



LIVERPOOL
HOPE
UNIVERSITY
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Liverpool Hope University

Sustainable Procurement Policy

Approved by:	University Council
Date approved:	27.11.2012

Liverpool Hope University's commitment to the principles of sustainable development is detailed in its Sustainability Strategy; of which part of it is the sustainable procurement of its goods and services.

Sustainable procurement seeks to secure goods and services that best meet the needs of the University, whilst also considering the wider environment, local businesses, corporate social responsibility and the wider community.

The aim of the policy is to prompt staff involved in the procurement of goods and services to be more sustainable when purchasing goods and services.

A policy of Sustainable Procurement will aim to mitigate the effects of the University on the environment by:

- Make procurement decisions based on a balance between economic, social and environmental factors
- Comply with all relevant procurement and environmental legislation
- Investigate all University's spending in order to identify and where possible reduce environmental impacts
- Encourage and persuade suppliers to operate better production processes, supply more environmentally products and help spread improvements throughout the supply chain
- Encourage local and regional business, SMEs and ethnic minority businesses to bid for appropriate work
- Provide guidance and training to encourage staff involved in purchasing to adopt more sustainable purchasing policies to reduce costs and the environmental impact of goods and services we buy
- Encourage purchasing staff to thoroughly assess the need for the product or service to be purchased and adopt best practice (reduce, re-use and recycle) in their buying decisions to help minimise environmental impacts
- Ensure tender documents include questions about suppliers' environmental performance and develop corresponding assessment criteria, including whole life costing, to evaluate suppliers' bids and allow suppliers to submit environmentally friendly alternatives to the specified goods
- Specify, wherever possible and reasonably practicable, the use of environmentally friendly materials and products:
 - products with recognised labelling schemes such as FSC, MSC or EU Eco label,
 - purchasing fair-trade,
 - goods that can be used and disposed of in an environmentally responsible way are considered.
- Work with other bodies to share experiences and adopt best practice and take advantage of shared services such as the Environmental Association of Universities and Colleges and North West Universities Purchasing Consortium.
- Communicate this policy to the University community and beyond so that our staff and students become aware of the impact they have on the environment and help them to minimise this impact.