inclusion (EDI) ambitions. We commit to ensuring that anti-discriminatory approaches are communicated and applied consistently in our policies and practices including through responsible procurement. The University is a member of Stonewall's Diversity Champion Network and the Race Equality Charter and is a Disability Confident Employer. We are also a member of [Electronics Watch](#) via NWUPC through which we are calling for fair working conditions in electronic manufacturing.

Environmental Sustainability and our Net Zero Carbon Commitment

We aim to fully evaluate purchase decisions, focusing on needs and reviewing demand to only buy what is necessary and seeking more sustainable alternatives wherever possible. In 2019 we finalised the implementation of our Environmental and Energy Management System (EEMS) in Estates and Facilities for which we received certification to ISO 14001 and ISO 50001. Through this system we manage our key impact areas of resource use, emissions including carbon, waste generation and landscape/biodiversity. Our [Environmental Sustainability Policy](#) is the cornerstone of our EEMS and is supported by further policies including Energy & Water, Sustainable Construction and Sustainable Food, operational procedures and guidance and detailed plans to achieve our environmental and energy objectives and targets, including our commitment to achieving Net Zero Carbon by 2038. In our [Environmental Sustainability Policy](#) we have committed to developing and applying an ethical and sustainable procurement system to ensure the social and environmental impacts of purchases are appropriately considered.

Circular economy and life cycle thinking

A circular economy is an alternative to a traditional linear economy (make, use, dispose) in which we keep resources in use for as long as possible, extract the maximum value from them whilst in use, then recover and regenerate products and materials at the end of each service life. Life cycle thinking means accounting for economic, environmental and social impacts across all stages of a product or process life cycle. We will consider these principles in our purchasing decisions.

UN Sustainable Development Goals

The Sustainable Development Goals, or Global Goals, are a call for action by all countries to promote prosperity while protecting the planet. They recognise that ending poverty must go hand-in-hand with strategies that build economic growth and address a range of social needs including education, health, social protection, and job opportunities, while tackling climate change and environmental protection.

We are aligning our [Environmental Sustainability Plan](#) to the Global Goals by mapping each area to the relevant goals and through sustainable procurement we have the ability to contribute to many of the goals.

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Continual improvement

We recognise that this is the start of a journey, we understand the need for continual improvement both internally and within our supply chain. We will engage with suppliers to encourage and support improvement. Our engagement with the [NETPositive Tool](#) will aid this.

5. Policy Commitments

Within the Estates and Facilities at University of Salford, we are committed to:

- Preventing pollution and promoting the protection of the environment.
- Contributing to a sustainable and healthy future by conserving natural resources and using energy efficiently.
- Implementing effective waste management through reuse and recycling procedures and the purchase of recycled and recyclable material where possible.
- Considering goods and services which may be manufactured, used and disposed of in an environmentally responsible way, particularly energy efficiency.
- Giving preference, where items are of a similar cost, to those that are manufactured with a high recycled content or are environmentally preferable.
- Consider whole life costs and impacts when assessing equipment for purchase, such as:
 - Manufacture, transport and installation.
 - Operating costs including energy, water use and maintenance,
 - End of life costs including decommissioning and disposal.
- Working proactively with the University of Salford Procurement Team, the North Western University Purchasing Consortium, other universities and the community at large to progress sustainable procurement initiatives and exchange best practice;
- Minimising any adverse environmental impact of any new University development and major renovation, and ensure sustainability is included in the design of new buildings.
- Working with suppliers to make them aware of the University's Sustainable Purchasing Policy, Environmental Sustainability Policy and Energy and Water Policy, and ensure the environmental credentials of suppliers.
- Training and the raising of awareness of staff to ensure they consider environmental issues in procurement decisions.
- Ensuring that sustainability issues are integrated into the specification.
- Where legitimately permitted consideration of other sustainability issues such as the procurement of ethical and Fairtrade goods and services.

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6. Policy Targets

Key targets associated with this policy are:

Target Ref	Target
EF SP Target 1	Investigate opportunities for reuse or use of reclaimed materials in each project (including a pre-demolition audit where possible).
EF SP Target 2	All timber used onsite must be FSC or PEFC certified.
EF SP Target 3	All energy using products, equipment and services must be evaluated on energy performance criteria as part of the procurement
EF SP Target 4	All materials should be locally sourced materials where available and technically and economically feasible.
EF SP Target 5	All suppliers of materials types considered under BREEAM issue Mat 03 must have BES 6001 certification of at least 'Pass', or equivalent.

