



UK Universities Purchasing Consortia

## Responsible Procurement Glossary

*The UK Universities Purchasing Consortia (UKUPC) is the partnership between eight UK consortia; a formal entity to support collaborative procurement within Higher and Further Education. A UKUPC Responsible Procurement Network has been established with the aim of achieving a consistent approach across the UK to responsible procurement throughout our activities.*

*UKUPC are committed to embedding responsible procurement in everything we do. We want to look after our communities, our fellow global citizens, and our environment, and by working with us, members can access agreements tendered with responsible procurement in mind.*

*The UKUPC Responsible Procurement Network has created this **Responsible Procurement Glossary** to help bring clarity to some of the terms we use. This is a living document and will be amended with new terminology as required. If you are aware of any other relevant terms we should include, please contact [Reema Shah](#).*

### Glossary of terms

**Audit** - A systematic inspection of a process or procedure to assess compliance with requirements or regulations.

**Audit trail** - A record, history or series of documents that provide evidence of a sequence of processes that led to an outcome.

**Bonded Labour** - a practice in which employers give high-interest loans to workers whose entire families then labour at low wages to pay off the debt.

**BREEAM** - Building Research Establishment Environmental Assessment Method. Developed by BRE (Building Research Establishment) it is the world's longest established method of assessing, rating, and certifying the sustainability of buildings.

**Biomass**- Organic non-fossil material of biological origin constituting a renewable energy source.

**Bribery Act 2010** –Institutes strict penalties for UK and foreign bribery and requires organisations to demonstrate that they have adequate procedures to prevent bribery.

**Business-to-business (B2B)** - A transaction between businesses (e.g., in the supply chain)

**Business-to-customer (B2C)** - A transaction between a business and the end user of its product or service (e.g., an individual shopper).

**Carbon dioxide equivalent (CO<sub>2</sub>e):** carbon dioxide equivalent is a measure used to compare the emissions from various greenhouse gases, based upon their global warming potential. For example, the global warming potential for methane over 100 years is 25. Therefore 1 tonne of methane

released is equivalent to 25 tonnes of CO<sub>2</sub> (measured on a 100-year time horizon). Therefore, CO<sub>2</sub>e works as a single 'currency' for greenhouse gases.

**Carbon Disclosure Project (CDP)** - An organisation working with companies and cities to disclose the environmental impact of major corporations in the interest of fighting climate change.

**Carbon Emissions** – Used as a shorthand to refer to greenhouse gas (GHG) emissions that are included in the Kyoto Treaty. Carbon dioxide is the most common GHG and other gases can be measured in relation to it (see CO<sub>2</sub>e). The lower the value, the better for the environment.

**Carbon Footprint** - The total greenhouse gas emissions caused by an individual, event, organisation, service, or product, expressed as carbon dioxide equivalent.

**Carbon Intensity** - The amount of carbon by weight emitted per unit of energy consumed. A common measure of carbon intensity is weight of carbon per British thermal unit (Btu) of energy. When there is only one fossil fuel under consideration, the carbon intensity and the emissions coefficient are identical. When there are several fuels, carbon intensity is based on their combined emissions coefficients weighted by their energy consumption levels.

**Carbon leakage:** the removal of carbon emission sources from a reporting system through changes in the operational or organisational boundary – the emissions still occur but are not reported by the organisation.

**Carbon Management Plan** – A documented strategy committing to sustainable development and carbon reduction. Clear, timebound, actions supporting an organisation meet its carbon reduction objectives. To demonstrate the organisation's commitment to net zero the plan should be a core strategic objective with clear sign-off from the executive board and responsibility clearly assigned to one member of that senior team.

**Carbon neutral** – The case when all carbon emissions generated are offset, either by reducing carbon emissions, or by counteracting emissions through carbon absorbing projects

**Carbon offsetting** – Used to reduce the amount of carbon that an individual or institution emits into the atmosphere. Carbon offsets work in a financial system where, instead of reducing its own carbon use, a company can comply with emissions caps by purchasing an offset from an independent organisation.

