



**SUSTAINABLE
DEVELOPMENT**

Responsible Purchasing Charter

"RESPONSIBLE PURCHASING: DEMONSTRATING COMMITMENT"

I. Why a responsible purchasing charter?

Higher education campuses are one of the keys to the transition to a more sustainable and responsible society as they train future citizens and are at the Centre of research, innovation and knowledge transfer...

The UM6P, in its desire to set in motion a sustainable development approach, through the mobilization of the entire UM6P community (teachers-researchers, students and staff), sets itself the objectives of integrating or strengthening Sustainable Development in its training, research and operations.

Responsible procurement is one of those measures. The University is committed to a strategy that promotes the acquisition of goods and services from suppliers that respect the fundamental rights of individuals, including employees, and that commit to responsible practices.

The objective of the UM6P through this charter is to:

- Express UM6P's expectations of its suppliers and subcontractors. It marks the University's desire to prioritize «Sustainable Development» as a selection criterion at the same level as the currently used criteria of cost, quality, service, innovation and risk control.
- Share its commitment with its suppliers and subcontractors and ensure their involvement in sustainable development.

II. What is responsible purchasing?

Responsible procurement is a process of acquiring a good or service that meets a need that incorporates not only quality and cost criteria, but also environmental and social criteria. Its main objective is to maximize the benefits to society while ensuring the protection of the environment and the economic viability of the University. Responsible purchasing is a way of applying the principles of sustainable development to procurement.

III. Advantage of the sustainable purchasing charter

1. Supporting local businesses

A responsible purchasing approach is also linked to the origin of the products and services. Supporting the purchase of "local" goods and services reduces environmental impact, creates positive social benefits and promotes the local economy.

2. Be exemplary

Putting in place a policy of responsible purchasing concretely reflects the commitment of an administration in favor of sustainable development and encourages its suppliers to the continuous improvement and the consideration of the criteria promoting the quality of life of current and future generations.

3. Reduce costs

Eco-designed products are generally low in energy and water consumption and can significantly reduce usage, bills and operating costs. Furthermore, and regarding eco-designed products, waste management costs are lower because their disposal or second life is anticipated from the design stage.

4. Health protection and the environment

The use of maintenance products without toxic substances, the introduction of organic food products in canteens and the use of eco-designed furniture, make it possible to prevent negative impacts on the environment and health.

IV. The commitment of the UM6P

UM6P wishes to develop relationships with its suppliers based on trust and mutual respect, and to share fair and equitable practices, while establishing lasting and balanced relationships. The university is committed to the following principles:

1. Meeting a real need

Identify and define the need to be met before purchasing a good or service. Reflection on the definition of the need aims to maximize the correlation between the needs to be met and the features offered by the desired product. This makes it possible to avoid overconsumption and waste.

When making a purchase decision, the following criteria must be met:

- The purchase meets a real need;
- The quantities must be in line with the needs and functionalities targeted;
- Ensure as much as possible the consolidation of needs that can be met by the same family of goods or services;
- Check whether the item(s) that may be purchased are not already available on-site (in addition, may be reused or utilized differently).

2. Quality and sustainability

A responsible purchase is a purchase that is made as infrequently as possible and that meets one or more needs.

To meet recurring needs, the purchaser must look for suppliers who offer durable goods that can be used several times, are recyclable and have an appreciable lifespan. Priority must also be given to the purchase of goods with a certification or a quality label, due to the low impact on the environment (production process, materials and products used, by sector).

