Purpose of the Sustainable Purchasing Policy

- Advance goals in St. Mark’s School’s Sustainability Strategic Plan and further align institutional practices with the School’s Sustainability Policy Statement
- Support St. Mark’s educational outcomes through practicing leadership and ethical integrity in environmental and socially responsible purchasing, modeling conscious consumption, and leading by example
- Minimize duplicative purchases, reduce waste, increase resource efficiency and maximize human capital
- Establish clear expectations and institutional standards and priorities for sustainable purchasing
- Enhance the tracking of sustainable purchasing at St. Mark’s to further identify areas to improve environmental stewardship, increase efficiency and cost savings

The practices outlined in the policy below are to be accessible and used by all stakeholders in the St. Mark’s community. If you have any questions, please contact the Sustainability Coordinator, Lindsey Lohwater, at lindseylohwater@stmarksschool.org.

1 Board endorsed policy statement: “In valuing cooperation over self-interest and recognizing our role as global citizens, St. Mark’s School actively fosters environmental stewardship and sustainable development in its education, planning and practices”.
2 https://www.stmarksschool.org/about/strategic-plan-2020/educational-outcomes
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Inclusive, Local, and Environmental Purchasing Preference Statement

In valuing and recognizing our role as global citizens, St. Mark’s strives, whenever possible and economically feasible, to procure goods and services from socially disadvantaged businesses; local, environmentally conscious; independently owned businesses; social enterprises; and B Corporations. As a campus community, we also value the role that local, sustainable, diverse, and inclusive businesses play in shaping the Southborough community and regional economy. When determining companies to purchase from, St. Mark’s will take into account the following criteria:

**Socially Disadvantaged:**
- At least 51 percent owned, managed and controlled by members of socially and/or economically disadvantaged groups
  - Examples include minority-owned and women-owned businesses
- And/Or located in an economically distressed area and for which local residents comprise 30 percent or more of all employees
- Stated commitment of organization to hire diverse employees
- Diverse business owners (businesses owned by socially and economically disadvantaged groups)

**Local, Independently Owned:**
- At least 50% of business is locally-owned
- Private, worker, community, or cooperative ownership
- Business has a role and is involved in the city/town or region
- St. Mark’s categorizes local businesses as those located within 150 mile radius of the school

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3 This language has been developed by Coalesce, The Campus Sustainability Accelerator, based on industry best practice and modified and adapted for St. Mark’s School.
Social Enterprises and B Corporations:

- Social enterprises⁴ may include, but are not limited to, fair and ethical trade organizations, cooperatives, and those committed to ethical working conditions.
- B Corps⁵ are for-profit companies certified by the nonprofit B Lab to meet rigorous standards of social and environmental performance, accountability, and transparency.

Environmentally Conscious Businesses:

- Businesses that source sustainable materials, seek to minimize their impact on the environment, and consider and are transparent with regards to the environmental impact of their practices, supply chain, and materials sourced.

St. Mark’s will also consider the following when making a purchase:

- Whether a business or organization has American Independent Business Association, Sustainable Business Network, or American Sustainable Business Council membership.
- Alignment of mission and sustainability practices of the company/organization with those of St. Mark’s.

This is a voluntary, non-binding preference of the School with the intent to enhance support school-wide for inclusive, environmentally conscious, and locally owned businesses. It is expected that vendors meet criteria related to price, service, and delivery outlined in Requests for Proposals (RFPs).

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⁴ Businesses whose prime purpose is social, who operate ethically and are democratically owned and governed.
⁵ B Corps is to business what Fair Trade certification is to coffee or USDA Organic certification is to milk.
Preferred Vendors Statement

To align daily purchasing of common items used by St. Mark’s students and employees with the principles and standards of the Inclusive, Local, and Environmental Purchasing Preference Statement in this Policy, the School has created an evolving list of Preferred Vendors (see Appendix 1) that meet one or more of the criteria outlined above. In addition to the criteria of cost, function, and aesthetic, St. Mark’s students and employees are encouraged to use this list when selecting vendors, and to inquire about the Inclusive, Local, and Environmental Purchasing Preference Statement criteria if reaching out to a vendor not already included on the Preferred Vendors list.

