



# Supplier Code of Conduct

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## 1: Introduction

Cardiff University is committed to conducting its procurement activities in an environmentally, socially, ethically, and economically responsible manner. It is of great importance to the University that its Suppliers share these values and principles, by adopting sufficient environmental, social, ethical, and responsible business standards. Cardiff University is certified and committed to upholding **International Standards (ISO 14001 & ISO 45001)**. The University aligns itself with the **Welsh Government's Well-being of Future Generations Act Well-being Goals** and expects Suppliers to support the University in adhering to these values:

### **The 7 Well-being Goals:**

- A Prosperous University
- A Resilient University
- A Healthier University
- A Globally Responsible University
- A more equal Wales
- A Wales of more cohesive communities
- A Wales of vibrant culture and thriving Welsh language

**Additionally, Cardiff University expects Suppliers to work in line with the United Nations Sustainable Development Goals (SDGs), specifically:**

### **Sustainable Development Goals:**

- SDG 8 – Decent work and economic growth
- SDG 12 – Responsible consumption and production
- SDG 13 – Climate action
- SDG 14 – Life below water
- SDG 15 – Life on land

Whilst the University recognises, and encourages suppliers to work alongside all 17 SDGs, the above five are identified as goals that procurement can have a direct positive impact on.

**In delivering these commitments, the University will ensure that current and potential Suppliers acknowledge, adopt (as a minimum standard), and comply with the principles set out in this Supplier Code of Conduct (the Code) with respect to their organisation and their supply chain.**

## 2: Objectives

The overall objective of this Code is to build trusting and open relationships between the University and its Suppliers to drive improved performance throughout the University's supply chains. This Code acts in a reciprocal way with respect to the University's Suppliers and sets out the behaviours each would expect of the other. As such, the University expects all its Suppliers to fully comply with all the applicable legislative requirements, best practice requirements, internationally recognised human rights standards and to conduct assurance activities around their own compliance.

In selecting its Suppliers, the University will make a fair assessment in line with procurement regulations to ensure that the University is contracting with reputable bodies. Cardiff University guarantees fair access to opportunities for all suppliers and equal treatment during the selection process.

### In This Code:

- Supplier refers to a company, partnership or individual that provides goods, services, or works to the University.
- Worker refers to any individual whom the Supplier employs, hires, engages, or otherwise uses to conduct its business.
- Representative refers to the Supplier's suppliers, vendors, agents, and subcontractors who are involved in the Supplier's supply chain.

This Code applies to any Supplier and its Workers and Representatives.

Suppliers shall comply with the Code and shall ensure that its Workers and Representatives are aware of the Code and comply with it.

In addition to complying with the standards set out in the Code, **Cardiff University requires all its Suppliers to comply with all applicable laws, regulations, and standards.**

## 3: Code of Conduct and Behaviours

The University expects all its Suppliers to adhere to and comply with all the following legislative and best practice requirements, and to conduct assurance activities around their own compliance. The University further expects its Suppliers to comply with all internationally recognised human rights as a minimum, as those expressed in the Human Rights Act 1998, the principles concerning fundamental rights set out in the **International Labour Organisation's (ILO) Declaration on Fundamental Principles and Rights at Work**, and comply with the **Ethical Trading Initiative (ETI) Base Code**, in any part of its supply chain.

### 3.1: Social Compliance

#### Forced or Involuntary Labour

Suppliers must:

- Not use forced, bonded, indentured, prison or involuntary labour nor demand work/service from an individual under threat or coercion.
- Conduct work based on freely agreed terms. This means that Workers should be free to choose their employment and leave that employment on reasonable notice without holding financial deposit or personal items.
- Not engage in any way with human trafficking, or support or work with organisations that engage in human trafficking activity.
- Not require their Workers to bear the costs or fees associated with their recruitment.
- Actively exceed the requirements of any Anti-slavery/Modern Slavery and human trafficking legislation, regulations, and codes in any country that they operate in including, but not limited to, the **UK Modern Slavery Act 2015**, and shall publish an annual modern slavery statement if applicable. This relates to any part of the supply chain and Suppliers must comply with any voluntary and mandatory publication schemes in place to provide transparency of their activities.

