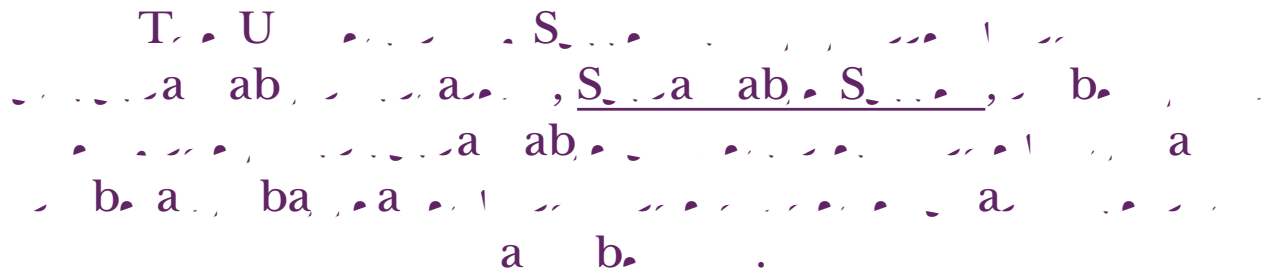




INTRODUCTION



Over 60% of our current carbon emissions come from our supply chain. Therefore, making our procurement more sustainable is the single biggest step that we can take to achieving our ambitious organisational target of being net zero by 2035.

This sustainable procurement framework is our primary tool for influencing our suppliers and enabling them to demonstrate how they can work together with us to achieve true environmental, social, and economic sustainability.

The framework contains nine core sustainable procurement principles that we want to promote and foster within our supply chain.

- Net zero target and action plan
- Recycling target
- Responsible consumption and production
- Equality, diversity and inclusion (EDI) training for staff and supply chain staff
- Staff access to wellbeing programmes

- Supporting and volunteering in local issues
- Initiatives to reduce inequality in the workplace
- Real living wage
- Engaging small- and medium-sized enterprises (SMEs) and voluntary, community and social enterprises (VCSEs) in the supply chain.

These nine principles directly support the achievement of the **United Nations Sustainable Development Goals (SDGs)**, which are designed to create a better world.

There are 17 SDGs in total (illustrated below), which can be split into three broad categories:

- Environmental sustainability
- Social sustainability
- Economic sustainability

Throughout this framework, we show how our nine



1. NET ZERO TARGET AND ACTION PLAN

2. RECYCLING

Recycling is preferable to both landfill and incineration (Energy from Waste) because it reduces the need for extraction of raw materials and is less energy intensive. For example, glass recycling saves over 12 million tonnes of raw materials and over 7 million tonnes of carbon dioxide each year in the EU, which is equal to taking 4 million cars off the road.

We as an institution are ultimately responsible for the waste produced in the process of harvesting, making, packaging and delivering the products and services that we procure.

That is why selecting a supplier who shares **our values and aspirations to reduce waste** and increase recycling (in line with our target of recycling 50% of our waste by 2025) is a priority for us.

Recommended Question	Suggested Scoring method	Measures of Success
Does your organisation have a time bound target recycling rate and an action plan to achieve this?	• Mandatory	

3. RESPONSIBLE CONSUMPTION AND PRODUCTION

The materials used in the products that we buy can have massive impacts on land and marine pollution and biodiversity. So, we as a University are committed to increasing the responsible and sustainable sourcing and processing of materials, as evidenced by product certifications.

There are a wide range of environmental produce certifications, from those certifying food as sustainably sourced, to those measuring the carbon emissions produced in the whole life cycle of a product.

For example, the Forest Stewardship Council (FSC) requires suppliers to prove that the wood or paper used in a product is from a sustainably managed forest that meets certain criteria, such as following local legislation, supporting local communities, and protecting biodiversity

By requiring environmental produce certifications, we will encourage our suppliers to use forests, and other scarce biodiverse resources, sustainably in order to be able to sell their products.