**Carbon reduction:** an activity that reduces carbon emissions compared to a baseline scenario.

**Certificate of origin (COO)** - A document required by customs officials, identifying the country of origin of imported goods, and certified by the supplier's country's designated authority, to authenticate the source of the goods.

**Child labour** Often defined as work that deprives children of their childhood, their potential and their dignity, and that is harmful to physical and mental development. The international community has agreed that younger children should not be employed in full time work before reaching a specified minimum age: International Labour Office (ILO) Convention 138 sets this at 15.

**CIPS Ethics Test** – A test offered by the Chartered Institute of Procurement and Supply for procurement professionals to take and demonstrate their level of commitment to ethical purchasing procedures.

**Circular Economy-** A circular economy is based on the principles of designing out waste and pollution, keeping products and materials in use, and regenerating natural systems. (Ellen MacArthur). It's an integral part of the UK Government's 2018 Waste Strategy. It covers the whole life cycle of a product from manufacture using recycled and recovered materials where possible, through its use and consumption (with minimum environmental impact and longevity of use) to maximum recovery of the materials and minimal waste disposal at end of life.

**Circular Procurement** - Circular procurement is the use of purchasing power to achieve maximum positive ecological, social, and economic impact throughout the life span of products and services. It is a process where you buy change – you look for solutions to the ever-changing, and often temporary, needs of users within the organisation. Instead of always throwing away and replacing, you try dynamic and adaptable products and solutions. Maximum retention of the value of the products, components and materials to be purchased is central to this.

The term 'Circular Procurement' is an extension of existing sustainable procurement practices. Circular procurement extends beyond 'traditional' sustainable procurement by actively contributing to closing energy and material loops within supply chains, while minimising any negative environmental impact or waste creation across their whole life cycle.

**Clean Water** - Nearly 1,000 children under age 5 die every day from diarrhoea caused by contaminated water, poor sanitation, and unsafe hygiene. (according to United Nations).

**Climate Change Agreements** - Abbreviated as CCAs, agreements to mitigate climate change impacts linked to concessions under the Climate Change Levy

**Climate change:** The large-scale, long-term shift in the planet's weather patterns or average temperatures.

**Climate Change Levy (CCL)** - a charge introduced by the Government on 1 April 2001 and applied to UK non-domestic fuel and charged at source by energy suppliers and as a specific rate per nominal unit of energy. There is a separate rate for each category of taxable commodity. The rates are based on the energy content of each commodity and are expressed in kWh for gas and electricity, and in kgs for liquid petroleum gas. The Government's aim in introducing the levy is to encourage businesses to use less energy and contribute to the reduction of Carbon Dioxide emissions. The basis until April 2019 was to increase the rates annually by CPI. In April 2019 rates for gas were increased sharply in order to offset the charges made under the Carbon Reduction Commitment Energy Efficiency Scheme.

**Climate proofing** - Identifying risks to an asset, as a consequence of climate variability and change, and ensuring that those risks are reduced to acceptable levels by making changes.

**Code of Conduct** –a set of rules outlining the norms, rules, and responsibilities or proper practices of an individual party or an organisation.

**Combustion** - The process of burning a fuel so it reacts with oxygen to release energy.

**Conversion factor:** a numerical ratio to express how to convert from one unit of measurement to another unit e.g. miles to kilometres, but also sometimes used instead of emission factor.

**Corporate social responsibility (CSR)** - A business approach that contributes to sustainable development by delivering social, environmental, and economic benefits for all stakeholders. The

CSR policy may cover fundraising for charity, ethical behaviour, social and environmental policies, etc.

**Culture** - The shared values, practices and beliefs within an organisation that determine how its procedures are carried out and how it is run overall.

**Decarbonisation** - The reduction or removal of carbon dioxide from energy sources. Usually refers to the electricity sector and refers to reducing the carbon intensity of electricity generated (emissions per kWh) by increasing efficiency of supply or changing the generation fuel mix from fossil fuel to renewables and low carbon sources.

**Debt Bondage** - work exchanged for a debt which, ultimately, can never be paid. Also known as bonded labour or debt slavery, workers are told they can pay off a loan of their own or of a family member by working it off. The work is often difficult and imposed under brutal circumstances.

