

ETHICAL AND SUSTAINABLE PROCUREMENT POLICY

1 INTRODUCTION

Whilst the University of Northampton (UON) expects its employees and staff to comply with this policy, it does not confer contractual rights or form part of any contract of employment and may be amended by the University or replaced at any time.

This policy will be reviewed by the Head of Procurement & Commercial Services (PCS) on a 3-year basis.

2 OWNERSHIP

Procurement & Commercial Services manages this policy on behalf of UON.

3 ORGANISATIONAL SCOPE

This Ethical and Sustainable Procurement policy is a corporate policy and applies to all employees (and workers, as applicable) of UON including any wholly owned subsidiaries, unless an alternative policy exists, subject to any qualifying conditions.

4 POLICY STATEMENT

4.1 UON recognises that there is a responsibility to work to ensure that products, goods, services and works that we procure are sourced ethically and sustainably when viable.

Within our obligations to comply with UK legislation, we will endeavour to conduct our procurement processes in accordance with this policy.

4.2 UON will base this policy around 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.

4.3 UON accepts it has an impact on sustainability and recognises it has a responsibility to reduce our impact. Reflecting the commitments set out in UON Environmental Policy, we endeavour to embed sustainable and ethical purchasing by:

- encourage our supply chain to comply with national and international standards on environmental and human rights matters.
- take into account the environmental, social and whole life impacts during the assessment of the goods or services.
- encourage our supply chain to consider the social and environmental impacts of their activities.
- manage our supply chain to support UON in achieving its carbon reduction targets.
- ensure that any timber and timber products, including paper, are from certified sustainable sources such as FSC and PEFC.

5 DEFINITIONS

5.1 CIPS – "Chartered Institute of Purchasing and Supply", is a United Kingdom-based global professional body working for the purchasing and supply professions.

5.2 ETI Base Code - 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.

- 5.3 Ethical Procurement - 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).
- 5.4 FSC - The Forest Stewardship Council is an international non-profit, multi-stakeholder organisation established in 1993 that promotes responsible management of the world's forests.
- 5.5 ILO - The International Labour Organization is a United Nations agency whose mandate is to advance social and economic justice through setting international labour standards.
- 5.6 PCS –UON Professional Services department Procurement & Commercial Services.
- 5.7 PEFC - The Programme for the Endorsement of Forest Certification is an international, non-profit, non-governmental organization which promotes sustainable forest management through independent third-party certification.
- 5.8 Sustainable procurement - “Sustainable procurement considers the environmental, social and economic consequences of design, materials used, manufacturing methods, logistics and disposal.” (Ethical and Sustainable Procurement, CIPS).
- 5.9 UN - The United Nations is an intergovernmental organization aiming to maintain international peace and security, develop friendly relations among nations, achieve international cooperation, and be a centre for harmonizing the actions of nations.

6 KEY PRINCIPLES

- 6.1 The purpose of the policy is to use UON's spending power to best serve the students, staff, community and economy.
- 6.2 UON will endeavour to purchase goods and services from supply sources which maintain ethical and sustainable standards through-out their supply chains.
- 6.3 Procurement decisions will be based on an appropriate balance between economic, social and sustainable factors.
- 6.4 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.
- 6.5 Suppliers and contractors are required to inform UON, 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.
- 6.6 Provide appropriate support, guidance and training UON staff engaged in procurement processes, and in particular tender evaluation, supplier relationship and contract management processes.
- 6.7 Communicate the Ethical and Sustainable Procurement Policy to UON staff and, where appropriate its suppliers and contractors, and make the policy available on the UON web site.

7 PROCEDURE

- 7.1 The Head of 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.

- 7.2 The Head of PCS, at his/her discretion will select and audit suppliers to ensure compliance.
- 7.3 Where a breach is identified the Head of PCS will investigate, evaluate and report. If necessary, where required improvements have not or cannot be made the Head of PCS may manage the exit of the relationship with the supplier at his/her discretion.

8 ASSOCIATED DOCUMENTS

- 8.1 This policy should be read in conjunction with the UON's Strategic Plan and its underlying principals, Financial Regulations, Procurement Strategy, Modern Slavery Policy & Procedure and other related policies and procedures.

10 VERSION CONTROL

Version Control		Approval record	
Author:	S Booker	Approval:	
Date written:	March 2022	Updates:	
Current status:		Approval of revision	

Record of Amendments			
Date	Version	Details of Change	Approval

	number		
Mar 2022	2	Rewritten into policy template with the addition of point 4.3.	