Please note that considerations are not limited to these targets and further information on environmental and social considerations in procurement is available in the E&F Procurement Guide.

7. Implementation Procedure

7.1 E&F purchasing requirements

The E&F Sustainable Purchasing Policy is documented to ensure that staff involved in the procurement of goods and services within Estates and Facilities consider environmental sustainability as a factor in their purchasing decisions. To support implementation, E&F colleagues involved in purchasing decision should:

1. Ask first if this purchase is really necessary (reduce consumption)
2. Consider sustainability impacts and risks, which include the cost of disposal/recycling, in specifications (including the targets above and guidance provided in the E&F Procurement Guide)
3. Consider sustainability in supplier evaluation of quotations and tenders, including allocating a **minimum of 10%** to sustainability in tender evaluation
4. Proactively manage and drive environmental and energy improvements through the contract management, e.g., establishing key performance indicators related to environmental and energy performance.

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7.2 Implementation and verification of the policy targets

EF SP Target 1	Investigate opportunities for reuse or use of reclaimed materials in each project (including a pre-demolition audit where possible).
Construction & Demolition procurement	<p>A pre-demolition audit will be carried out at RIBA Stage 2 to maximise the recovery of material for high grade or value applications. Although this information is not yet available, the design team is required, at RIBA Stage 1, to consider options for the re-use of the following materials in the build (sourced from the demolition):</p> <ul style="list-style-type: none"> • Bricks • Concrete (e.g., for infill) • Timber • Tiles and ceramics • Metal (e.g., metal beams) • Electrical and electronic equipment (e.g., air conditioning units that are still in good condition) <p>As part of the Environmental Sustainability reporting requirements, the team will be required to produce a report at RIBA Stage 3 to demonstrate, following the pre-demolition audit, how reclaimed materials will be used in the build.</p>
Other procurement	<p>For minor projects review internal Warp-it scheme for items to reuse and ensure any unwanted items are offered for reuse through Warp-it - see EEMS OP Reuse Procedure.</p> <p>Include preference for reused or reclaimed materials in specification and include in procurement evaluation.</p>
EF SP Target 2	All timber used onsite must be FSC or PEFC certified.
All procurement	<p>The Forest Stewardship Council (FSC) and Programme for the Endorsement of Forest Certification (PEFC) are international non-profit organisations which promote responsible management of the world's forests by setting standards on forest products, along with certifying and labelling them as eco-friendly.</p> <p>The design team (or purchasing manager) must ensure that any timber or timber products are PEFC or FSC certified. This information can be easily obtained from the manufacturer's website. Where not available on their websites, the design team will be required to contact the manufacturer directly for confirmation. Where confirmation cannot be provided, an alternative manufacture will be required.</p> <p>This requirement must form part of the architectural specification and contractors' requirements documents. The contractor will need to evidence that all timber and timber products comply.</p>



EF SP Target 3	All energy using products, equipment and services must be evaluated on energy performance criteria as part of the procurement
All procurement	<p>The Estates and Facilities EEMS System uses the Energy Technology List Performance Criteria to meet the requirements of the procurement clause in ISO50001 Energy Management Standard. The ETL is a list created and updated monthly by the government's Department for Business, Energy and Industrial Strategy. The ETL framework should be used in conjunction with the University's Energy Design Guide. This will ensure that long term energy efficiency is being driven through design and procurement.</p> <p>Projects Managers should advise designers at project inception stage of the energy performance requirements and ensure that the template in Appendix A is completed and submitted to the Energy Manager in advance of any procurement to enable auditing.</p> <p>Please find the ETL here: Home :: Energy Technology List (beis.gov.uk)</p>
EF SP Target 4	All materials should be locally sourced materials where available and technically and economically feasible.
Construction & Demolition procurement	<p>An early, high-level assessment must be made with regards to the local availability of key building materials used in the development, e.g., curtain walling suppliers. These should be specified where technically and economically feasible. A list of local manufacturers for key building elements should be provided to steer the design with regards to materials selection.</p> <p>The requirement to investigate and use locally source materials should form part of the contractor's requirements. Following completion, the design team will be required to report on the total value of the building's materials sourced from local suppliers.</p>
Other procurement	<p>The requirement to investigate and use locally sourced materials should form part of the contractor's requirements. Following completion, the contractor should report on the total value of materials sourced from local suppliers.</p>