#### Child Labour

Suppliers must:

- Support the effective abolition of child labour.
- Comply with the national minimum age for employment for both part and full-time work unless a lower local minimum age is permitted under **ILO convention 138**.
- Provide support for any child that is found to be engaged in or performing child labour, and enable them to complete, as a minimum, their compulsory education (even if they shall cease to be involved in child labour), or an equivalent education level, as provided for under the **UN Covenant on Economic, Social and Cultural Rights**. Such support by the Supplier should recognise and not prove detrimental to the working conditions of the child or those that their work supports.

## Working Conditions

Suppliers must:

- Ensure that regular working hours must not exceed legal limits, and that overtime must not exceed the maximum allowance by law.
- Ensure Workers have a minimum of one (1) day off for every seven (7) days.
- Working hours must comply with national laws and collective agreements.
- All overtime shall be voluntary. Overtime shall be used responsibly, considering all the following: the extent, frequency and hours worked by individual workers and the workforce. It shall not be used to replace regular employment.

## Health, Safety and Well-being

Suppliers must:

- Ensure that a safe and hygienic environment is provided, including any catering or accommodation areas.
- Ensure that any hazardous work, as defined by **ILO Convention 182**, is only conducted by suitably trained persons aged 18 years or over.
- Comply with all applicable UK health and safety laws and regulations and any other relevant laws or regulations in any country that they operate in.
- Ensure that all equipment is certified to be safe for use and processes must allow a safe work environment. Workers must receive training (which must be mandatory to attend and be in a language they can understand) that is relevant to the day-to-day execution of their roles. This includes the safe operation of all equipment and tools which must be provided ongoing as frequently as required to remain effective.
- Endeavor to eliminate (in the first instance) or reduce the threat to Workers' health from all hazards, including any hazardous chemical agents used in manufacturing and/ or supply chain activities. In addition, provide mandatory training (in a language they can understand) in the safe use of any harmful chemicals.
- Ensure that all personal protective equipment necessary to ensure the health and safety of Workers conducting the task is provided free of charge by the Supplier.
- Ensure that policies and processes are in place for recording, reporting, and eliminating occurrence/reoccurrence of health and safety related incidents and have regard to avoiding the cause of any mental health issues affecting Workers. Where required, incidents should be reported to the in-house Health and Safety department and/or the relevant regulatory body, e.g. the Health and Safety Executive (HSE).
- Where possible, promptly act upon any feedback related to the environment, health, safety, and well-being.
- Follow the requirements set out in the University's health and safety procedures when conducting activities on its premises, facilities, or under its direct control.

## Wages and Benefits

Cardiff University is a member of the **Living Wage Foundation** and requires that any Supplier must ensure the living wage is paid (as a minimum, or applicable national legal standards/industry benchmarks) without discrimination to any Workers, and all non-statutory deductions must be reasonable and with the consent of the Worker. In any event wages should always be enough to meet basic needs and to provide some discretionary income.

Suppliers must:

- Remunerate all Workers equally at the same employment grade, regardless of; education, social class/caste, trade union membership, political affiliation, race, ethnicity, nationality, culture, religion, belief, age, disability, pregnancy, maternity, gender identity, gender reassignment, sex, sexual orientation, marriage and civil partnership unless statutory conditions require otherwise.

