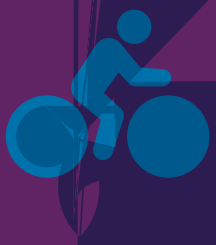


ETHICAL AND SUSTAINABLE PROCUREMENT PRINCIPLES FRAMEWORK

1. NET ZERO TARGET AND ACTION PLAN

Procurement is a key contributor to institutional carbon emissions. A 2019 study found that, on average, an institution's supply chain emissions are 5.5 times higher than their direct emissions.[2]

Carbon emissions in the supply chain can come from any activity associated with the product or service being procured. By making these activities less carbon intensive, the carbon footprint of the supplier and the purchaser can be improved.

As we work towards our institutional target of [illegible] **2035** we will seek to prioritise collaboration with suppliers who share our values of working towards an ambitious yet well planned and achievable net zero target.

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 [illegible] and increase recycling (in line with our target of recycling 50% of our waste by 2025) is a priority for us.

[illegible]	[illegible]	

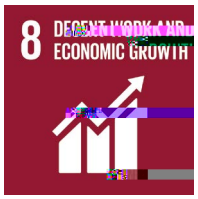
5. STAFF ACCESS TO WELLBEING PROGRAMMES

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.

R[illegible]	S[illegible]	M[illegible]
D[illegible]	Weighted scoring	• Access to wellbeing programmes, seminars, and workshops on relevant topics. Provide access to physical and mental wellbeing programmes and resources, including but not limited to Mental Health First Aid, Wellbeing Champions. • Employer provides access to an occupational health service and or an employee assistance programme. • Equipping managers to identify and support their own and their team's wellbeing.



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 de□ne "local" in this framework in various ways. For example, local to: the organisation's headquarters, where the organisation operates or where a product was sourced.

We as a university are committed to volunteering in our local community through our S S A , S V n S and extensive O A . We will actively reward suppliers who share this commitment to create positive community impacts through our procurement processes.

R	S	M
D ?	Weighted scoring	• Charity partners that are regularly supported. • Involvement in local community projects. • Grants to empower communities and support causes. • Examples of in-kind contributions are providing business advice, training, or equipment.
D ?	Weighted scoring	• Multiple paid days for volunteering per year. • Celebration of the volunteering work that staff do in these hours.

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 characteristics[3] 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.

R	S	M
P 2010	Weighted scoring	• Pay gaps measured (disability, gender, ethnicity) and reported and initiatives planned to reduce pay gaps. • Policy and practice that ensures that appropriate reasonable adjustments are identi□ed and are put in place by the employer. • Positive action in recruitment programmes for those protected characteristics which are under-represented in the workforce. • Mentoring and/or leadership programmes for speci□ed groups which

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