# Green Purchasing Policy Template

***This template is intended as an example only and will need to be modified to meet your school’s needs and formatted to correspond with the school’s existing policies.***

***All example text is represented in red and italics.***

***Please check in with your RSS school facilitator if you require any support.***

## School sustainability vision and principles

(Enter your school’s Vision Statement here.)

*Example*

*Our vision at (Name of School) is to actively engage and empower our students, staff and community to care for our environmental future by adopting sustainable practices in our everyday operations. We aim to achieve this by integrating sustainability into school infrastructure, management and all areas of the curriculum. We will educate to develop lifelong sustainable practices and instilling a sense of ownership and pride in improving the environment. We will lead the community by demonstrating exemplary practices in waste management, water and energy usage, and continue to develop the school grounds to improve biodiversity.*

## Aims

*Example*

* *Environmental performance considerations be embedded in decision-making process when purchasing goods and services*
* *Environmental performance considerations will include:*
	+ *Whole of life impacts such as resource source, production, use, end of life*
	+ *Social and ethical impacts such as sustainable workplace practices that protect the workforce and the environment*
	+ *Minimal resource use*

## Implementation – how we will achieve our aims

*Example*

*Where feasible, (Name of School) will:*

* *Refuse single use items*
* *Purchase 100% recycled paper for printers, photocopiers and toilets.*
* *Online advertising materials and information sent home to students*
* *Purchase furniture and equipment made from recycled materials and from ethical manufacturers.*
* *Purchase most energy and water efficient equipment*
* *Source recycled products for book orders.*
* *Provide opportunities for second hand uniform and school book supplies*
* *Reuse stationary, pens and art supplies rather than dispose at end of year*
* *Purchase kitchen and cooking supplies, wherever possible, from Fair Trade organisations.*
* *Cleaning products to have minimal environmental impact and to be ethical manufacturers*
* *Eliminate plastic bags, and use compostable, recyclable or reusable eating implements for school general use, fairs and events*
* *Compostable, recyclable or reusable food wrapping to be encouraged for lunches and from external food supplies (lunch orders).*
* *Staff to have keep cups for coffee and water*
* *Ensure contractors have fair pay and conditions*

## Other policies and links related to this policy:

*Sustainability Policy*

*Green Events Policy*

ResourceSmart Schools Online: <https://my.resourcesmartschools.vic.gov.au>

Sustainability Victoria: <https://www.sustainability.vic.gov.au/schools>

## Endorsement

**This policy will be reviewed biannually or more often if necessary due to changes in regulations or circumstances dictate.**

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| Date | 16/01/2023 |