## Fair Treatment and Non-Discrimination

Suppliers must:

- Ensure that their Workers have freedom of association to form, join (but not be forced to join), or be represented by, a trade union or similar organisation of their choice, and be free to leave such organisations. Representatives of Workers must be elected by the relevant Workers, not appointed by management.
- Not discriminate or unfairly treat any Worker for any reason including education, social class/caste, trade union membership, political affiliation, race, ethnicity, nationality, culture, religion, belief, age, disability, pregnancy, maternity, gender identity, gender reassignment, sex, sexual orientation, marriage and civil partnership unless statutory conditions require otherwise.
- Commit to being actively anti-racist in line with the University's alignment with the Welsh Government's Antiracist Wales Action Plan.
- Provide a workplace free from discrimination, harassment, violence, and victimisation.
- Treat all Workers with respect and dignity, and not accept inequality as justifiable for any reason, in adherence to **The Equality Act 2010**, which protects against discrimination, harassment, and victimisation.
- Provide clear and accessible processes for dispute resolution with Workers.
- Ensure that effective Worker engagement practices are in place to such an extent that all Workers are clear of their duties and their employment rights under applicable local and international laws.
- Ensure that their Representatives and Workers whilst on or near the University's premises, or while interacting with any member of staff, student, or member of the public, behave in a respectful and polite manner and in accordance with the institution's equality, diversity, and inclusion standards.

## 3.2: Compliance and Economic Development

There is an increasing public interest in procurements to ensure that the procurement process is conducted in an open and transparent manner. Therefore, Cardiff University expects its Suppliers to operate with integrity, make sound decisions and be ethically compliant in every aspect of their business.

### Ethical Compliance

Suppliers must:

- Comply with all national and international laws, regulations, and financial/tax legal requirements of the countries they are working in, manufacturing in, or trading with, in adherence to the **Criminal Finances Act (2017)**, as applicable.
- Comply with all applicable competition laws including but not limited to those relating to teaming and information sharing with competitors, price fixing and rigging bids, i.e. the **UK Competition Act 1998**.
- Comply with all applicable laws and regulations relating to the prevention of bribery and corruption including, but not limited, to the **UK Bribery Act 2010**.
- Complete avoidance of involvement in any acts of bribery or corruption, participate in anti-competition practices /cartels or support acts of violence, terrorism, or abuse of individual people or communities.
- Comply with all applicable unfair contract terms laws including, but not limited to, the **Unfair Contract Terms Act 1977**.
- Not force excessively onerous, commercially unattractive, or unfair contract terms on their suppliers or throughout their supply chain with regard being given to the relative bargaining position of the parties, nor allow unfair exploitation of a dominant market or negotiating position.
- Support fair trade conditions throughout their supply chain where applicable and reasonable in their payment practices.
- Always act with respect and integrity: This includes open and transparent accounting as well as accurate and truthful advertising.
- Undertake due diligence of supply chains and negative impacts caused by activities and actively seek out ways in which to minimise adverse effects.
- Ensure that any gifts and hospitality offered to staff meet the **University Anti-bribery policy** by being proportionate and not intended to influence decisions.

### Economic Responsibility

Suppliers are encouraged to:

- Help foster social and economic development and contribute to the sustainability of the communities in which they operate.
- Support innovation in their supply chain to raise the quality of the goods, services, and works. In addition, refrain from creating obstacles, as well as acknowledge potential and current obstacles to the usage of small and medium-sized enterprises (SMEs) that are qualified to deliver goods, services, or works.

## Confidentiality and Data Protection

All parties may be privy to confidential information that is necessary for effective partnership. This information, even if it is not covered by contractual provisions, should be managed with the same care as information with similar sensitivity including special category data under **the UK General Data Protection Regulations 2018 (UK GDPR)**.

Suppliers must:

- Comply with their obligations under the applicable data protection laws and requirements (as outlined in the agreed Cardiff University Terms and Conditions). This includes the **UK GDPR**.
- Safeguard and make only proper use of confidential information to ensure that the University, Workers, and relevant stakeholders' rights are protected (as outlined in **Section 94 of the Procurement Act 2023**).
- Allow Worker's protection if whistleblowing occurs (reporting misconduct or raising concerns with respect to their own or another organisation), and ensure all affected Workers are treated in a fair and transparent manner.

## Declaration of Interest

Suppliers must declare and manage any actual, potential, or perceived conflicts of interest with the University and its personnel.