**Decommission** - The activities performed to take a product or service out of use and make it unavailable to customers.

**Deforestation** – Illegal deforestation has significant impact on the environment and wood products should indicate they are from FSC certified forests. In October 2020, the UK Government announced plans to address this issue by introducing a law to ensure that the supply chains of larger companies and the products they sell are free from illegal deforestation. Companies would be required to publish the origins of products such as wood, cocoa, soy, rubber and palm or face fines. There have been some calls for the proposed legislation to cover all deforestation, not just illegal, in order to protect the global environment.

**Descent Based Slavery**- describes a situation where people are born into slavery because their ancestors were captured into slavery and their families have 'belonged' to the slave-owning families ever since.

**Direct emissions:** these are emissions released on an organisation's site or from their vehicles or from fugitive sources. More accurately they are GHG emissions that come from sources are owned or controlled by an organisation. Direct emissions are also referred to as Scope 1 emissions.

**Direct labour cost** - The salary cost for employees who work in the manufacturing process of an item or delivery of a service.

**Discriminate** – To make an unjust or prejudicial distinction in the treatment of different categories of people, especially on the grounds of race, sex, age, or disability.

**Divestment** - Divestment is the opposite of an investment – it simply means getting rid of stocks, bonds, or investment funds that are unethical or morally ambiguous.

**Downstream environmental factors** - Impacts on the environment caused as a result of the use of the goods you are producing.

**Due diligence** - Undertaking a thorough appraisal or conducting an evaluation to establish all the facts prior to entering into an agreement.

**Eco-Management and Audit Scheme (EMAS)** - Designed by the European Commission to be used to monitor and improve the environmental performance of organisations.

**Economic growth** - The increase over time in the value of goods and services produced by a country, often defined as a value per head of population.

**Economic order quantity (EOQ)** - The most economically viable quantity in which to buy stock which considers not only the material costs, but also associated costs such as storage, transport and administration costs.

**Electronics Watch** - An independent monitoring organisation that aims to help public sector organisations work together to meet their responsibility to protect the labour rights and safety of workers in global electronics supply chains more effectively than any single public buyer could accomplish on its own.

**Embedded carbon** - The range of greenhouse gas (GHG) carbon emissions associated with the production process.

**Emerging market** - A country that is progressing toward becoming more advanced, usually by means of rapid growth, investment and industrialisation.

**Emission factor:** the average *emissions* of a given GHG for particular activity. Emission factors are also expressed as the combination of GHGs for a particular activity, usually in units of kgCO<sub>2</sub>e. The UK Government publishes an annual set of emissions factors for company reporting.

**Environmental Stewardship** – this refers to responsible use and protection of the natural environment through conservation and sustainable practices.

**Equality Act.** The Equality Act 2010 legally protects people from discrimination in the workplace and in wider society. Protected characteristics under the Act include age, gender reassignment, being married or in a civil partnership, being pregnant or on maternity leave, disability, race including colour, nationality, ethnic or national origin; religion or belief, sex or sexual orientation.

**Ethics** - Principles that govern a person's or an organisation's behaviour.

**Ethical Trade Initiative** - ETI members include global companies with thousands of suppliers, international trade union bodies, specialised labour rights organisations and development charities. All corporate members of ETI agree to adopt the ETI Base Code of labour practice in their organisations and supply chains, which is based on the standards of the International Labour Organisation (ILO).

**External stakeholders** - People, groups or organisations who don't belong to an organisation but are nevertheless impacted by it or have an impact upon it.

**Fairtrade Mark** – registered certification label for products sourced from developing countries. The mark means that products have been produced by small-scale farmer organisations or plantations that meet Fairtrade social, economic, and environmental standards.

**Flexible Framework** - A widely used self-assessment tool developed by the business-led Sustainable Procurement Task Force, which allows organisations to measure and monitor their progress on sustainable procurement over time.

**Forced Labour** - work that is performed involuntarily and under the menace of any penalty.

**Fossil Fuels** - A natural fuel such as coal or gas, formed in the geological past from the remains of living organisms that release energy in combustion.

