



Purchasing Department
Rutgers, The State University of New Jersey
Administrative Services Building III
Three Rutgers Plaza • New Brunswick • New Jersey 08901-8559
732/932-4370 • FAX: 732/932-4390

December 22, 2005

Dear

In an effort to further our goals with regards to purchasing 'green', environmentally preferable products and services, the University Purchasing Department is requesting its (contracted) Exchange suppliers to provide 'green' company and product information. The U.S. Federal Government describes 'green' or environmentally preferable products or services as those products or services that have a reduced impact on human or environmental health as compared to competing not environmentally preferable products or services. Therefore, Rutgers University's goal is to be a leader in green purchasing and to that end we will seek out all opportunities to provide preference to cost effective, high quality environmentally preferable products and services. As a contracted supplier to the University you have a role to play in our goal to become a leader in green purchasing. Please provide all information and strategies that you can share that will assist the Purchasing Department in promoting and acquiring environmentally preferable products and services.

Criteria we will be considering when we procure an item will be:

- The availability of the item; the potential impact of procurement on the solid waste stream
- The economic and technological feasibility of producing the item; and
- Other uses of the recovered materials used to produce the item.
- Ethics and Socially Responsible policies and practices (*See Seven Principles Below*)

What kind of products do you currently have and/or are willing to acquire that fall in line with this criteria? How easy will it be for the university to find these products on your website? How quickly will they ship in relation to similar traditional products? Please provide us this information either via email; link to a website that you may currently have in place; or via regular mail (keeping in mind conservation of paper). Items you may want to share could include:

- Company/Corporate annual report (current or prior year) highlighting current 'green' initiatives
- Documents presenting ideas for new 'green' initiatives
- Company/Corporate policies regarding office recycling, reducing packaging, etc.

For your information, we have attached a short overview of the environmentally preferable purchasing mindset. If your company does not have a policy or initiative in place currently, we would be happy to

work with you to develop a plan that fits your company's specific needs. We are hopeful that your organization will work with us to meet and exceed our goals for high quality results as you are members of a preferred elite group of suppliers with a unique relationship to the university purchasing environment. Please refer any questions and all documents to the attention of Magda Comeau at the address listed above or by email to mcomeau@rci.rutgers.edu.

Sincerely,



Kevin Lyons, Ph.D.
Director of Purchasing

The Seven Principles of Corporate Social Responsibility

Social responsibility is defined as "a framework of measurable corporate policies and procedures and resulting behavior designed to benefit the workplace and, by extension, the individual, the organization, and the community."

- I. **Community**
 1. Provide support and add value to our local communities and those of our supply chain.
 2. Encourage members of our supply chain to add value in their communities.
- II. **Diversity**
 1. Proactively promote purchasing from, and the development of, socially diverse suppliers.
 2. Encourage diversity within our own organization.
 3. Proactively promote diverse employment practices throughout the supply chain.
- III. **Environment**
 1. Encourage our own organization and others on campus to be proactive in examining opportunities to be environmentally responsible within their supply chains, either "upstream" or "downstream."
 2. Encourage the environmental responsibility of our suppliers.
 3. Encourage the development and diffusion of environmentally friendly practices and products throughout our organization.
- IV. **Ethics**
 1. Be aware of Institute of Supply Management's Principles and Standards of Ethical Supply Management Conduct.
 2. Abide by our organization's code of conduct.
- V. **Financial Responsibility**
 1. Become knowledgeable of and follow applicable financial standards and requirements.
 2. Apply sound financial practices and ensure transparency in financial dealings.
 3. Actively promote and practice responsible financial behavior throughout the supply chain
- VI. **Human Rights**
 1. Treat people with dignity and respect.
 2. Support and respect the protection of international human rights within the organization's sphere of influence.
 3. Encourage our organization and its supply chains to avoid complicity in human or employment rights abuses.
- VII. **Safety**
 1. Promote a safe environment for each employee in our organization and supply chain. (Each organization is responsible for defining "safe" within its organization.)
 2. Support the continuous development and diffusion of safety practices throughout our organization and the supply chain.

