

## **CORPORATE SOCIAL RESPONSIBILITY POLICY**

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### **1 Introduction**

The University recognises that it has a responsibility to further social and economic sustainable practices through its own operations and the curriculum. Furthermore, the University acknowledges its important role in shaping society and enriching the quality of all lives. With this in mind a great deal of work has been put into place to encourage the University and its staff to take lead roles in the areas it operates offering an exemplar of best practice in social and economic welfare.

Procurement Services recognize that it has a duty to make sure that all suppliers of goods and services to the University operate on a sustainable basis and have suitable policies in place to protect the environment and the social and economic welfare of all its employees and any sub-contractors they may use in carrying out their business.

### **2 Scope and purpose**

With this in mind Procurement have in place a CSR Policy for guiding suppliers to follow best practice. Procurement monitor suppliers through our partnership with Net Positives on an annual basis. This includes environmental, anti-bribery, discrimination, equality and Diversity and anti-slavery considerations.

Along with Net Positives the University sends out questionnaires to new and established suppliers with questions around their CSR policy and replies are monitored and acted upon accordingly.

The policy covers all Suppliers of goods and services, Contractors and any Suppliers within the supply chain of these companies.

It applies equally to all University Staff who are involved in specifying or the buying of goods and services for the University.

## Corporate Social Responsibility

The University recognises that it has a responsibility to further social and economic sustainable practices through its own operations and the curriculum. Furthermore, the University acknowledges its important role in shaping society and enriching the quality of all lives. With this in mind a great deal of work has been put into place to encourage the University and its staff to take lead roles in the areas it operates offering an exemplar of best practice in social and economic welfare.

## Sustainable Purchasing Policies

Sustainable purchasing is an effort to buy greener, healthier, and more sustainable products from greener, more sustainable companies. It is based on the simple concept that every single purchase has hidden human health, environmental, and social impacts and that it is possible to reduce adverse impacts by buying better products.

### The University's Environmental Purchasing Policy

The University currently spends over £45 million per annum on goods and services from around 6,000 suppliers and it has a duty to consider the impact on the environment and the long-term sustainability of the goods and services its suppliers provide.

In consideration of the above, The University of Huddersfield's Environmental Policy includes the following goal:

"To influence our suppliers and contractors to ensure that goods and services procured support the environmental policy and, in turn, that all suppliers and contractors progressively improve their own environmental performance".

The University's Environmental Purchasing Policy requires that sustainability and environmental issues are considered in the procurement of all major goods and services supplied to the University.

The Central Procurement team and lead buyers within schools and Services will assist staff to comply with the policy through the following objectives:

1. Raise environmental awareness amongst University Purchasers.
2. Ensure relevant environmental issues are considered as part of the purchasing process.

3. Support and encourage suppliers to be compliant with any current and future Environmental Legislation using our software monitoring package. Help where possible, companies to attain Environmental Accreditation where they fall short of the standards expected by the University.
4. Encourage the use of suppliers who aim to adhere to greener policies.
5. Conduct "Whole Life Costing" exercises where appropriate, taking in to account factors affecting the environment.
6. Consider lease options where appropriate as an alternative to "purchase" in order to reduce waste.
7. Specify carbon and energy saving goods or services which are more environmentally friendly.
8. Encourage the purchase of recycled goods or goods with recycled content.
9. Minimise and regulate the amount of waste generated from University purchases by encouraging suppliers and contractors to return and re use packaging.
10. Promote and make full use of services offered by suppliers and contractors to collect and recycle previously supplied used items.
11. Reduce the number of delivery vehicles entering and leaving site, by encouraging the use of contracted suppliers and scheduled deliveries.
12. Encourage the purchase of goods that are sustainable and have the highest efficiency energy ratings.
13. The University will publicise procurement activities on the University website to encourage and promote equality of opportunities for ethnic minority businesses, small and medium enterprises and other potential suppliers.
14. Encourage internal purchasers and end users to review their consumption of goods with a view to ensuring they are purchasing sustainably.
15. Provide on-going training for key staff with purchasing responsibilities on the implications of the sustainability policy.
16. Promote where possible the purchase of fair trade products within the University
17. Actively identify opportunities to reduce CO<sub>2</sub> in line with the carbon management policy.

## Environmental Considerations within the Procurement Cycle

### Definition of Needs

- Do you really need it at all?
- Can you refurbish existing equipment?
- Is a suitable product available elsewhere in the institution (e.g. surplus furniture)?
- Can you rent or share rather than buy?
- Don't request more than you need

### Specification and Contract Conditions

Consider:

- Maximum use of recycled, recyclable or sustainable materials.
- Durability, upgradeable, repairable.
- Minimal packaging.
- Delivery frequency (avoid requesting daily delivery when weekly will suffice).
- Reusable/recyclable.
- Running costs and lifetime environmental impacts
- Eco-label or equivalent.
- Design for Disassembly
- End of life disposal. Ensure compliance with WEEE Directives.

