

Responsible Procurement Code of Practice



UNIVERSITY OF
BATH



What is Responsible Procurement?

Responsible Procurement is defined as procurement activity that:

- 1 seeks to build on and expand the scope of 'ethical' and 'sustainable' procurement to include environmental, economic, and social issues and their risks and benefits;
- 2 includes a range of considerations of equal or greater importance than profitability and the generation of value;
- 3 includes purchasing that minimises carbon emissions causing climate change, challenging the systems and industries driving it;
- 4 identifies, prevents and mitigates the risks of human rights abuses in the supply chain, including forced labour, child labour and human trafficking; and
- 5 recognises that these considerations are interconnected, and must be approached in their totality.

(Higher Education Procurement Academy, 2018)

In summary, Responsible Procurement is the act of procuring goods, services, or works in a manner that is considerate of the impact, both positive and negative, that the University may have on the environment, the economy, and society in general.

Scope

This document describes the University's commitment to deliver responsible and sustainable outcomes through our procurement activity and confirms that the various elements that are considered under the title 'Responsible Procurement' should be applied where relevant and proportionate to the goods, services and works being procured.

There is an expectation that suppliers to the University will comply with the principles of this document where relevant, and that the implementation of Responsible Procurement is the collective responsibility of all staff, suppliers and agents to the University.

Elements of Responsible Procurement

Responsible Procurement spans a range of different topics, each important and complex in its own right. An explanation of the main elements concerning the practice of Responsible Procurement from the perspective of the University is described below. The list of elements described below is not exhaustive and where appropriate other elements may also be considered where they fit within the broad definition of Responsible Procurement.

Environmental

Environmental considerations include making the most efficient and effective use of energy and materials, minimising carbon emissions and reducing overall waste production. Further information is available within the University's Environmental Policy.

Social

The concept of what constitutes a social consideration is most easily understood by way of examples such as:

- 1 Reducing unemployment
- 2 Preventing the use of child labour
- 3 Preventing discrimination on the grounds of race, religion, disability, sex or sexual orientation
- 4 Encouraging good employment practice
- 5 Reducing local unemployment
- 6 Reducing social exclusion
- 7 Promoting training opportunities for the young or disadvantaged
- 8 Encouraging access to work for people with disabilities
- 9 Increasing opportunities for Apprenticeship Placements

Economical

Economic considerations are those where procurement activity may negatively impact on the economic health of individual suppliers and local, national and international economies.

Ethical

'Ethics' in procurement can relate to a wide range of issues from supplier business procedures and practices to corruption. Common areas that relate to ethics and ethical behaviour in procurement include fair-trade, ethical trading, ethical sourcing, social accountability, social auditing, corporate social responsibility, and buyer and supplier codes of conduct.

Legislative

There are a range of EU and UK legal requirements that must be complied with when conducting procurement activity. Many of these fit neatly under the definition of 'Responsible Procurement' used within this document. Examples of current legislation include The Modern Slavery Act 2015, The Late Payment of Commercial Debt Regulations 2013, Equality Act 2010 and The Bribery Act 2010.

Responsible Procurement practice

The University aims to follow recognised good procurement practice to support the reduction of any negative impacts and enhance any positive impacts. Actions may include, but are not limited to:

- 1 Providing training to staff on aspects of Responsible Procurement
- 2 Ensuring appointed suppliers pay their staff (and staff within their supply chains where relevant) in line with the UK Living Wage.
- 3 Aiming to pay all suppliers within 30 days from receipt of a valid invoice, or sooner where necessary.
- 4 Requesting that suppliers pay their sub-contractors within 30 days when working on University contracts.
- 5 Working collaboratively with existing suppliers to improve sustainability outcomes in the delivery of the contract to the University.
- 6 Considering all relevant aspects of Responsible Procurement during the selection process of new suppliers.
- 7 Ceasing to trade with suppliers that demonstrate a wilful disregard for the principles of Responsible Procurement.
- 8 Using a risk based approach to ensure there is focus on those areas where the risk is greatest and maximum impact can be achieved.
- 9 Considering and implementing where appropriate recognised tools to support the delivery of Responsible Procurement.
- 10 Continuing to evolve the University's approach to identifying and eradicating where necessary any modern slavery and human trafficking within our supply chains.
- 11 Ensuring all prospective suppliers are treated fairly and equally throughout all procurement selection processes.
- 12 Ensuring the University terms and conditions are fair and promote the principles of Responsible Procurement.
- 13 Wherever possible, minimising waste and material use including the reduction of energy and water usage and give preference to materials products and services with greatest circular-economy benefits.
- 14 Limiting any negative impact on the environment and biodiversity when procuring works.
- 15 Where appropriate, dividing requirements in to smaller lots to provide greater access to opportunities for micro, small and medium sized suppliers.
- 16 Providing engagement opportunities to the local supplier base.

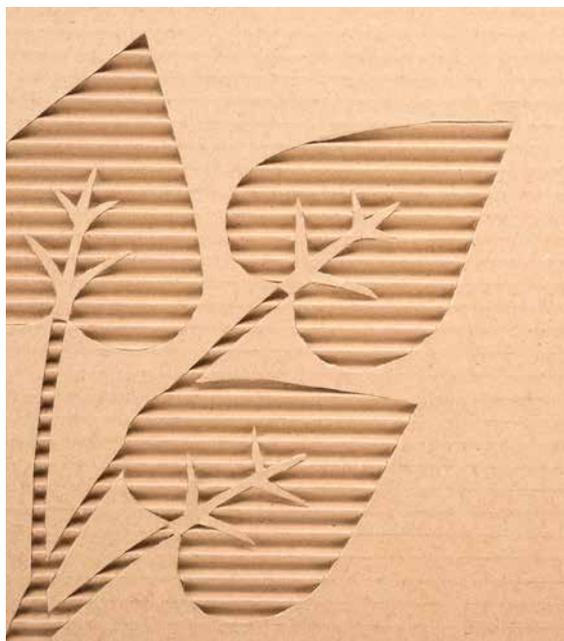
Responsible Procurement within the Procurement process

To embed Responsible Procurement within the University's normal procurement practice the following approach shall be adopted:

- 1 Understand the relative impact of each element of Responsible Procurement to each contract.
- 2 Include relevant Responsible Procurement outcomes within the contract specification and terms and conditions.
- 3 Include relevant Responsible Procurement evaluation criteria with appropriate weighting within the supplier selection process.
- 4 Manage and measure Responsible Procurement objectives that each supplier delivers where appropriate.

Responsible Procurement resources

A variety of resources exist that provide detailed guidance, tools, and templates to support the different aspects of Responsible Procurement. The Higher Education Procurement Academy are leading on the development of Responsible Procurement practice on behalf of the Higher Education sector and maintain an up to date list of available resources accessible online. The University will continue to review the available resources to ensure that this code of conduct considers and applies where appropriate developments in relevant guidance, tools and templates.



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For further information please contact:
procurement@bath.ac.uk
or visit www.bath.ac.uk/procurement