Janitorial Cleaning Products, Supplies, and Equipment Standards

- All paper towels, toilet paper, and multifold paper towels will be made from 100% recycled material and will meet Green Seal Certification
- Trash bag liners, when possible, will be Low-Density made from 100% recycled material (to be implemented in FY18)
- The most widely used cleaning products used across campus will be Green Seal certified (all purpose cleaner, glass and surface cleaner, and foam hand soap). Exceptions: Bathroom acid, Nabc, Comet®, and bleach, which are used occasionally and only as necessary; hand sanitizer (classified as a pesticide) does not have a sustainability certification and is available throughout the school

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6 Green Seal is a not for profit organization that provides a science-based certification on thousands of products that meet credible and transparent sustainability standards.
All detergent for athletic uniforms will be EcoLab
All vacuum equipment\textsuperscript{7} purchased will meet Carpet and Rug Institute (CRI) certification and will obtained the CRI’s \textit{Seal of Approval} (SOA)\textsuperscript{8}, which certifies superior carpet cleaning products, equipment, and service providers.
The outside service that cleans carpets at St. Mark’s will use all CRI Certified Green Label\textsuperscript{9} vacuums and equipment, ensuring low Volatile Organic Compound (VOC) emissions and improved indoor air quality based on the amount and size of dust particles the vacuum cleaner is able to collect.
Floor machine Windsor Chariot Iscrub will meet LEED Certification to clean hard floors.

Dining Hall Paper and Cleaning Products and Supplies Standards

- All dish detergent, floor cleaner, rinse, flatware soaking product, pot and pan cleaner, and surface cleaner will be EcoLab, EcoLogo, or Green Seal certified
- All trash liners will be made from 40-50\% post consumer recycled content
- When disposable products are used, Flik Dining will purchase exclusively:
  - Clear Cups - Fabr-Kal - Greenware made from plants (100\% compostable Greenware drinking cups\textsuperscript{10})
  - Napkins: Greenseal and EcoLogo certified, made from 100\% recycled fibers
  - Plates: compostable and recyclable
  - Utensils: Eco-Prod and compostable
  - Hot cups: compostable
  - Lids for coffee cups: biodegradable
  - EcoCraft\textsuperscript{11} unbleached baking sheets: made from natural fibers

\textsuperscript{7} 107308 - (Super Coach Pro 6) Certified Gold CRI Seal of Approval. For a list of vacuums meeting energy standards see \url{here}.
107310 (Super Coach Pro 6) - Certified Gold CRI Seal of Approval
107330 - (Progen 15) Certified Silver CRI Seal of Approval
107252 - (Proforce 1500XP HEPA) Certified Bronze CRI Seal of Approval
\textsuperscript{8} The SOA certifies the effectiveness of vacuums in removing dust and soil from carpets, which helps keep them out of the air.
\textsuperscript{9} The Green Label Plus Program tests carpets, cushions, and adhesives to identify products with low emissions of Volatile Organic Compounds (VOCs), setting high standards for indoor air quality.
\textsuperscript{10} \url{http://www.fabri-kal.com/product/greenware-cold-drink-cups/}
\textsuperscript{11} \url{http://www.bagcraft.com/ecocraft/}
Office Paper and Supplies Product Standards

- Copy paper standards
  - 8.5 x 11 inches will be made from 100% post consumer recycled content Forest Stewardship Council (FSC)
  - 8.5 x 14 and 11 x 17 inches will be made from 50% recycled content and FSC certified
- Notebooks will be made with recycled content and will be offered for sale in the bookstore
- Purchases of paper products, excluding envelopes, made without any recycled content (virgin paper) will be phased out completely by 2020

Electronic Product Standards

- Printers will be U.S. EPA Energy Star certified or EPEAT Gold certified when available and practical
- Printers and copiers will print double sided and be compatible with printing paper made from recycled content
- Computers, copiers, scanners, (TV) monitors, and projectors will meet Electronic Product Environmental Assessment Tool EPEAT Silver standards; when economically feasible the School will aim to purchase EPEAT Gold
Campus Fleet Purchasing Standards

St. Mark’s is committed to implementing a fleet of vehicles that is effective, functional, and efficient. Once functionality criteria are met, St. Mark’s gives preference to purchasing:

- Alternatively fueled, hybrid, and/or electric vehicles
- Ultra efficient vehicles (those with at least 30 miles per gallon) or Super Ultra Low Emissions Vehicles (SULEV) standard
- Electric powered golf carts
- Vehicles that require greater amounts of fuel in order to perform their functions will be exempt from this policy, such as snow plows or other operating equipment

Furniture Purchasing Standards

- Furniture for all new construction projects and renovated areas and/or purchases over $10,000, will obtain Level\textsuperscript{12} certification or be Cradle to Cradle certified\textsuperscript{13}
- Individuals and departments are encouraged to purchase furniture that meets Level standards or Cradle to Cradle certification
- Preference will be given to flame-retardant free furniture for fire safety purposes and to avoid the toxic chemicals\textsuperscript{14}
- For furniture disposal, please reference St. Mark’s Disposal Policy (see Appendix 2)

\textsuperscript{12}Level\textsuperscript{®} has been created to deliver the most open and transparent means of evaluating and communicating the environmental and social impacts of furniture products in the built environment. It is the third-party certification program for the furniture industry’s multi-attribute, sustainability standard.