**Fraud** - Deception intended to result in personal gain.

**Freedom of Association** - The right to freedom of association covers organised and professional organisations such as political parties, trade unions, public associations and non-governmental organisations with employees. It includes the right to freedom of peaceful assembly and to freedom of association with others, including the right to form and to join trade unions for the protection of his interests.

**Global Reporting Initiative (GRI) standards** - The GRI Standards represent global best practice for reporting publicly on a range of economic, environmental and social impacts. Sustainability reporting based on the Standards provides information about an organisation's positive or negative contributions to sustainable development.

**Government Buying Standards** - All government departments and their related organisations must make sure that they meet the minimum mandatory Government Buying Standards (GBS) standards when buying goods and services. They can be used by the wider public sector to specify the minimum mandatory standards in tenders in order to ensure that the specification considers best practise and sustainable procurement.

**Global Warming** – Refers to the recent and ongoing rise in global average temperature near Earth's surface. It is caused by increasing concentrations of greenhouse gases in the atmosphere. Global warming is causing climate patterns to change. However, global warming itself represents only one aspect of climate change impacts.

**Greenhouse Effect** - Gases produced naturally and by human activities that have contributed to the warming of the planet, known as Global warming, by trapping the sun rays.

**Greenhouse Gas (GHG):** A gas in our atmosphere that absorbs and emits radiation within the thermal infrared range. There are naturally occurring greenhouse gases in our atmosphere which maintain surface temperatures in a range conducive to life. However, since the industrial revolution, anthropogenic sources of GHGs have increased hugely, leading to 40% increase in atmospheric concentration of carbon dioxide. This is causing increases in surface temperatures and is the main cause of climate change. There are seven GHGs covered by the Kyoto Treaty, but the main ones related to public sector activity are carbon dioxide (CO<sub>2</sub>), methane (CH<sub>4</sub>) and nitrous oxide (N<sub>2</sub>O), and action needs to be taken to reduce emissions of these.

**Greenhouse Gases** – The gases which together trap heat in the earth's atmosphere. Carbon Dioxide, Methane, Nitrous Oxide, Fluorinated gases.

**Greenhouse Gas (GHG) Protocol** - GHG Protocol establishes comprehensive global standardised frameworks to measure and manage greenhouse gas (GHG) emissions from private and public sector operations, value chains and mitigation actions.

**Habitat** - An ecological or environmental area that is inhabited by a particular species of animal, plant or other type of organism.

**Impact Analysis** - A net impact analysis is a way to identify, measure, value, compare and set targets in relation to environmental, social and/or economic impacts, both positive and negative, that a project has over a period of time. It aims to mitigate the negative sustainability impacts by identifying opportunities for positive impacts on society and the environment.

**International Labour Organisation (ILO)**- ([www.ilo.org](http://www.ilo.org))- The ILO is a United Nations agency whose mandate is to advance social and economic justice through setting international labour standards.

**Indirect emissions:** These are emissions produced from the generation of electricity or heat, or during the supply chain of goods or other services such as water, public transport and waste. The emissions are not produced directly by the reporting organisation but they are indirectly responsible through consumption and purchasing decisions. Indirect emissions can be Scope 2 (generated electricity and heat) or Scope 3 (other goods and services).

**ISO** - International Organization for Standardization ([www.iso.org](http://www.iso.org))- ISO is an independent, non-governmental international organization with a membership of 165 [national standards bodies](#). Through its members, it brings together experts to share knowledge and develop voluntary, consensus-based, market relevant International Standards that support innovation and provide solutions to global challenges.

**ISO14001 Environmental Management Systems.** ISO 14001:2015 specifies the requirements for an environmental management system that an organisation can use to enhance its environmental performance.

**ISO20400 Sustainable Procurement.** ISO 20400:2017 provides guidance to organisations, independent of their activity or size, on integrating sustainability within procurement. It is an alternative to the Flexible Framework and gives detailed guidance on embedding sustainability and social value within your procurement processes and strategy.

**ISO26000 Guidance on Social Responsibility.** ISO 26000:2010 provides guidance to all types of organisations, regardless of their size or location, on contributing to sustainable development. It is intended to encourage them to go beyond legal compliance and promote common understanding in the field of social responsibility.