3. Territorial responsibility and social/inclusive economy

The UM6P acts in favor of sustainable territorial development, and must thus undertake to:

- Changing local sourcing
- Boost the turnover achieved in partnership with the local ecosystem
- Maintain good business relationships with suppliers located in the same territory and facilitate their access to UM6P markets;

- Seek to contribute as much as possible to the development of the economic activity of host communities
- Encourage organizations producing products or services with a positive social and/or environmental impact; fair trade actors.
- Collaborate with non-profit associations and social enterprises.
- Assist and accompany local artisans to become more structured
- Limit consultation to regional suppliers for purchasing categories:
 - Rental and provision of vehicles
 - Fleet Maintenance and Overhaul
 - Medical Supplies
 - Hardware and Tools
 - Translation Service
 - Fuel
- Expand the list of locally managed purchasing categories:
 - Office supplies
 - Multiservice of auxiliary rooms (cleaning, gardening, etc.)
 - Sports clothing and accessories
 - Miscellaneous fittings < 750 KMAD
 - Purchase of goodies and other accessories

4. Product Life Cycle

A responsible purchase involves the full assessment of the costs associated with the acquisition of a good. Namely, the costs of acquisition, installation, upgrading to health and safety standards, protective equipment, the supplies and energy required to operate the product, the maintenance costs, and the treatment of the waste generated, etc. The Sponsor is responsible for selecting the product based on the full cost assessment for the entire life of the product upon acquisition.

5. Management of temporary workers

The mission contract must be drawn up in writing and must include the following particulars: the reason justifying the recourse to a temporary employee, the duration of the mission, the place of its execution, the amount fixed as consideration for the employee's mission, the employee's qualifications, the terms of his payment, the trial period, the characteristics of the position that the employee will occupy, the membership number of the temporary employment company at the CNSS, the employee's registration number at the CNSS, local resources.

Temporary workers must have access to public transport and public facilities (catering) under the same conditions as the employees of the user company. Temporary workers are subject to the health and safety rules in force in the user company. The user company must take all preventive and protective measures to ensure the health and safety of the temporary personnel it employs. It is also responsible for the insurance of temporary employees against accidents at work and occupational health issues.

V. Supplier Engagement

The UM6P wants to make its suppliers active contributors in the accomplishment of its economic, social, and environmental ambitions. To this end, the University expects the

suppliers it works with to share its commitment to sustainable development and to respect the following principles:

1. Impact on the environment

The objective of UM6P is also to establish responsible relations with its suppliers and to involve them in its environmental processes.

UM6P promotes suppliers who are committed to minimizing the impact of their activities on the environment, and provides evidence that they have taken measures to reduce their environmental impact, in a process of continuous improvement. Priority will be given to the supplier, which is committed to preserving natural resources (water, raw materials) and the ecosystem, protecting nature, maintaining biodiversity and reducing its carbon footprint.

In the various stages of manufacturing, transportation, on-site installation, marketing of products and services, and waste disposal, it ensures:

- Eliminating or reducing the sources of pollution generated by its activities.
- Cutting down its energy consumption.
- Avoid or minimize the use of chemical/toxic substances.
- Promote waste recycling and recovery.

The supplier will strive to highlight in its technical offer, the characteristics related to the environment of the services and products sold.

2. Environmental Impact

UM6P expects its suppliers to carry out their activities in compliance with human rights and any regulations applicable to their activities.

Child labour

UM6P categorically prohibits hiring children that have not reached the legal working age, all along the value-creation chain. In all cases, it is forbidden to use suppliers and subcontractors who resort to child labor, or entrust dangerous work to young people under 18 years of age.

Salary and benefits

The supplier shall comply with local minimum wage legislation and shall undertake to pay employees their wages on a regular basis. The supplier undertakes to pay overtime in accordance with the rates defined by the legislation

Health and safety

The supplier commits to declare all personnel to the social welfare bodies and to implement a health and safety policy guaranteeing a safe and healthy working environment for its employees and to maintain an environment in which the dignity of people is respected. Measures to limit accidents at work and proactive health and hygiene measures must be taken by the supplier.

