

Passed on 29 October 2015 as part of 1174 an Amendment to the Bye-Laws proposed by C Jarvis (Campaigns and Democracy Officer) and L McCafferty (PG Education Officer). The Procurement Policy is, now, a standard Union policy and has been removed from the Bye-Laws.

Procurement Policy

Introduction

The Union procurement activities are essential to support its aims and objectives as a students' union. This policy seeks to set the parameters through which procurement takes place, and covers procurement of items which are used for the Union's campaigning activities, charitable objectives and operational requirements. While this policy is not intended to cover items procured for resale through the social enterprises, it is intended to be applied to the umbrella charity and the two subsidiary companies – Student Union Services Limited and Waterfront Limited.

This policy seeks to set a framework which adheres to the following core aims:

- Minimise costs
- Maximise benefits to members
- Promote multiple functionality of purchases
- Ensure rigid and high environmental and ethical standards are adhered to

Organisation

Management Committee, as the sub-committee of the Board of Trustees responsible for day to day management of the Union's activities, has ultimate responsibility for all procurement in the Union. Authority to commit expenditure is delegated by Management Committee to departmental heads as well as the Student Officer Committee and Equal Opportunities Committee. Departmental heads are therefore responsible to Management Committee for ensuring that all purchases are made in compliance with this policy.

Management Committee, taking steer from the Student Officer Committee and Union Council shall be responsible for developing and implementing a purchasing strategy that benefits the Union as a whole.

Objectives

The objectives of this policy are:

- To obtain best value for money on the purchase of all goods and services, consistent with the needs of the end user
- To minimise the cost of the purchasing process itself
- To ensure staff with significant purchasing responsibilities have the necessary training and support

- To ensure all staff responsible for procurement are aware of the benefits of good procurement practices
- To create a climate under which purchasing performance can be continually improved
- To implement rigorous ethical and environmental criteria that inform all procurement decisions

Preferred Suppliers

The maintenance of a list of preferred suppliers for purchases outside of the framework of NUS Services Ltd. will benefit the Union in both time and money. Inclusion on the list will indicate a supplier conforms to our ethical and environmental criteria listed below and therefore it is not required to check such details when orders are placed.

Suppliers outside of this list should only be used if they can demonstrate pricing or terms that benefit the Union, or are have significantly stronger ethical or environmental criteria.

The list of preferred suppliers shall be reviewed annually by the Ethical Steering Group and by Management Committee. Both of these bodies should be provided with a justification for the inclusion of suppliers on the list in addition to the ethical and environmental credentials of any supplier.

Ethical Considerations

The Union seeks to be an exemplar in ethical practices. Therefore, this policy seeks to ensure that all procurement adheres to a set of strict ethical and environmental standards. It is expected that these standards will be applied in all procurement, except in instances where:

- Additional costs would cause significant detriment to the Union.
- It is not possible to find required goods that meet our ethical and environmental standards

In instances where it is not possible to meet our ethical and environmental criteria in full, the Union shall seek to fulfil as many of these as possible.

The following ethical and environmental criteria should be applied to procurement:

- No purchases shall be made from companies or organisations that are currently subject to active boycotts by the Union. A list of active boycotts can be found in Appendix 1.
- We should seek to give preference to organisations or companies that pay the Living Wage and are accredited by the Living Wage Foundation.
- Where relevant, such as for clothing, we shall purchase FairTrade goods, as certified by the Fair Trade Foundation.
- Where relevant, such as clothing and electronics, we shall seek to purchase goods that are free from sweatshop labour and are independently

monitored by organisations such as the Worker Rights Consortium, Electronics Watch or the Fair Wear Foundation.¹

- Where relevant, such as for furniture and paper, we shall purchase goods that are certified as sustainable by the Forest Stewardship Council
- Cups used for the sale of drinks within the social enterprises shall be compostable where possible and recyclable where not
- Excepting circumstances where higher quality paper is essential, paper procured by the Union shall be unbleached and recycled.
- Purchases should be durable and be able to be recharged, repaired, upgraded or reused
- Procurement should avoid goods that are likely to emit toxic or polluting substances during their production, use or disposal
- Procurement should avoid goods that include excessive packaging – packaging should be reusable or recyclable

Multiple functionality and reuse

Ensuring that purchases have multiple functions and are able to be reused is important for reducing costs to the Union as well as delivering on sustainability goals. Therefore, the following should be considered prior to making any purchases:

- Goods purchased shall be reusable where possible.
- When design and branding is used on goods procured from external bodies, it should be ensured that, where possible, such branding does not restrict the goods from being reused.

Procurement through the University

In instances where procurement is not directly controlled by the Union, such as when goods are procured through the University, we shall seek to ensure that all procurement adheres to the above principles of procurement, in addition to maintaining all boycotts as listed in Appendix A.

Review

This policy shall be reviewed annually by the Ethical Steering Group and Management Committee.

¹ Clothing purchased through NUSSL and the Epona brand is independently monitored by the WRC

Appendix 1 – List of Active Boycotts

- Nestle
- Royal Bank of Scotland
- The Sun
- Premier Oil
- Triumph
- Suzuki
- Mitsubishi Corp.
- Mitsui & Co.
- Total Elf Fina / Unocal
- Marriott
- Sea Containers (Orient Express)
- China National Petroleum Corporation (CNPC)
- Petroleum Nasional Berhad (Petronas)
- Oil and Natural Gas Corporation Limited (ONGC)
- China Petrochemical Corporation (Sinopec group)
- Lundin Petroleum
- AREF Investment Group
- Muhibbah Engineering Berhad
- Kencana Petroleum Berhad (KSTB)
- Petrofac
- PECD Berhad
- Weatherford International Limited
- Wartsila OYJ
- Bharat Heavy Electricals Limited
- Harbin Power Equipment Company Limited
- Alstom
- Avichina Industry and Technology Company
- Dongfeng Automobile Company Limited
- Mitsui Engineering and Shipbuilding Company Limited
- Indian Oil Corporation Limited (IOCL)
- Scmi Group Berhad
- Weir Group PLC
- Electricity Generating Company (EGCO)
- Starbucks
- Tate & Lyle
- The Daily Star
- Veolia
- Any company that has direct involvement in the Fossil Fuel industry.
- Any company that engages in, facilitates or promotes tax avoidance.
- Any company that has direct involvement in the manufacture or trading of arms.
- Any company that is complicit in Israeli violations of international law, as defined by the BDS movement.

