

Cavendish Conference Venues Purchasing Policy

We will give preference to purchasing environmentally preferable products and services that meet current performance, safety and regulatory requirements. This organisation will continue to source and increase the purchase of products and services that are deemed "Environmentally Preferable" as set out in our Purchasing Criteria Document.

Our aim is to incrementally increase the % of all purchases that comply to 75% of the relevant criteria (the target date for reaching this goal is 31/12/2008). As of the last audit on the 31/12/2007, 46% of all purchases as monitored through the accounting software complied.

Environmental Purchasing Criteria for products and services.

- Is it essential to buy the product - can it be leased or rented?

Resource Use and Recycling

- Does production/extraction of the product cause ecological damage, such as loss of habitats or damage to threatened species? Are there alternatives?
- Is this a remanufactured product?
- Can the product be re-used, refilled, recharged or reconditioned to extend its life?
- Can the item be easily upgraded by adding or replacing a part?
- Does the product have a recycled content? What percentage?
- Is the product accredited with a recognised environmental standard?
- Can the product be recycled easily (in the workplace and/or local community)?

Hazardous content

- Is the product or are its components hazardous to humans and/or the wider environment? If yes, what are the health and safety implications and disposal requirements? Are there any non-hazardous alternatives available?
- Are technical data sheets available?

Energy

- Does the item use energy? (e.g. electrical appliances, equipment, machinery, space heating or vehicles).
- If so, is the item as energy efficient as the alternatives?
- Does the item have energy consumption data for all operation modes?

Packaging

- Can product packaging be reduced or eliminated?
- Is packaging made of recycled material(s)?
- Can packaging be re-used, recycled or returned?

Food

- Can organically and or fair trade produce be purchased?
- Has the food been genetically modified?

Transportation

- Is the product locally manufactured and/or locally supplied?
- Does the supplier have a Green Transport Plan for their operations?

Supplier Environmental reporting

- Does the supplier have a company Environmental Management System.
- Does the supplier report on their environmental performance against set targets?

Purchasing - Decision Making

To implement an effective Environmental Purchasing Policy use a step-by-step approach to increase your purchase of greener goods and services. It is important to raise awareness with both current and new suppliers and link with other organisations in the same sector.

Here are some options:

- Focus on products or services that have the greatest environmental impact.
- Examine products that would be highly visible within the company; for example, stationery, or office electrical equipment.
- Integrate reused, refurbished, remanufactured and recycled-content products into your operations wherever possible.
- Use greener products available through your existing suppliers, such as energy saving office equipment and biodegradable cleaning products.
- Support local manufacturing efforts by purchasing at least a portion of your recycled products from local manufacturers where they exist.
- Actively encouraging suppliers to provide products and services that have a minimum adverse environmental impact, requesting suppliers to identify harmful processes and materials in their manufacturing processes. Seek suppliers that are working towards the phase out of such practices.
- Remember it will not be possible to purchase a green alternative for every product or service. Compromise will be required. It is therefore important to address the significant environmental impacts of your current purchasing policy.
- Set targets and dates to achieve changes in purchasing practice. (i.e. all paper to be of recycled content throughout the office by next financial quarter).
- Work co-operatively with other organisations to purchase environmentally. Network with departments and neighbouring businesses. It is often possible to buy cheaper in bulk. This can also reduce packaging and transport impacts.