**ISO 50001:2011 Energy Management.** ISO 50001 supports organisations in all sectors to use energy more efficiently, through the development of an energy management system (EnMS). The Standard is based on the management system model of continual improvement also used for other well-known standards such as ISO 9001 or ISO 14001. This makes it easier for organisations to integrate energy management into their overall efforts to improve quality and environmental management.

**Key performance indicator (KPI)** - Values that can be measured or monitored to assess levels of achievement.

**Landfill** - Landfill is a system of garbage disposal in which the waste is buried between layers of earth which has the effect of building up low-lying land.

**Life-cycle assessment (LCA)** - A technique to assess the environmental impact of each step in a product's life from raw material extraction through to the use, repair and maintenance of the product (also called a life-cycle analysis or a cradle-to-grave analysis).

**Life-cycle cost** - The total cost involved in items of inventory, including purchasing price, inward delivery, receipt and handling, storage, packing and preparation, dispatch costs, insurance and overheads.

**Life-cycle plan** - A plan addressing the impacts on the various stages of staff, products and environment life cycles.

**Living wage (UK)** - The [National Living wage](#) and minimum wage is set by the UK Government and updated annually, however many organisations, including some universities have chosen the upgrade to the '[Real Living Wage](#)' set by the Living Wage Foundation which pays an extra 78p per hour.

**Local Living wage** – This is the local minimum wage in the manufacturing or service location, usually set by the Government of that Country. As the the UN SDG’s target low pay as a key criteria for reducing poverty, there are aspirations of a Global Living Wage.

**Make or buy** - A decision about what products or services an organisation will manufacture or provide themselves in-house, and which will be purchased from outside sources.

**Market analysis** - This helps procurement professionals to understand how the supply market works, the direction that the market is going in, the level of competition and the key suppliers in the market.

**Market factors** - Elements that influence the demand for, or the price of goods or services.

**Minimum Wage** – the amount set by the government in a country as the legal minimum rate a worker can be paid.

**Modern Slavery** - Modern slavery is the exploitation of other people for personal or commercial gain. Forms of Modern Slavery include human trafficking, forced labour, debt bondage and bonded labour, descent based slavery, slavery of children and forced and early marriage. In the UK, the Modern Slavery Act makes organisations with in excess of £36 million turnover responsible for this type of abuse in any tier of their supply chain and they must produce an annual modern Slavery statement to identify the steps they are taking towards eradicating modern slavery in their supply chains.

**Monopoly** - A situation in a market where one organization controls the supply of goods or services and new entrants find it difficult to enter the market.

**Natural Capital** - Can be defined as the world's stocks of **natural** assets, which include geology, soil, air, water and all living things.

**Net Positive** – to balance social, economic or environmental impacts to ensure that activity overall results in a positive beneficial result.

**Net zero** – cutting greenhouse gas emissions as close to zero as possible. This involves any action that removes as much carbon in the atmosphere as is put into it.

**Non-governmental organisation (NGO)** - A non-profit organisation that operates independently of any government.

**Non-verbal communications** - Using pictures, facial expressions or body language to convey information.

**Ofgem** - The government regulator for gas and electricity markets in Great Britain.

**Obligations** - In terms of a contract, the actions that each party must carry out.

**Open-book contract** - A contract in which both the purchaser and supplier share all financial information relating to the contract, including figures that would normally be considered commercially confidential.

**Operating costs** - Day-to-day expenses of running an organisation, e.g., rent, salaries, transport costs, power and insurance.



**Over-supply** - Where more goods or services are available than there are buyers for them. This most often occurs in agriculture where the harvest may vary from year to year, depending on the weather, and the produce cannot be kept for a long time.

**Packaging Waste Regulations** – Packaging Waste Regulations have been in place since the late 90's in the UK. If an organisation produces or uses packaging, or sells packaged goods, they may be classed as an obligated packaging producer. Obligated packaging producers must follow rules which help to reduce the amount of packaging produced in the first place, reduce how much packaging waste goes to landfill and increase the amount of packaging waste that's recycled and recovered. By April each year, an organisation will need to register as a producer and provide details of the packaging types used and the volumes used.