\textsuperscript{13}Cradle to Cradle certification for products using production methods that are efficient and waste free.

\textsuperscript{14}http://www.silentspring.org/resource/fact-sheet-furniture-flammability-standards-boston-and-massachusetts many institutions have also taken the following pledge http://www.ceh.org/wp-content/uploads/FR-Pledge.pdf
Landscape Management Product Standards

- St. Mark’s will use organic fertilizer on all school grounds (including athletics fields); the use of synthetic fertilizer will be banned
- St. Mark’s is committed to
  - Minimizing the use of pesticides and only use them in accordance with the School’s Integrated Pest Management (IPM) plan
  - Limiting the purchasing of inorganic fertilizers, chemical pesticides, fungicides, herbicides, and insecticides
  - Using hemlock mulch as much as possible for weed control (instead of traditional herbicides)

Supporting Ethical Production of Logoed Goods

St. Mark’s has joined the Fair Labor Association to stand in solidarity with the organization’s work and programs to improve the lives of workers and ensure ethical labor standards in factories around the world.
Introduction

The Sustainability Vendor Code of Conduct is a set of holistic sustainability (environmental, social, and economic) guidelines to consider when hiring vendors and partners in addition to the criterion of cost, function, and aesthetics. St. Mark’s will strive to select business partners that demonstrate leadership in these areas and within two years of the publishment of this policy will evaluate and monitor the percentage of vendors that meet these criteria. The Sustainable Purchasing Policy and this Sustainability Vendor Code of Conduct will be included in all Request for Proposals (RFPs) with new vendors whose contracts are above $10,000 for their review. Contracts above $50,000 will be expected to review the Sustainability Vendor Code of Conduct and outline to the Business Manager how their specific sustainability practices align with the Vendor Code of Conduct. The Business Manager is also responsible for ensuring that these vendors share a detailed response and will examine whether products and services align with these standards. This will serve to promote the adoption of corporate social responsibility and sustainability practice and to ensure greater alignment between the practices of business partners and St. Mark’s mission and sustainability goals.

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15 This language has been developed by Coalesce, The Campus Sustainability Accelerator, based on industry best practice and modified and adapted for St. Mark’s School.
Expectations Across Environmental Sustainability, Social Justice, and Economic Viability

**Environmental Sustainability Expectations**

- Sustainability is explicitly stated as a priority of the company/organization across its activities
- Established corporate social responsibility program or initiative with transparent methods for regularly assessing and reporting on progress towards goals and implementation of policies
- Adherence to a company-wide Climate Action and Sustainability Plan that is publicly available with a transparent reporting on progress towards goals and implementation of relevant policies
- Explicit commitment to give preference to locally produced goods\(^\text{16}\) and services purchased from a local and independent business in order to strengthen the economic base of the community and minimize the externalities associated with products produced by large multinational corporations, such as emissions from transportation and extra materials used in packaging
- Commitment to purchasing products, supplies, and items that are third party certified for cleaning products, equipment, paper products, building supplies, furniture, and more
- Company tracks its greenhouse gas emissions, water intensity, and material waste
- Commitment to use resources responsibly: minimize waste, recycle materials, and divert waste from the landfill, use post consumer recycled materials in the production of finished products, use third party certified efficient equipment, technologies, materials, and supplies, reduce its resource footprint (carbon, water, energy, and waste) of their operations

Vendors are encouraged to provide evidence of their adherence to such recognized norms of environmental quality and performance.

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Ethical Labor Standards
St. Mark’s respects internationally recognized human rights as defined by the Universal Declaration of Human Rights and Associated Covenants, and the International Labor Organization (ILO) Declaration on the Fundamental Principles and Rights at Work. We expect our external business partners and their franchisees, if applicable, to respect these internationally recognized human rights.

- **Harassment and Abuse:** Every employee shall be treated with dignity and respect and vendors will not tolerate any form of harassment or corporal punishment.
- **Labor standards:** Fair wages, hours, child labor, forced labor, or leaves: vendors must recognize and respect the legal rights of employees to earn the minimum wage, as well as laws around hours and overtime, medical leave, maternity leave, and forbid child labor. Vendors shall not use forced labor in any form.
- **Health and wellbeing of employees:** vendors must provide a safe and healthy working environment that is conducive to accident and injury prevention. All activities shall be in full compliance with the Federal Occupational Safety and Health Act (OSHA).
- **Nondiscrimination:** vendors shall not subject any person to discrimination in the hiring, salary, benefits, advancement, discipline, termination, or retirement processes on the basis of race, gender, ethnicity, color, religion, nationality, age, disability, marital status, or reproductive or familiar situations.
- Each vendor shall be an equal opportunity employer and have a stated preference for hiring disadvantaged or community-based service providers or B corporations.
- **Freedom of Association and Collective Bargaining rights:** employees must be respected.