EF SP Target 5	All suppliers of materials types considered under BREEAM issue Mat 03 must have BES 6001 certification of at least 'Pass', or equivalent.
Construction & Demolition procurement	<p>BES 6001 enables construction product manufacturers to ensure and then prove that their products have been made with constituent materials that have been responsibly sourced. The standard describes a framework for the organisational governance, supply chain management and environmental and social aspects that must be addressed in order to ensure the responsible sourcing of construction products.</p> <p>The following materials specified for the project must be available from suppliers with a BES 6001 certification of at least 'Pass', or equivalent:</p> <ul style="list-style-type: none"> • Concrete and cementitious materials • Metal • Stone or aggregate • Clay-based materials • Gypsum • Glass • Plastic, polymer, resin, paint, chemicals and bituminous materials <p>It should be noted that only materials present in the following categories need to comply:</p> <ul style="list-style-type: none"> • Substructure and frame • Floors (including floor finishes) • Roof (including roof finishes) • External walls (including finishes, e.g., cladding) • Doors and windows • Internal partitions and walls (including finishes) • Ceilings (including finishes) • Building services • Hard landscaping <p>At each RIBA Stage the design team must complete a high-level assessment to establish the availability of BES 6001 accredited products relevant to the build and report these back to the University's Environmental Sustainability Advisor (this is also required as part of the Environmental Sustainability tracker targets).</p> <p>This requirement must form part of the principal contractor's requirements. Compliance with this target will be verified by the ESA at the end of each RIBA Stage. At the end of construction, and as part of the BREEAM assessment, the principal contractor will be required to provide the relevant certificates for each product used.</p> <p>Where BES 6001 accredited products are not available or not feasible (e.g., due to technical or cost purposes, or because of locally available alternatives with a different environmental management system, e.g., ISO 14001), the team must consult with the ESA.</p>



7.3 Estates and Facilities Procurement Strategy implementation

The Estates and Facilities Division is committed to improving the sustainability of procurement through the [Flexible Framework](#). The Flexible Framework is a widely used self-assessment mechanism developed by the business-led UK Government Sustainable Procurement Task Force, which allows organisations to measure and monitor their progress on sustainable procurement over time.

The Environmental Sustainability Manager has been appointed as the Sustainable Procurement Champion to lead the implementation of this Sustainable Procurement Policy and development and implementation of associated procedures.

The Environmental Sustainability Team will provide other Estates and Facilities staff with advice on environmental and energy management issues relating to purchasing and provide awareness training and communications. The EST will also develop and lead on the supplier engagement programme to encourage suppliers to actively promote good environmental awareness and practices.

Appropriate Estates and Facilities Staff will be regularly provided with training and/or information to ensure all parties are aware of the ways the impact of any procurement exercise can be made positive. Key suppliers will be set appropriate KPIs to measure environmental sustainability performance.

5. Related Documents

University of Salford Sustainable Construction Policy
Energy Design Standard
E&F Procurement Guide
EEMS OP Reuse
University of Salford Environmental Sustainability Policy
University of Salford Environmental Sustainability Plan
University of Salford Sustainable Procurement Policy Statement

Further details of required activity relevant to the EEMS is recorded in the EEMS Training Matrix.

6. Effects and Actions on Non-Conformance

Failure to comply with this policy may result in:

- A failure to achieve the University of Salford objectives and targets relating to procurement
- Non-conformance with the requirements of EcoCampus and the ISO 14001:2015 and ISO 50001: 2018 standards.

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Appendix A

Energy Performance Criteria Evaluation

Project Name:
Project (Commissioning) Manager:
Design Consultant:
Proposed Date for Tender:
ETL Technology Category:

I confirm that the Design and Specification of the equipment outlined above meets the ETL Performance Criteria for its Category.

Name:
Signature:
Date:

Statement of Compliance

Please outline how the design and specification meets the criteria. Whilst technical specification documents can be submitted to support the submission and are recommended, they will not satisfy the requirements on their own. This section must be completed with narrative to demonstrate and explain how the criteria is met. Please refer to the criteria at all times.

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