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<b>Name:</b>	<b>Procurement – Sustainable Procurement</b>
Policy Number:	4-1023
Origin:	Financial Services
Approved:	1 June 2010
Issuing Authority:	Director, Financial Services
Responsibility:	Manager, Procurement Services
Effective Date	1 June 2011
Revision Date(s):	N/A

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Purpose:

This policy will serve to assist the University in establishing a framework that will incorporate social and environmental practices into its procurement activities.

Scope

The policy is applicable to all University staff involved in purchasing goods and services for the University.

Policy:

In conjunction with end users, Procurement Services will endeavor to specify materials, products and services that are consistent with the intent of this policy.

Where appropriate, Procurement Services will encourage use of evaluative criteria consistent with, and in support of, the University's sustainability initiatives. Examples of criteria considerations include, but are not limited to:

- A reduction in demand of materials, products and services by exploration of alternative and lower consumption methods of delivery
- The use of post consumer recycled materials in the products or services sought
- The extent to which the materials / products lend themselves to recycling and re-use
- The vender's participation in sustainability programs and initiatives
- The amount of non-reclaimable / hazardous materials used or consumed in the materials, products or services
- The extent to which materials / products / services conserve resources and prevent pollution and waste
- The efficiency of operational equipment, vehicle fleets, etc and their adaptability to renewable forms of energy during production, transportation and delivery

- The conformance of materials / products / services with environmental standards established by independent third parties
- The inclusion of environmental considerations in research and design decisions

Where feasible, Procurement Services will employ full-cost accounting principles by including economic, environmental, social, and end of life disposal considerations in the evaluation process.

The University will ensure that the supplier community is aware of its position on sustainable procurement by including information in Request for Proposal (RFP) and Tender documents. Bidders will be required to provide details on programs, initiatives and best practices in their submissions.