



University of Southampton Sustainable Purchasing Policy

The University of Southampton is one of the top ten research-led Universities in the UK and offers first-class opportunities and facilities for study and research, in a stimulating working environment. We are committed to being a responsible and environmentally conscientious organization (Corporate Strategy, 2004).

Our Environmental and Sustainability Policy sets out our commitment to the principles of Sustainable Development. As part of this commitment, we aim to manage our purchasing activities in an environmentally responsible and sustainable manner. To achieve this, we will:

1. Make procurement decisions based on a balance between economic, social and environmental factors.
2. Comply with all relevant procurement and environmental legislation.
3. Investigate the University's spending in order to identify and where possible reduce environmental impacts.
4. Encourage and persuade suppliers to operate better production processes, supply more environmentally friendly products and help spread improvements throughout the supply chain.
5. Encourage Small and Medium Sized Enterprises (SMEs) and local suppliers to bid for appropriate work.
6. 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.
7. Encourage purchasing staff to review the consumption of goods and materials and adopt best practice (Reduce, Re-use & Recycle) in their buying decisions to help minimize environmental impacts.
8. Ensure tender documents include questions about suppliers' environmental performance and develop corresponding assessment criteria, including whole life costing, to evaluate suppliers' bids.
9. Specify, wherever possible and reasonably practicable, the use of environmentally friendly materials and products.
10. Ensure that tender specifications include a facility for suppliers to submit environmentally friendly alternatives to the specified goods.
11. Develop assessment tools to set and measure sustainable purchasing targets.
12. Introduce post-tender audit of suppliers to assess environmental credentials.
13. Work with other bodies to share experiences and adopt best practice.
14. 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.

We will regularly review this Policy and ensure corrective and preventative actions have been taken to ensure continual improvement.

Professor Bill Wakeham
Vice-Chancellor
February 2006