



IAPM
Interregional Academy of
Personnel Management



Sustainable Procurement Policy of Interregional Academy of Personnel Management

Title	Policy of Sustainable Procurement
Owner	Academy's management
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Approved by:	Academic Council of the IAPM
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Audience:	Staff & Students

PURPOSE

This policy is written to establish a common interpretation of what Sustainable Procurement encompasses within the Interregional Academy of Personnel Management and to ensure Academy personnel consider environmental, social, and economic factors in their purchasing decisions.

Sustainability is defined as, “Meeting the needs of the present without compromising the ability of future generations to meet their own needs.” (Brundtland Report, 1987). This widely accepted definition pertains to decisions having an impact on the future economy, environment and society.

These impacts have wider reaching effects compared to past or traditional “green” approaches to purchasing such as considerations for fair labor practices, ethical business practices, utilization of local businesses, etc. Execution of this policy will assist the Academy in understanding and responding to the strategic, reputational and operational implications inherent in its procurement decisions.

Economy Collaborative procurement increases sustainability and efficiency through leveraged and shared costs; consequently increasing value while reducing risk.

Environment

Academy is committed to reducing greenhouse gas (GHG) emissions through the purchase of products and services that will save energy in their operation, transportation, and/or production, thus advancing the Academy’s overarching climate action and sustainability goals.

Social & Ethical

Because sustainable procurement incorporates awareness of socio-economic factors, it recognizes for example, the social and ethical impact of local procurement and holds the potential to support economic regeneration. Sustainable procurement also embraces and fosters an environment built upon ethical codes of conduct and principled procurement practice.

Environmental Aspects

Technology

Energy & Water

Recycling

Chemicals

Virgin Materials

Transportation & Packaging

Social & Ethical Aspects

Employment

Diversity

Labor Conditions

Community

Employee Health & Safety

Non-discrimination

KEY PRICIPLES

By implementing a policy of sustainable purchasing, the Academy recognizes the following principles:

- Purchasing activities have a fundamental role in minimizing environmental impact and managing risks.
- Investment decisions delivered through the purchasing process must establish resilient infrastructure and supply chains to both mitigate and adapt to climate change.
- Economic, environmental and social objectives in purchasing activities cannot be viewed in isolation.

KEY OBJECTIVES

Demonstrate the Academy commitment to sustainability through:

- Procurement of goods and services that deliver long-term value for money for both the Academy and public sector as a whole.
- Selection of goods manufactured, delivered, used and disposed of in an

environmentally and socially responsible manner.

- Working with staff, students and suppliers to minimize the use of single-use plastic and disposable items while investigating and adopting practices that contribute to the circular economy.
- Supporting local and regional businesses to contribute towards a stronger and more vibrant local economy.
- Model sustainable environmental and social purchasing to our community of consumers and vendors.

POLICY

Consistent with the Academy's goals, all Academy personnel shall conduct purchasing in accordance with the following principles:

A. Purchase goods and services that meet the standards and certifications as defined in the Sustainable Purchasing Criteria.

B. Utilize procurement of goods and services as a means to act on the Academy's values of environmental sustainability, social responsibility, and economic prosperity.

C. Support the Academy policy of striving for zero waste by reducing overall consumption and shifting to products with reduced product lifecycle impact.

D. Support the Academy commitment to significantly reduce greenhouse gas emissions.

E. Consider total cost of ownership rather than low purchase price as the only factor when evaluating the financial competitiveness of purchasing decisions.

F. Continuously improve sustainable purchasing practices.

RESPONSIBILITIES OF PURCHASING SERVICES

Net Zero is committed to actions designed to conserve and protect the environment, and will continue to implement those actions whenever possible and economically feasible. In practice, the objective is to purchase products that have reduced environmental impact because of the way they are made, transported, stored, packed, used and disposed of.

It is the responsibility of Purchasing Services and the Office of

Sustainability, in conjunction with all Academy departments, to promote the development and use of environmentally and socially acceptable products and services through the following activities:

Identifying the sustainability certifications in particular spend categories that are acceptable to the Academy and purchase products and services that meet these certifications and integrate environmental factors into the Academy's buying decisions. Acceptable sustainability certifications are defined by the spend category on the attached Sustainable Purchasing Criteria. When procuring a good or service that does not have a corresponding sustainability certification, see list below for sustainability criteria to consider when making your purchase.

A. Developing tools to determine appropriate metrics and provide ongoing reporting; assist in identifying and financially justifying green products and services, make it easier to measure achievement of goals and integrate sustainable purchasing into everyday decisions.

B. Carrying out an environmental assessment to identify target product and service areas (major suppliers) and identify areas of opportunity for each.

C. Consulting with all user departments to identify new environmentally friendly products and services as well as improvements/changes in industry standards that may impact the environment.