**Pandemic** - A pandemic is an epidemic of an infectious disease that has spread across a large region, for instance multiple continents or worldwide, affecting a substantial number of people. Covid-19 has demonstrated that a Pandemic has major impacts on environmental sustainability and economic hardship for workers, as well as impacting the financial health and sustainability of suppliers.

**Performance management** - Any activity that is carried out to ensure goals are achieved.

**Plastics Pact** - By 2025, The UK Plastics Pact aims to transform the UK plastic packaging sector by meeting four targets.

- Eliminate problematic or unnecessary single-use packaging through redesign, innovation or alternative (reuse) delivery model.
- 100% of plastics packaging to be reusable, recyclable or compostable.
- 70% of plastics packaging effectively recycled or composted.
- 30% average recycled content across all plastic packaging.

**Primary packaging** - The packaging that is in immediate contact with the product (e.g., small box, bottle, bag, etc.)

**Quality assurance** - Processes put in place to ensure that quality requirements will be met.

**Rain Forest Alliance** - Is an organisation that works to conserve biodiversity and ensure sustainable livelihoods by transforming land-use practices, business practices and consumer behaviour.

**Real Living Wage (UK)** – The 'Real Living Wage' is set by the Living Wage Foundation which pays an extra 78p per hour to the UK National Living wage. In some UK regions, local authorities are encouraging local employers to adopt the Real Living Wage to help reduce high levels of deprivation in their area.

**Regulatory framework** - A model that policy makers and others can use to reform and apply regulations in an effective and logical way.

**Removals:** CO<sub>2</sub> removals refer to a set of techniques that aim to remove CO<sub>2</sub> directly from the atmosphere by either increasing natural sinks for carbon or using geo-engineering to remove the CO<sub>2</sub>, with the intent of reducing the atmospheric CO<sub>2</sub> concentration.

**Renewable Energy Guarantees of Origin (REGO) scheme** - provides transparency to consumers about the proportion of electricity that suppliers source from renewable generation. Ofgem issues one REGO certificate per megawatt hour (MWh) of eligible renewable output to generators of renewable electricity. The purpose of the certificate is to prove to the final customer that a given share of energy was produced from renewable sources.

**Renewables Obligation** - An obligation on all electricity suppliers to buy a certain amount of their power from renewable sources.

**Renewables Obligation Certificates** - the 'currency' of the Renewables Obligation.

**Residual waste** - Waste that is not able to be recycled or re-used and which ends up in garbage dumps called landfills.

**Responsible Procurement (HEPA Definition)** -

- seeks to build on and expand the scope of 'ethical' and 'sustainable' procurement to include environmental, economic, and social issues and their risks and benefits;
- includes a range of considerations of equal or greater importance than profitability and the generation of value;
- includes purchasing that minimises carbon emissions causing climate change, challenging the systems and industries driving it;
- identifies, prevents and mitigates the risks of human rights abuses in the supply chain, including forced labour, child labour and human trafficking; and
- recognises that these considerations are interconnected, and must be approached in their totality

**SA 8000:2001 Social Accountability** - SA8000 certification is a management systems standard, modelled on ISO standards. The criteria require that facilities seeking to gain and maintain certification must go beyond simple compliance to the standard. Prospective facilities must integrate it into their management practices and demonstrate ongoing compliance with the standard. SA8000 is based on the principles of international human rights norms as described in International Labour Organization conventions, the United Nations Convention on the Rights of the Child and the Universal Declaration of Human Rights.<sup>[2]</sup> It measures the performance of companies in eight areas important to social accountability in the workplace: child labour, forced labour, health and safety, free association and collective bargaining, discrimination, disciplinary practices, working hours and compensation

**Science-based targets:** targets adopted by organisations to reduce GHG emissions are considered 'science-based' if they are in line with the level of decarbonization required to keep global temperature increase below 2°C compared to preindustrial temperatures, as described in the Fifth Assessment Report of the Intergovernmental Panel on Climate Change (IPCC).

