1 Purpose
This procedure outlines the actions and responsibilities associated with procurement at Oxford Brookes University, to ensure compliance with environmental requirements.

2 Scope
2.1 The Scope of the Environmental Management System Certification includes the Wheatley Campus, the Harcourt Hill Campus and Headington Campus (excluding Clive Booth Student Village). All other campus, sites and student accommodations are at present excluded from the EMS Scope of certification. In addition, construction, demolition and refurbishment sites where legal responsibility for the area has been handed over to contractor/s (usually surrounded by an area of hoarding) are excluded from the scope of certification.

2.2 This procedure applies to all procurement carried out by employees on behalf Oxford Brookes University.

3 References
• EN002D1 - Environmental Policy
• EN102D2 - Sustainable Procurement Policy
• EN102D3 - Sustainable Food and Fairtrade Policy
• EN104D1 - Low Carbon Transition Plan
• EN102W1 - Management of contractors on site

4 Definitions
Employee All persons who are employed full time, part time or temporarily on Campus, including both direct employees, and outside Contractors

FDD Faculties/ Directorates/ Departments

Stakeholder All persons with legitimate interest in the performance of the Campus, including but not exclusive to: employees, students and other customers, neighbours, regulators, grant-making bodies, non-governmental organisations and the media.

5 Responsibility
5.1 All subcontractors, staff, and students that have purchasing responsibility within the University have the responsibility to consider the EN102D1 - Sustainable Procurement Policy when making procurement decisions.

5.2 The Director of Procurement Team influencing OBU procurement above 30k. Their responsibility is to advise on sustainable procurement and support procurement decisions
by providing advice and guidance on best practice based on a pragmatic balance between economic, social and environmental factors, encouraging the active use of ‘whole life costing’ methodologies to validate the decision made.

5.3 The Sustainability Manager and Sustainability Team have a responsibility to train staff during inductions in the principles of sustainable purchasing and provide advice on sustainable purchasing decisions as required.

5.4 The Sustainable Procurement Group meets once a third and has responsibility for:
- Steering the implementation of the sustainable procurement policy
- Increasing the sustainability, including environmental, social and economic standards, of all procurement categories.
- Producing an annual report on the implementation of the sustainable procurement policy for the Corporate Responsibility Steering Group.
- Contributing to the annual sustainability report written by Neil Smith.
- Identifying priority areas for auditing sustainable CIPS index procurement.

6 Procedure

6.1 Sustainable purchasing training

6.1.1 The principles of the EN102D1 - Sustainable Food and Fairtrade Policy are included staff sustainability induction training. The Sustainability Team will also raise awareness of the Sustainable Procurement ‘Champion’ during the training. This training is carried out by the sustainability team within the first six months of the staff employment.

6.1.2 The Director and team, and Sustainability Manager or delegate work together to identify sustainable purchasing training that is relevant for employees involved in the procurement process:
- a. Procurement & environmental legislation updates,
- b. Active use of and adoption of sustainable procurement tools and techniques to understand and measure the environmental and social impacts of any purchasing decision taken,
- c. Inspire to influence to improve supplier production or administrative processes to eliminate waste throughout the entire supply chain
- d. Creating a mindset whereby reduction and re-use drive any purchasing decision,
- e. Understanding the impact of waste and re-cycling and how they can be used to positive effect.

6.2 Review of sustainability of purchases – Faculty Directorial Division

6.2.1 Purchasers in the University FDD can review the sustainability credentials of products and services by requesting advice from the purchasing or sustainability teams, or, by referencing the product specific guidance at http://www.sustainabilityexchange.ac.uk/about/partner-resources/spce.

6.2.2 Procurement and sustainability team can advise on the following aspects of Tenders:
- a. Environmentally friendly or sustainably sourced alternatives to products or services can be suggested and properly considered,
- b. Suppliers who understand and actively contribute to improving their environmental performance can demonstrate the value that delivers and be appropriately rewarded by points allocation within the assessment process.
c. Procurement Environmental/sustainability claims are duly checked and/or validated to confirm their value, though confirmation of relevant accreditations

6.2.3 The purchasing team will advise procurers in FDD’s of most appropriate purchasing decisions in relation to the Government Buying Standards and the Flexible Framework.

6.2.4 As a minimum, tenders and contracts, managed by FDD’s, will specify that contractors must abide by all relevant laws and regulations, including all environmental laws. Specific sustainability requirements or specifications to abide by University policies will be inserted into contracts or tenders on a case by case basis, for instance, the EN102D2 – Sustainable Food and Fairtrade Policy into tenders for catering.

6.3 Sustainable purchasing communications

6.3.1 The Sustainability Manager or delegates will periodically communicate with employees and students about sustainable purchasing. S/he will provide awareness raising third party information via a number of routes as outlined in Environmental Manual Section 17 Communications. Communications will include outreach on existing sustainable purchasing work such as Fairtrade, and sustainable food policies into in catering.

6.4 Management of contractors on site

6.4.1 FDD’s management of contractors on site by staff members and FDD will be carried out in compliance with EN102W1 Management of contractors on site to ensure that they meet the requirements of environmental legislation and the University’s policies.

7 Impacts and actions required in relation to Non-Conformance

7.1 Failure to apply this procedure or its associated Work Instructions may result in:

- failure to meet the conditions of one or more policies e.g. Environmental Policy, Sustainable Procurement Policy, Sustainable Food and Fairtrade Policy and/or Low Carbon Transition Plan. This will result in the University not meeting its publically available sustainability objectives and lead to an increase in the University’s negative environmental and/or social impact.

- failure to comply with this procedure may be identified in a number of different ways – both formal and informal – but will be addressed using Environmental Manual Section 21 Incident Investigation, non-conformance, corrective and preventive action

8 Records and Related Documents

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9 Custodian and Review Panel

The author of this procedure is: Sustainability Assistant
The owner of this procedures is: Purchasing Manager
This procedure was reviewed by: Sustainability Manager

10 Change history

Version 1.0  New procedure issued 19/06/2013
Version 2.0  New procedure issued 16/05/2014