## 3.3: Environmental Compliance

Cardiff University has set the goal of becoming net zero in Scopes 1 and 2 by 2030 to tackle climate change, and net zero by 2050 for Scope 3 emissions. To achieve this target, the University has created a **Responsible Procurement Policy** to assist procurement actions. The purchase of goods, services, and works at the University contributes significantly towards the University's total Scope 3 emissions and is the biggest contributor to its institutional carbon footprint. Cardiff University recognises this impact that its activities and its Suppliers' activities have on the environment and as such expects Suppliers to operate in an environmentally responsible and resource efficient manner in line with environmental, social, and governance (ESG) principles.

Suppliers are encouraged to consider the following to minimise their ESG impact:

- Environmental impact of the growth, manufacture and transportation of goods, services, and works.
- Social and ethical implications.
- Governance, cost, and economic impact.

## Compliance with Environmental Law and Regulations

Suppliers must:

- Comply with all the applicable local and national environmental laws and international treaties, regulations, and directives of the countries they are working in, manufacturing in or trading with including, but not limited to, climate change, waste disposal, emissions, discharges, and the handling of hazardous and toxic materials.
- Actively avoid causing environmental damage and/or negative environmental impact through raw materials sourcing, manufacturing processes, supply of the goods, services, or works and disposal of supply chain waste.

## Resource Management

Suppliers must:

- Protect and minimise the use of clean water sources through reduced use of pollutants and toxic chemicals and increase water use efficiency through measures such as recycling and re-use of grey water in manufacturing, desalination, water harvesting and waste-water treatment.
- Work towards developing and innovating more environmentally friendly products/service solutions and take manufacture, use and disposal (whole life costing) into consideration, including the possibility of circular supply chains.
- Take active steps towards the elimination of excessive packaging and single use plastics.

## Waste and Emissions

Suppliers must:

- Have systems in place and be acting on them to minimise their environmental impact year on year and adopt or work towards internationally recognised environmental standards, measuring, and monitoring their environmental impacts, and ensuring that measures are in place to effectively reduce identified environmental impacts (e.g. recycling, circular economy practices, reduced waste, energy efficiency measures).
- Support the aims of the University in reducing the climate emission impact of their supply chains in relation to any goods, services, and works purchased, throughout its Whole Life Cycle. Cardiff University expects Suppliers to have clear and verifiable actions and plans in place to reduce their climate emission impact, where to do so is reasonable and proportionate to the nature of the goods, services, or works provided.
- Increase the use of recycled content in plastics and packaging materials and make effort to ensure that these materials are also recyclable at end of life.

## 4: Continual Improvement

Suppliers are asked to proactively engage with Cardiff University in responsible actions and solutions. This includes, but is not limited to:

- Reporting on performance against carbon reduction plans (CRP). \*
- Collating data and reporting on the carbon emissions produced based on the goods, services, or works that Cardiff University purchases.
- Community benefits the Supplier delivers including, but not limited to, the proportion of spend with SMEs.
- Sustainable alternatives to the goods, services, or works supplied to Cardiff University.
- Any savings or efficiencies that could be achieved such as the standardisation of the goods, services, and works.

\*Where a Supplier does not have a CRP and where applicable, the University would expect one to be developed to display the Supplier's commitment to reducing their carbon emissions.

Cardiff University reserves the right to audit Suppliers when there has been a suspected or reported breach of their social, ethical, environmental, economic, or health & safety obligations. The University shall endeavour to (but is not obliged to) provide at least 15 Working Days' notice of its intention to conduct an audit.

## 5: Whistleblowing and Reporting Concerns

Suppliers shall report any area of concern to Cardiff University as soon as possible. The following link provides named persons to submit/report issues, allegations, or any concerns that Suppliers may have: [Public interest disclosure \(whistleblowing\) - Public information - Cardiff University](#)

Suppliers shall not retaliate or take disciplinary action against any Worker that has, in good faith, reported breaches of the Code or questionable behaviours, or who has sought advice regarding the Code.

