



Policy #: GEN-001
TITLE: Sustainability
Date issued: May 28th, 2009
Date last revised: _____
Authorization: Chief Executive Officer

1.0 OBJECTIVE

ISI and its members recognize the need and desire to employ business practices that embrace sustainability. These sustainable practices will apply to the day-to-day management of ISI and apply to the business activity undertaken by ISI on behalf of its members. This policy and procedure will define ISI's commitment to business practices that embrace sustainability.

2.0 DEFINITIONS AND ACRONYMS

- 2.1. Sustainability – Social and environmental practices that protect and enhance the human and natural resources needed by future generations to enjoy a quality of life equal to or greater than our own. The scope of sustainability includes economic, environmental, social and health factors.
- 2.2. Sustainable Procurement – Is a key method for delivering an organization's sustainable development priorities. Sustainable procurement takes social and environmental factors into consideration alongside financial factors when making procurement decisions.
- 2.3. ISI Committees – any standing or ad-hoc committee established by ISI.
- 2.4. Acronyms
 - SMC – Supply Management Committee
 - FMC – Facilities Management Committee
 - EBC – Employee Benefits Committee

3.0 RESPONSIBILITY

- 3.1. CEO – The ISI CEO will be responsible for overall policy and procedure compliance and the ISI CEO will work with the ISI staff and ISI Committees to enhance compliance.
- 3.2. Manager, Contract and Project Management Services – The Manager, Contract and Project Management Services will be responsible for policy and procedure compliance within the ISI contracting process and the contracting activity of the ISI Committees.
- 3.3. ISI Staff – ISI staff will be responsible for the implementation of the policy and procedure within the ISI business.
- 3.4. ISI Committee Chairs – ISI Committee Chair's will be responsible for policy and procedure compliance within the activity of the respective ISI Committee.

4.0 POLICY

ISI's business decision process will incorporate economic, environmental, social and health factors. ISI will ensure that these factors are incorporated in the ISI business decision process. ISI, within its business operations and member services, will promote the use of the 4 R's for operational activity, evaluation of products and services:

- Rethink
- Reduce
- Re-use
- Recycle

5.0 PROCEDURES

- 5.1. ISI Business Practices - ISI will encourage a culture of sustainability through the incorporation of principles of sustainability in its business operations. ISI will strive to establish, implement and monitor new targets and initiatives annually.
- 5.2. ISI RFP and Contract Award Process - ISI and its committees will strive to source products and services that aim to meet the policy wherever possible. ISI and its committees will strive to use sustainability criteria in sourcing of goods and services that are consistent with the spirit of the policy.

Based on the product or service in question, ISI and its committees are encouraged to define and quantify the value of various sustainable practices or product attributes in the proposal request and analysis. (See Appendix A which provides a list of factors for consideration.)

- 5.3. Embrace existing standards - ISI and its committees will embrace existing standards (or documented equivalency) established by independent third party organizations, as apposed to the development of independent standards. ISI and its committee are encouraged to define the required or preferred standard at the time the RFP is called in an effort to facilitate compliant responses.

The list of standards included in Appendix B is intended to provide an example of the various standards that may be incorporated into the procurement process. Appendix B is not intended to limit the use of other standards. ISI and its committees are encouraged to identify the appropriate standard(s) based on acceptance within the industry and the applicability of that standard to the product or service in question.

5.4. Member Institution Policy

ISI will create a repository of member's Sustainable Procurement Policies and Procedures.

ISI will work to establish consistence where possible, related to sustainable procurement policies and practices, supplier expectations and sustainable product and service assessment.

5.5. Networking and Education

ISI will strive to provide sustainable procurement education and leadership. ISI and its committees will remain current with the latest developments in sustainability related products and services. ISI will play a leadership role in the collection, management and dissemination of best practices information, product specification and business cases for sustainable solutions. This will be achieved through educational agendas including

- Speakers at regular committee meetings;
- WEB based presentations; and
- Information database within the ISI WEB site.

5.6. Reporting

ISI will define targets as an integral component of the ISI operational goals and objectives and report results achievements on a regular basis, at a minimum annually.

6.0 REFERENCE DOCUMENTS

- 6.1. ISI RFP Terms and Conditions
- 6.2. ISI Operational Goals and Objectives
- 6.3. ISI Committee Terms of Reference

7.0 REVISION HISTORY

Issued: May 28th, 2009

Revised: July 28th, 2009

Appendix 1 – Proposal Criteria

ISI and its committees are encouraged to define and assess the desirable products and services attributes that will be used in the procurement process. ISI and its member committees may wish to consider one or more of the following factors in the procurement process:

- *Durability:* Is it built to last? Does it need lots of maintenance? What is the overall cost of ownership?
- *Design:* Is the product the right size? Can it be smaller, lighter or made with less material?
- *Reusability:* Can the product be used several times for the same or multiple purposes? Can we borrow it, rent it or get it used? Can the product be returned to the supplier at the end of its useful life?
- *Energy and water efficiency:* Does the product help us to save money on energy and water? Can the product be recharged? Can the product run on renewable fuels? Does the product require less energy to manufacture than competing products?
- *Recyclability:* Are recycled materials used in the product? If so, what percentage? What percentage of post-consumer materials is used? Is the product manufactured from tropical rainforest wood? Are recycled materials used to produce the packaging and at what percent post-consumer waste? Can the packaging be returned to the supplier? Is the packaging compostable? Do facilities and internal collection systems exist to recycle the product and packaging? Is the product compostable and are systems in place to compost the product on or off-site? Will the product biodegrade over time into harmless elements.
- *Responsible source:* Does the manufacturer provide proof of responsible environmental and social practices? Is the company producing the product in compliance with all environmental laws and regulations? Has an environmental life-cycle analysis of the product (and its packaging) been conducted by a certified testing organization, such as Eco-Logo and Fair-Trade?
- *Air quality:* Is the product produced using harmful toxins or chemicals? Does it off-gas? Are there environmentally friendly alternatives?
- *Local source:* Can this product be purchased from a reliable local source? Does it require less fuel or energy to bring this to our workplace? Is the product technically and economically recyclable in the immediate area?
- *Life cycle costing:* Consider the entire cost of a product from the cost of production, acquisition, utilization and disposal.

Appendix B – Industry Standards

The following list is intended to be examples of industry standards that may be incorporated into the procurement process. If appropriate, ISI and its member committees are encouraged to define in advance the standard or equivalence by which the product or service will be assessed. This list is not intended to be exhaustive or limiting.

- *Ecologo* - Ecologo is the certification mark for the Environmental Choice program of Canada's national environmental agency.
- *Green Seal* - Green Seal certifies many products in eight broad categories, including cleaners and fleet vehicle maintenance, and lodging properties in many US states.
- *Energy Star* - Energy Star is a program that certifies energy efficient products and practices. Energy Star certifies products in more than 50 categories for home and business use.
- *Energuide* - Energuide is a Canadian program that allows purchasers to compare the energy-efficiency of appliances and heating and cooling equipment, and compare the fuel consumption of vehicles.
- *Greenguard* - The Greenguard Environmental Institute is an independent non-profit, ANSI-authorized standards developer that offers three air emissions certifications: Indoor Air Quality; Children and Schools; and Building Construction.
- *ISO 14000's Certification* – A standard designed to address the delicate balance between maintaining profitability and reducing environmental impact.