



FINANCE POLICY AND PROCEDURES FRAMEWORK

Environmental Purchasing Policy

1.0 Purpose

Jewel & Esk College recognises that the purchase of goods and services by Jewel & Esk College may have an effect upon the environment, or may need to take account of other sustainable, ethical or social considerations. This policy has been produced to address such concerns and supplement current guidelines and policies.

2.0 Policy

Jewel & Esk College is committed to purchasing so that value for money is achieved within clearly expressed statutory and institutional criteria. In this context, the College will seek to include and encourage the consideration of environmental, ethical and social issues when purchasing goods and services.

3.0 Scope

3.1 Jewel & Esk College may include the following criteria as part of the evaluation for any purchase. If any of the following criteria are included as part of the tender exercise and the evaluation thereof, this will be stated in the tender specification document:

- 3.1.1 the requirement to meet ISO 14001;
- 3.1.2 the use of the EC mandatory labelling scheme or any other recognised labelling scheme or equivalent (e.g. Forest Stewardship Council);
- 3.1.3 reference to the support or use of Fairtrade products;
- 3.1.4 specific mention of environmental, ethical and social criteria particular to the product being purchased;
- 3.1.5 require the completion of a whole life-costing matrix to take account of long-term environmental and economic factors;
- 3.1.6 ask for environmentally friendly alternatives to be quoted and costed, where the supplier can offer such alternatives;

- 3.1.7 ask for identification of product areas which may have environmental and social hazards and the procedures in place to deal with such hazards;
 - 3.1.8 require proof from suppliers that policies and procedures are in place to meet all statutory and regulatory requirements so that environmental, ethical and social responsibilities are met;
 - 3.1.9 require proof that all third party suppliers will meet the same environmental, ethical and social standards as the main contractor;
 - 3.1.10 require the supplier to monitor and report on the environmental impact of the product purchased and to provide evidence of improvement as a key indicator on an annual basis;
 - 3.1.11 consider the introduction of management practices to improve environmental, ethical and social responsibilities; and
 - 3.1.12 keep Jewel & Esk College informed about legislation and best practice so that the institution is adopting best practice in terms of environmental, ethical and social responsibility.
- 3.2 This policy should be read in conjunction with the College Equality Diversity & Inclusion Policy and its separate Disability, Race and Gender Equality Schemes.

4.0 Responsibilities

- 4.1 Jewel & Esk College recognises it has a duty to support and encourage the supply base to perform in a way that will improve social, economic and environmental standards and accordingly will, where appropriate, set improvement targets for both buyer and supplier to meet. Such targets should be the subject of review and if this is included in the tender specification, Jewel & Esk College will monitor the targets and performances against these.
- 4.2 The Director of Finance is responsible for managing and updating this policy.
- 4.3 Purchasing staff and tender evaluation teams are responsible for adhering to the policy.

5.0 Eligibility Criteria

- 5.1 Jewel & Esk College will actively encourage the tendering and purchase of products which meet environmental, ethical and social criteria as outlined in point 3 above, and as adopted in the tender specification. As such, Jewel & Esk College will contribute as follows by:
 - 5.1.1 recognising that the public sector can influence and improve the environment through its activities within Scotland and beyond;

- 5.1.2 ensuring that suppliers are made aware of Jewel & Esk College's Environmental Purchasing Policy;
- 5.1.3. encouraging and helping suppliers with continuous development of environmental, ethical and social policies;
- 5.1.4 ensuring that, within each institution, quality is seen not only as fitness for purpose but also reflects socio-economic and environmental benefits;
- 5.1.5 encouraging all college buyers to take account of a) the social, ethical and environmental impact of their purchases, b) energy consumption and target setting for reduction, c) the ability of a product to be re-used or recycled, d) the biodegradability of a product, (e) the relevance of working conditions and fair pay to meet socio-economic standards.

6.0 Procedure

- 6.1 Purchasing staff will ensure that suppliers provide details of their environmental, ethical and social policies during any tender exercise.

7.0 Review

- 7.1 This policy will be reviewed every 2 years or whenever regulatory changes affect it.