**Scope:** a way of categorising emission sources in relation to the reporting organisation, used as a way of providing transparency in emissions accounting, making it clear the type of emission source and the level of control of the reporting organisation over the source. Three scopes have been defined and are used on a global basis.

**Scope 1-** Emissions are direct emissions from owned or controlled sources e.g. company vehicles

**Scope 2** - Emissions are indirect emissions from the generation of purchased energy e.g. purchased gas and electricity

**Scope 3** - Emissions are all other indirect emission that occur in the value chain, including both upstream and downstream emissions e.g., emissions associated with the use of products or services sold or used by an organisation.

**Scorecards** - Reports used to track the achievement of, or progress towards, targets or goals that can include quantitative and qualitative data.

**SEDEX** - A collaborative platform for buyers, suppliers and auditors to store, share and report on supply chain information. Used by more than 43k members in over 150 countries. It includes tools for mapping, risk assessment, SAQ's and site audits.

**Self-assessment tool** - An evaluation method that an organisation will use to assess performance.

**Single-use plastics** - Goods that are made primarily from fossil fuel-based chemicals (petrochemicals) and are meant to be disposed of immediately after use. Single-use plastics are most commonly used for packaging and service ware, such as bottles, wrappers, straws, and bags, but are also can be found in longer term consumables e.g. pens, equipment and vehicle internals and cabinetry. The UK Government has announced a plastics tax of £200 per tonne on plastics packaging with less than 30% recycled content from April 2022.

**Social Protection** - Social protection is commonly understood as 'all public and private initiatives that provide income or consumption transfers to the poor, protect the vulnerable against livelihood risks and enhance the social status and rights of the marginalised; with the overall objective of reducing the economic and social vulnerability of poor, vulnerable and marginalised groups' (Devereux & Sabates-Wheeler, 2004)

**Social sustainability** - The impact a business can have on people and communities and actions to make this a positive impact.

**Social Value** - While many definitions of social value do exist, it will mean different things to different people. The Sustainable Procurement Task Force definition which tallies with the UK Government position on social value in the Social Value Act is: 'A process whereby organisations meet their needs for goods, services, works and utilities in a way that achieves value for money on a whole life basis in terms of generating benefits not only to the organisation, but also to society and the economy, whilst minimising damage to the environment.'

It is also defined as: 'The additional benefit to the community from a commissioning/procurement process over and above the direct purchasing of goods, services and outcomes.'. This definition more closely aligns to the Scottish Government interpretation

**Supply chain** - A network of individuals, organisations, technology, activities, and resources working together to make sure goods or services reach the end user.

**Supply Chain Mapping** - supply chain mapping is the process of engaging across companies and their suppliers to document the source of every material, process and shipment involved in bringing the goods to market. It is an essential tool for fully understanding your supplier's supply chain in order to understand the environmental, ethical and modern slavery risks posed by that supply chain and how that might affect your business reputation.

**Sustain** - a collaborative project to understand the Social, Ethical, Environmental and Economic standards of consortium contracted suppliers.

**Sustainability** - Supporting future ecological balance by not harming the environment or depleting natural resources.

**Sustainable Development Goals (SDG)** - 17 goals introduced by the United Nations General Assembly to achieve a better and more sustainable future for all.

**Sustainably** - In a way that avoids the destruction of nature and helps to keep a good ecological balance.

**The Carbon Trust** - An independent, expert partner of leading organisations around the world, helping them contribute to and benefit from a more sustainable future through carbon reduction, resource efficiency strategies and commercialising low carbon technologies.

**The Greenhouse Gas Protocol (GHG Protocol) Corporate Standard** - The most widely used international accounting tool for government and business leaders to understand, quantify, and manage greenhouse gas emissions.

**Tier** – In the context of a supply chain - a level within the hierarchy of the system. For example, tier one supplier would be the supplier immediately providing the product to the end user.

**Total cost of ownership (TCO)** - A structured approach to calculating the full costs associated with buying and using an asset or acquisition over its entire life cycle.

