

## Environmental Purchasing Policy

Environmental Purchasing is an area that concerns International House Belfast as part of our CSR policies and strategies. Our aim is to implement a sensitive environmental purchasing policy by working with suppliers to reduce the environmental impact of the goods and services used whilst ensuring value for money is still maintained.

The aim of the Environmental Purchasing Statement is to prompt staff involved in the procurement of goods and services to use environmental responsibility as a factor in their purchasing decisions.

Staff involved in the procurement of goods and services should avoid using or purchasing products which are likely to:

- endanger health
- cause significant damage to the environment (e.g. by buying products that are not biodegradable or contain CFCs etc)
- consume a disproportionate amount of energy (e.g. a battery requires 500% more energy to produce than it will ever give out in its life)
- cause unnecessary waste
- use materials derived from threatened species or environments (e.g. tropical hardwoods)
- involve the unnecessary use of or cruelty to animals
- adversely affect other countries.

### We will:

- Ensure purchases meet current environmental standards.
- Make procurement decisions based on a balance between economic, social and environmental factors.
- Monitor our spending in order to identify and where possible reduce environmental impacts.
- Encourage suppliers to supply better production processes, supply more environmentally friendly products
- Provide guidance and training to encourage staff involved in purchasing to adopt more sustainable purchasing policies to reduce costs and the environmental impact of goods and services we buy.
- Encourage purchasing staff to review the consumption of goods and materials and adopt best practice (Reduce, Re-use & Recycle) in their buying decisions to help minimise environmental impacts.
- Specify, wherever possible and reasonably practicable, the use of environmentally friendly materials and products.
- Work with other bodies to share experiences and adopt best practice.
- Communicate this Policy so that our staff and students become aware of the impact they have on the environment and help them to minimise this impact.

### The following is a checklist for environmentally friendlier purchasing:

- Is it essential that the product is bought?
- How efficiently will the product use resources during its lifetime and have the costs of operating been taken into consideration before purchase?
- How durable is the product? Is it rechargeable, repairable, refillable or reusable?
- Can the product be recycled at the end of its useful life?
- Are recycled materials used in the product?
- Is it made from properly managed, renewable resources?
- Is the product likely to emit toxic or polluting substances during its production, use or disposal?
- Is the product over packaged? Is the packaging made from recycled materials?
- Can the packaging be recycled after use or reused?
- Have the 'whole life' costs and impacts been considered when assessing equipment for purchase?
- Can suppliers who can demonstrate that they are committed to environmental improvements be favoured?
- Where items are of similar costs, can preference be given to those that are manufactured with a high re-cycled content.

We will regularly review this Policy and ensure corrective and preventative actions have been taken to ensure continual improvement.

Policy dates: March 2024  
Date for review: March 2025