**Ethical and Sustainable Procurement Guidance**

**Introduction, objectives and scope**

The Students' Union is dedicated to ethical and sustainable practices in all operations. This guidance encourages staff and members to make informed purchasing decisions, aiming to reduce our environmental impact and support a fairer, more sustainable world.

The objective of this guidance is to:

* Promote the procurement of goods and services from ethical and sustainable suppliers.
* Foster awareness among staff, students, and affiliated groups about the importance of ethical and sustainable sourcing.

This policy applies to all Union staff and includes (but is not limited to) the procurement of goods such as merchandise, food, equipment, event supplies, and services like catering, transport, and printing.

**Principles**

To align with the Union’s commitment to ethical and sustainable procurement, all purchasing decisions should consider the following:

* Fair Trade: Where possible, prioritise suppliers that support fair wages, safe working conditions, and workers' rights. We fully support the university's Slavery and Human Trafficking Statement.
* Environmental sustainability: Where possible, opt for suppliers who use eco-friendly materials, reduce waste, and implement energy-efficient practices.
* Local and independent suppliers: Where possible, support local businesses, social enterprises, and small-scale suppliers to reduce carbon footprints and strengthen local economies. We will also work with suppliers towards making the supply chain as sustainable as possible.
* Diversity and inclusivity: Where possible, prioritise suppliers who are owned or operated by underrepresented or marginalised groups.
* Transparency: Where possible, choose suppliers who are transparent about their production processes, materials, and supply chains.

**Encouraging and supporting ethical and sustainable procurement**

To support sustainability-focused decision-making, the Union will:

* Prioritise purchasing through the NUS consortium, a list of ethical suppliers.
* Offer a workshop for staff and members on evaluating supplier ethics.

**Monitoring and Reporting**

* Union staff will track their purchases and sustainable procurement efforts, sharing this information to help set future targets and objectives.
* The Union will conduct an annual review of training and support resources to ensure staff and members are well-prepared to make informed sustainable procurement decisions.

**Exceptions**

The Union recognises that ethical and sustainable suppliers may not always be available or feasible due to budget constraints, availability, or time-sensitive needs. In such cases and where possible, staff and student groups should seek alternative ways to minimise environmental and ethical impacts where possible.

**Approval and Review**
This policy will be reviewed annually to ensure continued relevance and effectiveness.

Date of Adoption:

Signed: (SU elected president)

Person responsible for review: Director of Finance & Commercial