**Triple bottom line** - The triple bottom line (TBL) thus consists of three Ps: profit, people and planet. It aims to measure the financial, social and environmental performance of the corporation over a period of time. A company that produces a TBL is taking account of the full cost involved in doing business. The format can be similar to a balanced scorecard.

**UK Climate Change Act 2008** - The Act sets a legal framework for the UK to cut greenhouse gas emissions to 80% below 1990 levels by 2050. It requires the government to set binding, five-yearly carbon budgets based on the latest science, and in light of economic circumstances.

**UK Emissions Trading Scheme (UK ETS)** - Emissions trading schemes work on the 'cap and trade' principle, where a cap is set on the total amount of certain greenhouse gases that can be emitted by sectors covered by the scheme. This limits the total amount of carbon that can be emitted and, as it decreases over time, will make a significant contribution to how we meet our Net Zero 2050 target and other legally binding carbon reduction commitments. Each year, installations covered by the scheme must surrender allowances to cover their reportable emissions. The cap is reduced over time, so that total emissions must fall

**Net Zero** - At the global level, the Intergovernmental Panel on Climate Change (IPCC) provides a clear definition of net zero: Net-zero emissions are reached when anthropogenic (i.e., human-caused) emissions of greenhouse gases to the atmosphere are balanced by anthropogenic removals over a specified period. But what does this mean at an organisational level? Simply put, net zero is reached when the amount of greenhouse gas you consume (emit) is equal to the amount you remove.

**UKUPC** – The UK Universities Purchasing Consortia (LUPC, SUPC, HEPCW, SUPC, NEUPC, NWUPC, TEC, TUCO)

**UK Government Waste Guidance (2018)** 'Our Waste, Our Resources: a Strategy for England' laid out plans to further legislate in order to protect the environment with focus on the circular economy, Natural capital, extended producer responsibility, polluter pays principles and a tax to encourage plastics recycling.

**Union** - A group of workers joined together in a specific type of organisation for the purpose of improving working conditions.

**Waste** - a material, substance, or by-product eliminated or discarded as no longer useful or required after the completion of a process. This could be as a result of manufacturing e.g. materials, chemicals, lubricants or water or packaging that is discarded once the product is opened and used

**The Waste Electrical and Electronic Equipment recycling regulations 2013 (WEEE)** covers requirements for the recovery, reuse, recycling and treatment of WEEE. These regulations are likely to cover batteries and other equipment in the future.

**Whole-life costing (WLC)**- Whole life costing is an investment appraisal and management tool which assesses the total cost of an asset over its whole life. It takes account of the initial capital cost, as well as operational, maintenance, repair, upgrade and eventual disposal costs (CIPFA.org).

**Water Waste** - Good water quality is essential to human health, social and economic development, and the ecosystem. However, as populations grow and natural environments become degraded, ensuring there are sufficient and safe water supplies for everyone is becoming increasingly challenging. A major part of the solution is to produce less pollution and improve the way we manage wastewater. A more circular and therefore more sustainable economy requires us to value wastewater for its potential, rather than discard or ignore it. More than just an alternative source of water, safe wastewater management could help protect our ecosystems and give us energy, nutrients and other recoverable materials.' (United Nations).

**Water purification** - The process of removing chemicals, biological contaminants, suspended solids and gases from contaminated water.

**World Fair Trade Organisation** - The WFTO is a membership organisation for Fair Trade Enterprises. Spread across 76 countries, members are verified as social enterprises that practice Fair Trade. To be a WFTO member, an enterprise or organisation must demonstrate they put people and planet first in everything they do.

**Worker** - an individual who has entered into or works under (a) a contract of employment or (b) any other contract, whether express or implied and (if it is express) whether oral or in writing, whereby the individual undertakes to do or perform personally any work or services for another party to the contract whose status is not by virtue of the contract that of a client or customer of any profession or business undertaking carried on by the individual.

**WRAP** - It focuses on the three priority areas - Food and Drink; Clothing and Textiles; and Electricals and Electronics. It's best known for its 'UK Plastics Pact' to reduce and eliminate non-recycled plastics with focus on creating a circular economy.

**Zero carbon** – no carbon is emitted in the first place, so no carbon needs to be captured or offset.