OP 17: Guidelines for Business Partners

1 point available

A. Credit Rationale
This credit recognizes institutions that have sustainability policies or guidelines for the vendors, contractors and franchisees with which they do business. Institutions that engage their business partners can help guide them toward sustainable practices and instill a culture of sustainability throughout campus.

B. Criteria
Institution has and acts on policies, guidelines and/or agreements that set expectations about the social and environmental responsibility of its business partners. The policies, guidelines and/or agreements require new and/or existing vendors and contractors and/or franchisees to adhere to:

1) Minimum environmental standards and practices defined by the institution, for example as outlined by the institution’s sustainability policies

   And/or

2) Minimum standards and practices governing employee wages, benefits, working conditions and rights that are consistent with fundamental International Labor Organization (ILO) conventions.

All enterprises with employees on-site as part of regular campus operations (e.g. contractors and franchisees) and other standing and/or formal business relationships (e.g. regular vendors and contracted services) are included.

Businesses that produce and/or sell licensed articles bearing the institution’s trademarked logo (“licensees”) are not included. They are covered in EN 15: Trademark Licensing.

The credit acknowledges institutional engagement in selecting its business partners and guiding them toward sustainability. Policies, guidelines or practices of the businesses themselves do not count for this credit in the absence of institutional selection criteria and/or guidance. Requiring compliance with existing legislation does not count on its own, but may be included as part of broader requirements that meet the criteria outlined above.

Policies adopted by entities of which the institution is part (e.g. government or university system) may count for this credit as long as the policies apply to and are followed by the institution.
C. Applicability
This credit applies to all institutions.

D. Scoring
Institutions earn the maximum of 1 point available for this credit when all of its business partners are covered by policies, guidelines and/or agreements that meet both of the criteria listed above. Partial points are available based on whether all, some or none of the institution’s business partners are covered and whether the policies, guidelines and/or agreements meet one or both of the criteria. For example, an institution with guidelines that require some of its vendors, contractors, and franchisees to adhere to both minimum environmental standards and minimum standards governing employees would earn 0.5 points (half the points available for this credit). Points are earned according to the following table:

<table>
<thead>
<tr>
<th>Policies, Guidelines and/or Agreements that Require Adherence to:</th>
<th>Vendors, Contractors and Franchisees Covered (Points Awarded)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Minimum Environmental Standards</td>
<td>All (0.5)  Some (0.25)  None (0)</td>
</tr>
<tr>
<td>2) Minimum Standards Governing Employees</td>
<td>All (0.5)  Some (0.25)  None (0)</td>
</tr>
<tr>
<td>Total Points Earned</td>
<td></td>
</tr>
</tbody>
</table>

E. Reporting Fields

Required
- An indication of whether all, some or none of institution’s business partners are covered by policies, guidelines and/or agreements that require adherence to minimum environmental standards
- An indication of whether all, some or none of institution’s business partners are covered by policies, guidelines and/or agreements that require adherence to minimum standards governing employee wages, benefits, working conditions and rights
- An affirmation that the submitted information is accurate to the best of a responsible party’s knowledge and contact information for the responsible party. The responsible party should be a staff member, faculty member, or administrator who can respond to questions regarding the data once it is submitted and available to the public.
Conditional
Required if the institution is reporting policies, guidelines and/or agreements with its business partners:
  □ A copy or representative sample of the policies, guidelines, and/or agreements (text or PDF upload)

Optional
  □ A brief description of programs and strategies institution has implemented to ensure that the guidelines are followed, including a brief description of instances when the guidelines have changed purchasing behavior, if applicable
  □ The website URL where information about the institution’s guidelines for its business partners is available
  □ Notes about the submission

F. Measurement

Timeframe
Report on current policies and procedures.

Sampling and Data Standards
Not applicable
Credit Example: Guidelines for Business Partners

Example University has adopted the following social responsibility policy that applies to all of its business partners:

Example University is committed to social responsibility and expects a similar commitment by all of its business partners. The University will select and maintain agreements with businesses that adhere to the following minimum standards and practices:

- Business partners are expected to comply with all applicable employment and environmental laws.
- Business partners will demonstrate a commitment to the protection of the environment and resource conservation and comply with the University’s sustainability commitments.
- Business partners that provide dining, catering, concessions, or vending services will assist the University in meeting its objectives for purchasing local, sustainable and fair trade food and beverage products.
- Business partners will provide employee wages and benefits that meet or exceed the requirements of the University’s living wage policy.
- Business partners will meet or exceed the University’s policies governing working conditions, hours, and overtime compensation.
- Business partners will guarantee the following fundamental rights to its employees as consistent with the International Labor Organization (ILO): freedom of association and the effective recognition of the right to collective bargaining; no forced or compulsory labor; no child labor; and no discrimination in employment practices.