

Socially Responsible Procurement and Contracts Policy

Policy Category:	Finance
Subject:	Procurement and Contracts
Approving Authority:	University Executive
Responsible Officer:	Senior Vice-President (Operations)
Responsible Office:	Finance
Related Procedures:	Procedures Related to the Responsible Procurement and Contracts Policy
Related College Policies:	Environment Sustainability Policy King's Service Strategy King's London Strategy Waste and Resource Management Policy Sustainable Food and Fairtrade Policy Health, Safety and Welfare Policy Equality, Diversity & Inclusion Policy
Effective Date:	28 February 2023
Supersedes:	Socially Responsible Procurement Policy dated March 2019
Next Review:	28 February 2025

1. Purpose & Scope

The policy is intended to ensure that King's purchases goods and services in ways which are beneficial to the university, the environment, society and King's local boroughs, and which use purchasing power to improve conditions and raise expectations of social responsibilities in the external organisations we work with. This policy promotes [King's Service Strategy](#), [Strategy 2026](#) and [King's Vision 2029](#), increasing the positive impact of research, education, global and civic engagement by going above and beyond what might be expected of a university and by meeting the responsible environmental, social and economic goals and objectives of the university. The policy also meets the requirements of the [Equalities Act 2010](#), the [Modern Slavery Act 2015](#), and other relevant legal obligations relating to the purchase of goods and services.

King's has committed to being a Net Zero Carbon institution by 2030 and also recognises its legal and ethical responsibilities to protect and enhance the environment. This policy outlines the university's commitments with regards to sustainable and ethical procurement and it confirms our commitment and contributions to the [UN's Sustainable Development Goals \(SDGs\)](#) – particularly SDG 11, 12, 13 and 17: Sustainable Cities and Communities, Responsible Consumption and Production, Climate Action and Partnership for the Goals respectively.

The objectives and requirements set out in this document and its associated procedures are mandatory and must be observed by anyone who purchases services, supplies or construction works on behalf of King's or who manages such contracts.

2. Definitions

2.1 'Service' is the term adopted at King's to describe its commitment to society beyond the traditional university roles of education and research and it is defined as '*an identifiable*

experience that is shared between King's (its students, staff or alumni) and the community or environment (local, national or global) in which we operate. Service should measurably and positively change an outcome in the present or the future, through a planned intervention'.

2.2 'Procurement' can be described as *'the process of purchasing goods or services, including for construction works, in compliance with funding and other regulatory requirements and ensuring value for money is achieved throughout the contract lifecycle.*

2.3 'Social responsibility' can be defined as *'businesses acting in a manner that benefits and avoids damage to society'.*

3 Policy

3.1. Objectives / Key Commitments

King's is considered to be an 'anchor partner' with each of our local boroughs and has signed statements of intent to procure goods and services with local businesses whenever possible. More generally, King's has agreed the following socially responsible objectives when purchasing goods or services from third party providers:

- 3.1.1 embed Socially Responsible Procurement practice in accordance with procurement policy and procedures;
- 3.1.2 perform risk assessment of supply chains;
- 3.1.3 implement strategies by relevant category of spend (Estates & Facilities, Information Technology, Professional Services and Science & Research);
- 3.1.4 ensure all new suppliers have agreed to the KCL sustainable supply chain code of conduct, and where identified as high risk, have agreed to the KCL high risk sustainable supply chain code of conduct;
- 3.1.5 make sure that Equality, Diversity, and Inclusion policies can be evidenced in relation to suppliers' staff;
- 3.1.6 require evidence of commitment to practices and conditions that are beneficial to the welfare and wellbeing of staff;
- 3.1.7 ensure that the supplier performs the contract in accordance with King's Environmental Sustainability Policy
- 3.1.8 to increase the number of Voluntary Organisations and Social Enterprises in its supply chain and/or businesses delivering social value; and
- 3.1.9 to increase the number of businesses in its supply chain which are based in its local boroughs.

2. Responsibilities

- 2.1 The Procurement and Contracts Team supports King's in implementing this Policy and achieving the stated social objectives by:
 - 2.1.1 Producing templates, guidance and delivering training to King's staff about the application of this Policy;
 - 2.1.2 Monitoring specification drafting to ensure internal business areas consider this Policy when drafting their specification of requirements;
 - 2.1.3 Providing clear guidance to suppliers to help them to understand King's requirements, selection and award process assisting them to offer socially responsible solutions;
 - 2.1.4 Incorporating social, economic and environmental sustainability criteria into scoring mechanisms;

- 2.1.5 Encouraging the inclusion of Small and Medium Size Enterprises (SMEs), particularly local businesses, by engaging in local networks, making procurement processes proportionate and indicating contracts that are particularly suitable for them;
 - 2.1.6 Identifying contracts that are particularly suitable for Social Enterprises and local businesses at an early stage in the procurement process;
 - 2.1.7 Ensuring that contract terms and conditions require contractors to comply with law and best practice in the field of sustainability including environmental, social and economic;
 - 2.1.8 Requiring contract managers to monitor and record compliance with socially responsible objectives and monitoring and recording compliance as required.
- 2.2 King's Project Leaders, project managers, budget holders, and contract managers are required to be aware of and comply with this policy, consulting with the Procurement & Contracts Team as needed prior to approving any contract.
- 2.3 Suppliers and Sub-Contractors will be contractually obliged to comply with this Policy which is embedded in King's [General Terms and Conditions of Trading](#).

3. Monitoring and Reporting

The Chief Procurement Officer will provide data to the Directors of Service, Sustainability, London, EDI and others who require information about the procurement process and outcomes at King's for their Annual Reports.

4. Review

- 4.1 This Policy will normally be reviewed every year in terms of the objectives, reporting and communications and updated as needed.

Procedures & Policies Related to the Policy on Socially Responsible Procurement

Evaluation templates which include the objectives of this policy have been developed by the Procurement & Contracts Team for tender processes and can be found here:

<https://internal.kcl.ac.uk/about/ps/procurement/purchkings/procurement-procedures>

Low value templates are intended to be used by the staff member commissioning the service/goods and are suitable for any low value procurement. **Medium to high value** templates will need to be adapted to suit the individual purchase by the procurement adviser leading the exercise. They will consult the following officers to help bespoke the template as necessary and also to evaluate the results of the suppliers' returns:

Director of Service: <https://www.kcl.ac.uk/service/about-service>

Director of Sustainability:

<https://internal.kcl.ac.uk/about/ps/estates/Sustainability/ContactUs/TheTeam>

Director of Health and Safety: <https://internal.kcl.ac.uk/about/ps/safety/sm/contact>

Director of Equality, Diversity and Inclusion: <https://www.kcl.ac.uk/professional-services/diversity>

Appendices.

Environment and Sustainability Policy

<https://www.kcl.ac.uk/policyhub/environmental-sustainability-policy>

King's Service Strategy

<https://www.kcl.ac.uk/about/assets/pdf/strategy/kings-service-strategy.pdf>

Sustainable Food and Fairtrade Policy

<https://www.kcl.ac.uk/climate-sustainability/operations-policies/food>

Health, Safety and Welfare Policy

<https://www.kcl.ac.uk/policyhub/health-safety-welfare-policy>

Waste and Resources Management Policy

<https://www.kcl.ac.uk/policyhub/waste-resources-management-policy>

Waste and Resource Strategy and Action Plan 2021-2024

<https://www.kcl.ac.uk/climate-sustainability/operations-policies/waste-and-recycling>

King's London Strategy

<https://www.kcl.ac.uk/london>