3. Ethics Policy

UM6P suppliers and subcontractors must implement management systems to ensure compliance with legislation and regulations, as well as the expectations expressed in this responsible charter. They are also encouraged to establish their own charter or code of conduct and pass on their principles to their own suppliers and subcontractors. The university expects its suppliers and subcontractors to implement effective programs that encourage their employees to implement responsible practices, beyond compliance with laws, regulations and contractual requirements.

Practical information Sheet:

The main areas of procurement when implementing a responsible purchasing approach are:

- Office Supplies
- Computer Hardware
- Cleaning product
- Food & Beverage
- Transportation
- Management of temporary workers
- Multi-technical

Office Supplies

It is recommended that:

- Products made from post-consumer or renewable recycled materials (labeled or recycled paper, solar calculator, etc.);
- Products with a long lifespan.
- Water-based paint with low VOC content;
- Mercury-free lamps as Morocco has signed the “Minamata Convention” which prohibits the import and export of products containing mercury;
- A preference for furniture certified by third parties;
- Recyclable packaging.

It is also recommended to group orders to limit supplier travel.

N.B.: The UM6P notepads are environmentally friendly, however, packaged in plastic bags which do not meet the STARS SD accreditation requirements.

Office paper

- Purchase of Products meeting the requirements of the FSC, PEFC or AEM Label;
- Purchase of paper made from 90-100% waste, recycled after agricultural consumption;
- Products whose manufacturing processes limit greenhouse gas emissions;
- Products not bleached with chlorine;
- Recyclable products at end of life;
- Possibility to print in draft mode on both sides.

N. B. UM6P sources from a supplier that offers FSC Mix and EU Ecolabel certified paper.

Did you know that?

The production of non-recycled paper requires large quantities of water to extract cellulose: **10 to 15 litres of water per kilo of paper**. The production of 100% recycled **paper** halves this consumption: from 5 to 6 liters of water.

Requires up to **5000 kWh** of energy to dry **a ton of paper** versus **2500 kWh** for a ton of **recycled paper**. Thus, the production of a single white sheet of A4 format requires as much energy as a 75 W bulb running for one hour.

Good practices

Even if the standby mode is economical, it still consumes energy: a computer in standby still consumes 20 to 40% of its regular usage consumption. **Remember to turn off your computers and screens at night and on weekends.**

Install a power switch plug to completely disconnect the computer from the power supply to reduce power consumption to Zero!

Cleaning product

- Promote the use of eco-labelled products, which guarantee a lower impact on the environment;
- Avoid products with toxic, chemical components in order to limit indoor air pollution and allergy risks;
- Ask the service provider to take back and upgrade its packaging.

Food-Catering

- Buy from local suppliers to reduce the transport carbon footprint;
- Buy seasonal fruits and avoid imported fruits;
- Think about buying the right quantities to avoid food waste;
- Consume products from organic farms or those that abide by fair trade;
- Focus on non-disposable cutlery and washable dishes.

Good to know

Transport of food: a fruit imported out of season by plane consumes 10 to 20 times more oil for its transport than the same fruit produced locally and bought in season.

Food waste: on average, 20 kg of food waste per person is discarded each year (including 7 kg of unused products still packaged!)

80% of packaging is food.

With or without cup, you to choose!

- It is ecological: unlike the cardboard cup which only serves once, it is infinitely reusable. A little green gesture at the office!
- It is economical: a mug that serves a year equals more than 500 cardboard cups. You can reduce costs at the office.
- It is more pleasant to drink your coffee in a earthenware cup rather than in cardboard. Your coffee will also stay warm longer.

Transportation

- Promote electric and hybrid vehicles for the transport of people/goods.
- Mettre en place des programmes de partage de vélo pour réduire l'impact des déplacements.
- Préférer la marche, vélo ou covoiturage pour se rendre au campus afin de minimiser l'émission de gaz à effet de serre
- UM6P initiated a "Ubike" bike sharing program for transportation within the Campus.
- The university provides accommodation for students to encourage them to live near the Campus and subsequently minimize the impact of transportation on the environment.