*Vendors are encouraged to provide evidence of their adherence to such recognized norms of ethical labor standards.*

Legal Compliance
Business partners (and their subcontractors or franchisees, if applicable) of St. Mark’s School must follow all applicable federal, state, and local laws at all times. External business partners and their employees must ensure they understand how the law applies to their work on behalf of St. Mark’s School. No external business partner has the authority to require or request that any of their employees or anyone else to violate any law or regulation.

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17 The term child refers to a person younger than 15 (or 14 where local law allows) or, if higher, the local legal minimum age for employment or the age for completing compulsory education. St. Mark’s prohibits assigning young workers (i.e., under 18 years of age or as defined by local law) to hazardous work based on age limits and types of work (e.g., night work) defined by local law.
Implementation, Monitoring, and Evaluation of Policy

To ensure that this Policy is being implemented and adopted across St. Mark’s campus and to evaluate the standards set forth in this Policy, it is important to develop mechanisms for implementing, reviewing, and evaluating.

St. Mark’s will demonstrate and publicize the standards and preferences in the Policy by incorporating them into invoices, communicating preferences and standards to current vendors, identifying vendors based on the criteria listed above, and encouraging student purchases that meet these criteria.

The Sustainable Purchasing Policy will be evaluated, in its entirety, every two years by the responsible parties listed in the table below. This time frame allows for the School to adjust to the new practices and become well practiced in implementing sustainable purchasing procedures. The below table outlines the elements of the Policy and responsible parties for tracking purchases that will inform the implementation and overall evaluation of the policy.

Data requested (see monitoring and evaluation sheet, Appendix 4) will be submitted annually to the Sustainability Coordinator by the last day of the reporting fiscal year (June 30th). This information will be compiled in an annual report to capture purchasing practices and trends as they align with the standards outlined in the Sustainable Purchasing Policy.

Moving forward, St. Mark’s will begin tracking purchases in the following categories (For more information on the cost differentials in switching to green alternatives, and for the full monitoring and evaluation tracking spreadsheet, please see Appendices 3 and 4.):

- Furniture: Dollar amount spent on furniture that is either Level or Cradle to Cradle certified
- Inclusive Local and Environmental Statement: percent of vendors and businesses that meet this stated preference
- Sustainability Vendor Code of Conduct: percent of vendors and business partners (with contracts that exceed the threshold listed in the Policy) that abide by the Code of Conduct
- Campus Fleet: amount of new vehicles purchased that are electric, alternatively fueled, or fuel efficient

Sustainability at ST. MARK’S SCHOOL
Elements of the Policy and Responsible Parties for Data Collection and Tracking

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<tr>
<th>Element of the Purchasing Policy</th>
<th>Responsible Party</th>
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<td>Janitorial Cleaning Products, Supplies, and Equipment Standards</td>
<td>Athletic Director, Manager of Custodial Services</td>
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<tr>
<td>Dining Hall Paper and Cleaning Products and Supplies Standards</td>
<td>Dining Director, FLIK</td>
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<tr>
<td>Office Paper Products and Supplies Standards</td>
<td>Accounts Payable</td>
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<td>Electronic Product Standards</td>
<td>Director of Information Technology</td>
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<td>Campus Fleet Purchasing Standards</td>
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<td>Furniture Purchasing Standards</td>
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<td>Landscape Management Product Standards</td>
<td>Director of Facilities</td>
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<td>Business Manager</td>
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<td>Monitoring, Tracking, and Evaluation</td>
<td>Sustainability Coordinator</td>
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### Appendices

Appendix 1. [Preferred Vendors List](#)

Appendix 2. [Disposal of Used Property Policy 0309](#)

Appendix 3. [Cost Differentials](#)

Appendix 4. [Monitoring and Evaluation Tracking Spreadsheet](#)

Appendix 5. List of Co-Creators of the Sustainable Purchasing Policy

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
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<tbody>
<tr>
<td>Aggie Belt</td>
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<td>Admission</td>
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<td>Carl Corazzini</td>
<td>Health and Wellness</td>
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<td>Christine Del Favero</td>
<td>Advancement</td>
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<td>Eric Henchy</td>
<td>Dining, FLIK</td>
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<td>Gabriel Brower</td>
<td>Student</td>
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<td>Heather Laudani</td>
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<td>Julia Krapf</td>
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<td>Ken Griffin</td>
<td>Information Technology</td>
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