

University of Westminster

Commitment to Responsible Procurement

The University of Westminster is a sustainable and socially responsible organisation. We are committed to meeting the needs for goods and services in a way that achieves value for money on a whole-life basis with minimal adverse impacts on the environment and society, and are committed to ensuring that these objectives are reflected in the products and services we procure. This document outlines the University's commitment to these principles of responsible procurement.

Responsible Procurement

Responsible procurement is focused on giving equal consideration to environmental, social and economic factors in the procurement process. This includes:

1. **Environmental sustainability** – minimising negative environmental impacts and improving efficiency while considering life cycle costing in procurement practises.
2. **Ethical Sourcing** – protecting human rights and employment rights throughout the supply chain
3. **Local community** – considering local communities in decision making and developing the economy by supporting local suppliers
4. **Supply chain management** – understanding the environmental and social impacts of procurement across the supply chain.

Our Commitments

The University will commit to the principles of responsible procurement through:

1. **Collaboration**
 - The Procurement and Sustainability teams are committed to working together to ensure responsible procurement principles are considered, and to ensure an informed decision-making process to maintain a balance between economic, social and environmental priorities. A risk-based approach will be taken to ensure that our focus is on areas where the risk is greatest and maximum impact can be achieved.
 - The University will work collaboratively with existing suppliers to help improve environmental and social impacts of products or services over the lifetime of a contract.
 - A Responsible Procurement Action Plan will be developed, to include appropriate training and support for purchasing staff to contribute to responsible procurement outcomes.
2. **Embedding Responsible Procurement**
 - The University will undertake periodic checks to ensure that suppliers are meeting the requirements of the University's Supplier Sustainability Charter and any other performance criteria or responsible procurement clauses agreed as part of ongoing contracts.
 - The University will ensure that University terms and conditions are fair and promote the principles of responsible procurement. All suppliers will be treated fairly and equally throughout procurement selection processes.
 - The University will ensure that responsible procurement is embedded into procurement practices including at tendering, contract management and supplier set up stages. This will include commitment to including responsible procurement as part of the assessment process for relevant tenders.

3. Measuring and monitoring progress

- The University is committed to monitoring and measuring our economic, environmental and social impacts against the United Nation's Sustainable Development Goals (SDGs), including our progress towards responsible procurement.
- The University will develop appropriate responsible procurement performance measurement criteria, including monitoring of indirect carbon emissions arising from purchasing of goods and services.
- A regular risk and impact analysis will be undertaken for each of the University's high-spend supplier categories to determine the level of risk (or potential opportunities) they present relating to responsible procurement, with this information used to inform the procurement process.
- The University will closely monitor supply chains with a view to mitigating any risk of human trafficking, slavery or any form of human rights abuse within those supply chains, in line with the Modern Slavery Act 2015.
- The University will ensure that suppliers appointed on service contracts pay their staff (and staff within supply chains where relevant) in line with the UK Living Wage

This document will be reviewed and updated, as necessary, on an annual basis.



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