### Supplier Selection

- Try to identify and include suppliers with a good environmental credentials i.e. those certified to ISO14001 or equivalent.
- Include appropriate environmental criteria when appraising suppliers in the University SSQ.
- Security of supply

### Invitation to Tender

- Include your institution's Environmental Purchasing Policy.
- State environmental evaluation criteria relevant to the product or service.
- State evidence to be submitted.

### Evaluation and Award

- Consider whole life impacts, i.e. energy/water consumption, material consumption, packaging, transport, manufacturing methods, durability/quality, suppliers' environmental policy/actions, disposal costs, etc.

## **Monitor, Manage, Review**

- Set appropriate KPI's for suppliers for the life of the contract.
- Monitor contractor's environmental performance
- Work with supplier for continuous improvement.
- Promote contractor's good environmental performance within your institution

## **Disposal**

- Recycle within the institution.
- Cannibalise for spare parts if appropriate.
- Dispose for refurbishment or recycling.
- Must be compliant to WEEE Directive/Reduction of Hazardous Substances Directive etc.

## **Equality and Diversity**

The University is an organisation that recognises the contribution of all staff.

The University aims are to be supportive, fair, just and free from discrimination. In line with the objective the University will challenge discrimination on the grounds of gender, race, marital status, age, disability, sexuality and faith, and actively promote Equality and Diversity, and ensure that the legislation and policy requirements within the six strands of Equality and Diversity are implemented into all working practices.

## **Procurement**

In respect of procurement activities:

- Ensure that the purchase of goods, services and facilities is undertaken in line with our equality and diversity commitments
- Avoid using suppliers who do not share our values on equality of opportunity and diversity
- Establish procedures to ensure that businesses from diverse communities have an equal opportunity of competing for procurement contracts to supply goods, services and facilities to the University
- Develop and publish guidelines for Corporate Social Responsibility in our purchasing manual and documentation describing the procedures and policies to be followed by all staff involved in the procurement process.

All procurement staff in line with ethical best practice will:

- Always act and lead with integrity
- Comply with the law always
- Be honest, fair and transparent

- Reveal and report information truthfully without manipulation or misrepresentation
- Keep work, actions and relationships outside of their role, free from any conflict of interest and ensure any unavoidable conflicts of interest are declared.
- Respect and encourage diversity – never discriminate
- Seek help and guidance if there is an ethical dilemma
- Cooperate with and maintain the confidential nature of any investigation of a possible ethics issue.
- Reduce the negative impact procurement can have on the environment by switching to more environmentally friendly products where possible.
- Consider how we can make financial savings based on better and more ethical procurement.

## **Anti-Bribery**

University will not tolerate, permit or engage in bribery, corruption, or unethical practices of any kind whether in the public or private sector and whenever in the world it may take place. All procurement policies and procedures are reviewed to ensure that the university does not fall foul of the UK and international bribery laws.

The University expects all suppliers to comply with the principals of the Bribery Act 2011 when working with the University. All suppliers will have to adhere to the university's "Supplier Code of Conduct".

The supplier code of conduct seeks compliance with international social accountability standard SA 8000 and environmental standard ISO 14001 and the principles of the International Labour Organisation.

This globally applicable Supplier Code of Conduct will form the basis of all contractual relationships. The University values close and productive cooperation with its Suppliers. That said, if all efforts to remedy shortcomings against the Supplier Code of Conduct fail, either through unwillingness of the supplier or that a plan of action cannot be implemented within an agreed timeframe, a termination of the contractual relationship with ultimately result.

## **Anti-Slavery**

### **Slavery and human trafficking**

We are committed to ensuring that there is no modern slavery or human trafficking in our supply chains or in any part of our business.

In light of the obligation to report on measures to ensure that all parts of our business and supply chain are slavery free we have put in place a new Supply Chain Code of Practice, which all suppliers of goods and services must sign and adhere to in order to remain on the supplier list of the University. This document can be accessed through the University website.

## **Due diligence processes for slavery and human trafficking**

As part of our initiative to identify and mitigate risk we have in place, along with consortia partners whose purchasing frameworks we use, systems to

- Identify and assess potential risk areas in our supply chains
- Mitigate the risk of slavery and human trafficking occurring in our supply chains
- Monitor potential risk areas in our supply chains by using third party vetting agents
- Protect whistleblowers.

These measures are embedded into our policies and procedures and the University also ensure that measures have been taken in any public sector frameworks or public sector contracts that they are entitled to use to supply the University.

<b>POLICY SIGN-OFF AND OWNERSHIP DETAILS</b>	
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<b>REVISION HISTORY</b>			
<b>Version</b>	<b>Date</b>	<b>Revision description/Summary of changes</b>	<b>Author</b>
V2.0	Feb 2019	Major redraft (approval required)	Head of Procurement
V1.2	March 2018	Job titles updated (minor amends)	Head of Procurement
V1.1	Sept 2017	Formatting updates (minor amends not requiring committee approval)	Head of Procurement
V1.0	Sept 2016	First draft of new policy	Head of Procurement