## 6: Supplier Commitment

I, the undersigned, acting as a representative of the Supplier, hereby commit to responsible procurement and confirm that the Supplier adheres to the Cardiff University Supplier Code of Conduct and must take all reasonable steps to ensure that its supply chain adheres to this Code of Conduct also, to promote sound social, ethical, environmental, and economic practices.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

## 7: Appendix - Related Policies and Additional Resources

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<https://www.legislation.gov.uk/ukpga/2010/23/contents>

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## 8: Glossary of Terms

**Audit** - A systemic inspection of a process or procedure to assess compliance with requirements or regulations.

**Carbon Emissions** – Used as a shorthand to refer to greenhouse Gas emissions that are treated at the Tokyo Treaty. Carbon dioxide is the most common GHG, and other gases can be measured in relation to it. The lower the value, the better for the environment.

**Carbon Reduction** - An activity that reduces carbon emission compared to a baseline scenario.

**Circular economy** - Based on the principles of designing out waste and pollution, keeping products and materials in use and regenerating natural systems, Circular economy is an integral part of the UK Government's 2018 Waste Strategy which covers the whole life cycle of a product from manufacture using recycled and recovered materials where possible through its use and consumption ( with minimum environmental impact and longevity of use) to maximum recovery of the materials and minimal waste disposal at end of life.

**Climate change** - The large-scale long-term shift in the planet's weather patterns or average temperature.

**Code of Conduct** - A set of rules outlining the norms, rules and responsibilities or proper practices of an individual party or an organization.

**Community benefits** - Achieving social, environmental, and economic added value outcomes when tendering for products, services, and works.

**Due diligence** – Undertaking a thorough appraisal or conducting an evaluation to establish all the facts prior to entering into an agreement.

**Environmental sustainability** - Our responsibility to keep an ecological balance within Earths' natural environment.

**Environmental, Social, and Governance (ESG) principles** - ESG is a framework that helps to understand how an organization is managing risks and opportunities related to environmental, social, and governance criteria.

**Modern Slavery** – Modern slavery is the exploitation of other people for personal or commercial gain. Forms of Modern Slavery include human trafficking, forced labour, debt bondage and bonded labour, descent-based slavery, slavery of children and forced and early marriage. In the UK, the Modern Slavery Act makes organisations within excess of £36 million turnover responsible for this type of abuse in any tier of their supply chain, and they must produce an annual modern Slavery statement to identify the steps they are taking towards eradicating modern slavery in their supply chains.

**Net zero** – Cutting greenhouse gas emissions as close to zero as possible. This involves any action that removes as much carbon in the atmosphere as is put into it.

**Scope 3** – Emissions are all other indirect emission that occur in the value chain, including both upstream and downstream emissions e.g., emissions associated with the use of goods, services, or works sold or used by an organisation.

**Supply chain** – A network of individuals, organisations, technology, activities, and resources working together to make sure goods, services, or works reach the end user.

**Sustainable Development Goals (SDGs)** – The Sustainable Development Goals, also known as the Global Goals, were adopted by the United Nations in 2015 as a universal call to action to end poverty, protect the planet, and ensure that by 2030 all people enjoy peace and prosperity.

**Responsible Procurement** – Ensuring that goods, services, and works procured achieve value for money on a life cycle cost basis and generate benefits not only for the organisation, but also for the society and the economy, whilst protecting the environment.

**Waste** - A material, substance, or by-product eliminated or discarded as no longer useful or required after the completion of a process. This could be because of manufacturing e.g., materials, chemicals, lubricants or water or packaging that is discarded once the product is opened and used.

**Whole-life costing (WLC)** - Whole life costing is an investment appraisal and management tool which assesses the total cost of an asset over its whole life. It takes account of the initial capital cost, as well as operational, maintenance, repair, upgrade, and eventual disposal costs (CIPFA.org).

**Whole-life cycle** - Refers to the total life of a product from the time of the initial idea for the product until it is removed from service.