

GREEN PROCUREMENT POLICY

RATIONALE:

Chatham Primary School is committed to ethical and sustainable living. It will try wherever possible to purchase products and services that are ethically produced and which minimise environmental impact.

1.0 PURPOSE:

- 1.0 Chatham Primary School seeks to contribute to environmental sustainability and to educate students, teachers, staff, and the school community about the importance of making environmentally and ethically responsible decisions with respect to purchasing.

2.0 GUIDELINES FOR ACTION:

- 2.1 This policy will be considered with regard to the purchasing of all goods and services for Chatham Primary School. By implementing this policy, the school aims to:
- minimise unnecessary purchasing
 - make more sustainable use of natural (often finite) resources
 - decrease the impact of the school's activities on the environment
 - decrease waste (avoid, reduce, reuse, recycle)
 - minimise toxicity to promote human and environmental health
 - support sustainable, ethical, industries
 - change the culture of purchasing in the community to an informed approach that considers the environmental and ethical implications of all goods and services
 - consider the ecological footprint of all products and services purchased for the school
 - understand factors other than financial ones may influence green procurement decisions; e.g., the safety of students when considering to use a private bus instead of public transport for some excursions.

3.0 SPECIFIC ACTIONS:

- 3.1 Where possible, Chatham will:
- purchase products that have minimal packaging, are energy and resource efficient, and a high recyclable content
 - purchase paper for printers and photocopiers that is either recycled or from sustainable resources
 - set printers to double sided print as default
 - distribute newsletters and notices online
 - limit the amount of printed materials sent home to students
 - purchase equipment and furniture made from recycled materials when they need to be replaced
 - reuse or source recycled products
 - choose products that are durable and repairable
 - choose biodegradable products that are non-toxic
 - recycle used goods (computers, printers, furniture, lighting etc)
 - purchase fair trade products
 - use eco-buying guides to aid purchasing decisions

4.0 EVALUATION

This policy will be reviewed after three years.

This policy has been developing using the Resource Smart Schools Green Procurement Policy Sample as a guide and informed by the ['How to Reduce, Reuse and Recycle Waste in Schools'](#).

Status: **Approved by School Council November 2013**

Policy Review Date: **2016**