

Ethical and Sustainability Procurement Policy

Introduction

The University recognises that there is a responsibility to work to ensure that products, goods, services and works that we procure are sourced ethically and sustainably. Within our obligations to comply with UK and relevant EU legislation, we will endeavour to conduct our procurement processes in accordance with this Ethical and Sustainability Policy.

The University will base its Ethical and Sustainability Procurement Policy on the ETI Base Code. The ETI Base Code is based on the internationally recognised standards of the International Labour Organisation (ILO), the UN agency responsible for labour standards, which the UK has signed up to: these include working conditions are safe and hygienic, child labour is not used, living wages are paid, working hours are not excessive, and freedom of association and the right to collective bargaining are respected.

Definitions

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” and “result in progressive improvements to the lives of people who contribute to supply chains and are impacted by supply chain decisions.” (Ethical and Sustainable Procurement, CIPS).

“Sustainable procurement considers the environmental, social and economic consequences of design, materials used, manufacturing methods, logistics and disposal.” (Ethical and Sustainable Procurement, CIPS).

Purpose & Aim

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

This policy should be read in conjunction with the University’s Strategic Plan and its underlying principals, Financial Regulations and other related policies and procedures.

The university will endeavour to purchase goods and services from supply sources which maintain ethical and sustainable standards through-out their supply chains.

Procurement decisions will be based on an appropriate balance between economic, social and sustainable factors.

Within competitive processes and procedures suppliers and contractors are required to maintain the highest standards of integrity and professionalism in their business dealings and practices, adhere to the laws of the countries where they operate and manage their own procurement processes and procedures such that their suppliers and sub-contractors meet the same standards.

Suppliers and contractors are required to inform the university, at any time during a competitive process or following the award of a contract, of any concerns they, or any member of their supply chain have in applying this policy and, to the extent that is appropriate and relevant, encourage suppliers and contractors to keep records to

demonstrate that their actions (and those of their supply chain) are fair and above reproach.

Provide appropriate support, guidance and training to the university's staff engaged in procurement processes, and in particular tender evaluation, supplier relationship and contract management processes.

Communicate the Ethical and Sustainability Procurement Policy to the university's staff and, where appropriate its suppliers and contractors, and make the policy available on the university's web site.

Actions

The Head of Procurement and Commercial Services (PCS) will have the right to exclude any supplier or contractor deemed ineligible to tender for or be awarded a contract when any of the conditions set out in the Public Contracts Regulations 2015 prevail.

In deciding whether to exclude a supplier or contractor, the Head of PCS will consider the seriousness of the misconduct, whether it was related to the subject matter of the contract, when it was committed and the action taken or being taken to prevent its recurrence, but this discretion will not apply to convictions for offences where there is a mandatory requirement on public sector contracting authorities to exclude candidates in accordance with the Public Contracts Regulations 2015.

The Head of PCS, at his/her discretion will select and audit suppliers to ensure compliance.

Where a breach is identified the Head of PCS will address the issue immediately; the breach will be reported, investigated and evaluated. Recommendations will be issued for remediation and where possible plans implemented to prevent the breach from recurring in the supply chain.

If necessary, where required improvements have not or cannot be made the Head of PCS will manage the exit of the relationship with the supplier.

The Head of PCS will present appropriate documentation to this effect.

Policy Review

Policy Review Procurement will continue to review this policy on a 3-year basis.