D. Purchasing from suppliers that provide environmentally preferable products and services or suppliers that are environmentally sensitive in their daily operations.

E. Seeking new suppliers and encouraging existing suppliers to review the manner in which their goods are packaged. Working with suppliers in the areas of reduction and reuse of packaging materials.

F. Reviewing contracts, bids and specifications for goods and services to ensure that, whenever possible and economical, they are amended to provide for the expanded use of products and services that contain the maximum level of post-consumer reusable or recyclable waste/recyclable content, without significantly affecting the intended use of the product or service.

G. Using cost/benefit analysis to arrive at the correct sourcing decision; one that remains economically practical, reflects effective purchasing practices and satisfies the requirements of the user department.

H. Making suppliers aware of the Net Zero's Sustainable Purchasing Policy and monitor critical suppliers on an ongoing basis with regard to their environmental policies and practices.

I. Ongoing evaluation of the efforts the department has made to help protect and preserve the environment and what the future goals are for the up-coming year.

J. Liaising with other sustainability groups across campus to facilitate their sustainability goals.

K. Defining procedures regarding exemptions from or non-compliance with the Sustainable Purchasing Policy.

L. Supporting local and diverse businesses (minority, woman, or veteran-owned, etc.)

M. Including a Sustainability Questionnaire in Requests for Proposals and as a vendor selection decision criterion.

N. Ensuring contracts with suppliers include compliance with existing Net Zero policies as well as include standards relative to environmentally and socially conscious practices (e.g. Net Zero's Green Cleaning Policy and Net Zero's Design Standards both available here). Examine supplier's labor/working conditions and environmental practices when negotiating long-term supply contracts.

When determining whether a product is environmentally preferable, the following standards should be considered:

- Available locally
- Bio Based
- Biodegradable
- Carcinogen-free
- Chlorofluorocarbon (CFC) free
- Compostable
- Durable, reusable or refillable
- Energy and water efficient
- Heavy metal free (i.e. no lead, mercury, cadmium)
- Low toxicity
- Low volatile organic compound (VOC) content and emissions
- Made from renewable products

- Persistent, Bio accumulative Toxic (PBT) free
- Post-consumer content
- Recycled content/recyclable
- Reduced greenhouse gas emissions
- Reduced packaging
- Refurbished/refurbishable
- Highly energy efficient in production and use
- Manufactured by suppliers with good environmental and social sustainability track records
- Cause minimal or no environmental damage during normal use or maintenance
- Replacing disposables with reusable or recyclable options
- Taking into account life cycle costs and benefits
- Shipped with minimal packaging, preferably made of recycled products

Examples of Environmentally Preferable Products include:

- LEDs
- Made of recycled materials, maximizing post-consumer content
- Durable, as opposed to single-use or disposable items
- Non-toxic or biodegradable
- 30 - 100% recycled paper
- Computers w/EPEAT Silver or better certification
- ENERGY STAR-rated appliances
- Office supplies marked with environmental sign on catalog
- Non-toxic or minimally toxic, preferably biodegradable
- Compostable
- Waste-reduced products
- Water-saving products

When determining whether a supplier is socially sustainable, the following standards should be considered:

- Fair wages for employees Acceptable working time
- Adherence to child labor laws Occupational safety and health policies
- Equal opportunity and non-discrimination Inspection of suppliers' facilities
- Protection of indigenous population rights Human rights compliance
- General compliance with other International Labor Standards

RESPONSIBILITIES OF DEPARTMENTS

A. Departments should use the information in this policy and accompanying appendices as a guideline for environmentally and socially preferable products and services being purchased for their department.

B. Prior to purchasing a product or service, consider the following:

Is the product really needed?

Is the product size/magnitude necessary?

Are all the features of the product necessary?

Can any features be eliminated, is there a suitable alternative that is less harmful to the environment and safe to use?

Is the product designed to be durable/long lasting?

Are recycled materials used to make the product?

Was the product produced locally?

How far did it travel from where it was manufactured and where it is being used?

Does the product contain any banned or restricted substances?

Does the product contain any exotic/endangered materials?

If wood is used in the product, what is the source and how is it harvested?

Is the product manufactured from tropical rainforest wood?

Is the product reusable, compostable or recyclable following use?

Does the product require special disposal considerations?

Is the product energy efficient?

Is the product designed for easy maintenance and repair?

Are replacement parts made from recycled materials and are they themselves reusable or recyclable?

Are the products designed to reduce consumption and minimize waste?

Is the product packaging minimal, made from recycled materials and recyclable or reusable?

C. Inform employees of their responsibilities under this policy; provide them with information about recycled products and environmental procurement opportunities. Check the Purchasing Services or Net Zero Sustainability webpages for more information and updates on program efforts.

D. Submit new ideas or suggestions to Purchasing Services.