

RESPONSIBLE BUSINESS POLICY 2024

(DEC 2023, NEXT REVIEW DATE DEC 2024)

The APUC Group (including Advanced Procurement for Universities and Colleges and Universities and Colleges Shared Services) is the procurement centre of expertise and shared service hosting organisation for, and jointly owned by, all of Scotland's universities and colleges. APUC (We) operates, employing over 80 staff, from three core team offices (Stirling, Edinburgh and Glasgow) with institutional staff located on a full or part time basis in over 25 locations across Scotland.

The **Responsible Business Policy** considers the impact of our organisation's activities on society. To fulfil this responsibility, **APUC** integrates social, environmental and ethical concerns as well as those concerning human rights in its daily business activities.

OUR POLICY VISION

At **APUC**, we are committed to driving forward Responsible Business operations throughout the organisation, which includes striving to demonstrate best practice through innovative and modern approaches to Corporate Social Responsibility as well as working towards reaching net zero GHG emissions by 2030.

OUR RESPONSIBLE BUSINESS ACTIVITIES

APUC is committed to implementing our vision and raising awareness through the following activities:

- Embedding the objectives of the **2022-2030 HE/FE Supply Chain Climate and Ecological Emergency Strategy (SCCEES)** in all works.
- Managing continual improvement of responsible business activity internally by annually reviewing our Responsible Business Action Plan, which covers the following areas: Waste; Energy; Travel; Paper and Printing; Water; Social Responsibility; Education; and Climate Change.
- Banning on a company-wide level single use (non-compostable) drinks cups and bottles within **APUC** offices, to support the global drive to reduce waste plastic, and further encouraging visitors to observe the same rule to further minimise waste.
- Reducing food waste and endeavouring to serve local, vegetarian and vegan food at events/meetings wherever appropriate.
- Promoting the **APUC** Travel Policy and further encouraging employees to use lowest carbon travel options for commute to/from meetings and business travel. Carbon emissions tracking for business travel will be tracked through the expenses system.
- Facilitating hybrid working to ensure collaboration across Scotland and the rest of the UK without need for unnecessary travel whilst maximising opportunities for in-person meetings that minimise a need for separate journeys.
- Air travel is not permitted for journeys that can be done in under 6 hours by overland public transport.
- Encouraging employees to use the Cycle to Work scheme offered by the company.
- Working in collaboration with other organisations, including Electronics Watch, to improve workers' rights in public sector supply chains.
- Encouraging positive environmental impacts, through our collaborative tendering activities, wherever possible.

- Reducing our need for production of materials and equipment that cause environmental harm by buying materials and equipment with longer lives / warranties.
- In support of above, ensure our policies do not encourage avoidable duplicate purchase of equipment used by an individual (e.g. mobile phones).
- Encouraging and facilitating refurbishment, wherever possible, to extend useful operational life e.g., Furniture, ICT Hardware.
- Meeting and assisting its members to meet the Sustainable Development Goals (SDGs) and any other initiatives promoted by institutions.
- Working with our suppliers and contractors to ensure commitment to **APUC's Supply Chain Code of Conduct**.

This **Responsible Business Policy**, together with our **Responsible Business Action Plan**, will be reviewed on an annual basis.