Recommended Question	Suggested Scoring method	Measures of Success
Please list any environmental and product certifications that are relevant to this contract, such as those that protect the biodiversity of the material origin, or those that certify the responsible sourcing of the materials.	Weighted Scoring	Nationally or internationally recognised certifications and standards e.g. EU Ecolabel, FSC, PEFC, ISO standards, GHG emissions life cycle assessments
Do you have a policy and system in place to prove that your products have been made with constituent materials that have been responsibly sourced? If yes, please provide details	Weighted Scoring	• Environmental and product certifications • Attainment of BES 6001 or equivalent • Assessments carried out by independent verification body



5. STAFF ACCESS TO WELLBEING PROGRAMMES

Employee wellbeing programmes are important for supporting people in their workplace and reducing work related stress.

A 2019 study found that 4.3 million UK employees were unhappy at work, with stress as a key factor. Providing wellbeing programmes can help to reduce this stress, as well as increasing performance and the resilience of the workforce.

We will actively use this procurement principle to encourage organisations to provide wellbeing support to their staff in alignment with our institutional value of kindness.

Recommended Question	Suggested Scoring method	Measures of Success
Does your organisation have an Equality, Diversity and Inclusion (EDI) policy and action plan?	Weighted Scoring	- Examples of wellbeing programmes include flexible working arrangements, seminars and workshops on relevant topics, access to exercise and nutrition programmes and resources, access to mental health support and resources - Policy and practice that ensures that appropriate reasonable adjustments are identified and are put in place by the employer - Employer provides access to an occupational health service



6. SUPPORTING AND VOLUNTEERING IN LOCAL ISSUES

By supporting local issues, either through donations, volunteering, or in-kind contributions, organisations can add social value to their work. This means that the organisation's work is not only creating monetary value for the organisation but also providing value and support to society through support for communities and social causes.

We define "local" in this framework in various ways. For example, local to: the organisation's headquarters,

7. INITIATIVES TO REDUCE INEQUALITY IN THE WORKPLACE

Encouraging initiatives that reduce inequality in the workplace is important for removing current wage gaps, related to protected characteristics³ under the Equality Act 2010. It also ensures equal access to the employment opportunities that contracts create.

Asking questions around this principle will allow us to demonstrate that discrimination, of any form, is not welcome in our supply chain and that employees should be supported to progress in their careers.

Recommended Question	Suggested Scoring method	Measures of Success
Please list the things that your organisation does to proactively implement equal and inclusive treatment for all workers, including those that embed its statutory obligations under the Equality Act 2010?	Weighted Scoring	• Initiatives to reduce pay gaps related to protected characteristics such as disability, gender, race, religion, or sexual orientation • Initiatives or recruitment programmes for people with protected characteristics • Mentoring and/or leadership programmes for people who identify with protected characteristics



³ It is against the law to discriminate against someone because of:

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

These are called protected characteristics.

8. REAL LIVING WAGE

The University of Sussex is committed to poverty eradication through payment of real living wages.

The **Real Living Wage Foundation** are an organisation who set the real living wage each year, based on the cost of living. It is higher than the national minimum wage and the national living wage, because these are calculated from median earnings rather than the cost of living.

Over 7,000 UK businesses voluntarily pay their employees the real living wage and the University of Sussex has committed to investigating the feasibility of applying for Living Wage Accreditation by August 2023.

By asking our suppliers questions about the real living wage we will encourage the uptake of the wage and can increase the number of workers in our supply chain being paid enough to live on.

Recommended Question	Suggested Scoring method	Measures of Success
What percentage of your staff are paid at least the relevant Real Living Wage?	Weighted Scoring	• 100% for large organisations • Real Living Wage Foundation accreditation • Regular third-party contracted staff paid the real living wage
What initiatives or proactive steps has your organisation taken to ensure that those employed within your supply chain are paid a living wage?	Weighted Scoring	• Requirement or support for supply chain contractors to pay their staff the real living wage



9. ENGAGING SMALL AND MEDIUM-SIZED ENTERPRISES (SMES) AND VOLUNTARY, COMMUNITY, AND SOCIAL ENTERPRISES (VCSES)

It is important that SMEs and VCSEs are included in supply chains in order to ensure that markets are diverse and that these smaller enterprises are able to compete against larger and more established businesses.

The University of Sussex is committed to involving SMEs and VCSEs within our supply chain, both by taking a proportionate approach to implementing this framework with SME and VCSEs and by encouraging our partners to embed them in our wider supply chains.