

# Sustainable Procurement Policy

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A comprehensive framework for responsible resource management, integrating environmental stewardship, social responsibility, and economic efficiency across all institutional purchasing activities.



Environmental Stewardship



Social Responsibility



Economic Efficiency

# Policy Overview

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## Purpose & Scope

Foundational objectives guiding sustainable procurement practices and comprehensive coverage across all institutional departments and purchase categories.

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## Policy Principles

Three interconnected pillars: environmental responsibility, social responsibility, and economic sustainability guiding all procurement decisions.

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## Sustainable Practices

Operational frameworks for product selection, waste reduction, and responsible sourcing strategies.

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## Implementation & Monitoring

Governance structures, staff responsibilities, performance tracking mechanisms, and transparency commitments.



## Institutional Commitment

Supporting global sustainability goals through responsible resource management

# Purpose & Scope



## Policy Purpose

Ensure procurement practices support **environmental sustainability**, **social responsibility**, and **economic efficiency**. Reduce negative environmental impacts, promote ethical supply chains, and encourage responsible consumption.



## Comprehensive Scope

Applies to **all departments**, faculties, administrative units, and staff involved in procurement of goods, services, and works on behalf of the institution.

## Key Objectives

- Minimize ecological footprint
- Optimize resource allocation
- Ensure ethical supply chains
- Drive institutional change

## ☰ Covered Purchase Categories



Office Supplies



IT Equipment



Furniture & Infrastructure



Laboratory Equipment



Food & Catering Services



Cleaning & Maintenance



Construction Materials

**Note:** This policy covers all purchasing activities, with particular emphasis on high-impact categories that offer significant opportunities for sustainability improvements.

# Environmental Responsibility



## Energy & Emissions

Prioritize goods and services that **reduce energy consumption** and **greenhouse gas emissions** throughout their lifecycle.

Energy Star Certified

Low Carbon



## Waste Minimization

Minimize waste generation and encourage **recycling**, **reuse**, and **circular economy principles** in all procurement decisions.

Recyclable Materials

Zero Waste



## Eco-Friendly Materials

Use **environmentally friendly materials** and avoid hazardous substances where possible, prioritizing biodegradable and non-toxic alternatives.

Non-Toxic

Biodegradable



## Clean Technologies

Promote **energy-efficient** and **low-carbon technologies** that support the institution's climate action goals.

Renewable Energy

Smart Systems

## Environmental Impact Areas

Carbon Footprint

Priority 1

Resource Efficiency

Priority 1

Waste Reduction

Priority 2

Toxicity Prevention

Priority 2

## Key Certifications



Energy Star



EPEAT



FSC Certified



Cradle to Cradle



Green Seal



**Implementation:** All procurement staff must evaluate environmental criteria as a mandatory component of purchasing decisions.

# Social Responsibility

## Fair Labor Standards

-  **Fair Labor Practices**  
Support suppliers following fair wages, reasonable working hours, and ethical employment standards.
-  **Safe Working Conditions**  
Require suppliers to provide safe, healthy workplaces meeting international safety standards.
-  **Human Rights Respect**  
Partner with organizations respecting fundamental human rights and dignity.

## Ethical Standards

-  **Zero Tolerance Policy**  
Strictly avoid child labor and forced labor in all supply chain activities.
-  **Diversity & Inclusion**  
Promote equality and diversity in employment across all supplier organizations.

## Social Impact Framework

-  **Supply Chain Transparency**  
Require suppliers to disclose labor practices and sourcing information throughout their supply chains.
-  **Worker Welfare**  
Prioritize suppliers investing in worker training, benefits, and community development programs.
-  **Community Engagement**  
Support suppliers contributing positively to local communities and social development.



**SA8000**  
Social Accountability



**Fair Trade**  
Certified Products



**B Corp**  
Benefit Corporation

 **Due Diligence:** Regular audits and assessments ensure supplier compliance with social responsibility standards.

# Economic Sustainability



## Lifecycle Cost Analysis

Procurement decisions consider **total cost of ownership** rather than initial purchase price alone, incorporating operational, maintenance, and disposal costs.



## Durability & Repairability

Prioritize products designed for longevity, with available spare parts and repair services to extend useful life and reduce replacement frequency.

Modular Design

Repairable

Long Warranty



## Long-Term Value

Assess efficiency, performance, and adaptability to ensure investments deliver sustained value and align with institutional strategic objectives.



## Economic Evaluation Criteria

Total Cost of Ownership 95%

Product Lifespan 90%

Maintenance Costs 85%

Energy Efficiency 88%

Resale/Recycling Value 75%

## Cost-Benefit Analysis

↑ Higher initial investment

↓ Lower operating costs

↓ Reduced maintenance

↑ Extended product life

⊞ Positive ROI over lifecycle

**Best Practice:** Conduct TCO analysis for all purchases exceeding \$10,000 to ensure optimal resource allocation.

# Sustainable Products & Waste Reduction

## ★ Product Prioritization



### Energy-Efficient Equipment

ENERGY STAR certified, EPEAT registered, high-efficiency appliances



### Recycled & Recyclable Materials

Post-consumer recycled content, recyclable packaging, circular design



### Low-Emission Products

VOC-free, carbon-neutral manufacturing, renewable materials



### Sustainable Food Options

Local sourcing, organic certification, plant-forward menus

## 🗑️ Waste Reduction Strategies

### Packaging Reduction

Minimize packaging waste through bulk purchasing, reusable shipping containers, and supplier packaging take-back programs.

### Reusable & Refillable

Prioritize products designed for multiple use cycles, refillable containers, and durable alternatives to single-use items.

### Digital Solutions

Promote paperless processes, electronic documentation, and digital communication platforms to reduce paper consumption.

## 🏆 Preferred Certifications

Energy Star

EPEAT

FSC

Green Seal

USDA Organic

Fair Trade

10%

Waste Reduction Target

50%

Recyclable Materials

30%

Digital Transition

💡 **Action Required:** All departments must assess waste generation quarterly and implement reduction measures.

# Local and Responsible Sourcing



## Local Supplier Preference

Encourage procurement from **local suppliers** where feasible to reduce transportation emissions, support regional economies, and strengthen community relationships.

30%

Reduced Emissions

2x

Economic Impact



## Ethical Vendor Partnerships

Establish partnerships with **responsible and ethical vendors** who demonstrate commitment to sustainability, fair labor practices, and transparent operations.

Long-term Contracts

Collaborative Planning

Joint Innovation



## SME Support

Support **sustainable small and medium enterprises** by providing market access, capacity building, and fair contract terms to foster inclusive economic growth.

## Sourcing Benefits

### Environmental

- Reduced transportation emissions
- Lower carbon footprint
- Shorter supply chains

### Social

- Local job creation
- Community development
- Enhanced transparency

### Economic

- Regional economic growth
- Supply chain resilience
- Currency stability

## Implementation Metrics

Local Spending Target

20%

SME Partnerships

25%

# Implementation Framework

## Administrative Responsibilities



### University Administration

Provide strategic direction, allocate resources, and ensure policy alignment with institutional goals



### Procurement Departments

Integrate sustainability criteria into procurement procedures, evaluate suppliers, and track performance



### Department Heads

Champion policy adoption within units, support staff training, and monitor compliance

## Integration Mechanisms

-  Sustainability criteria in RFPs
-  Supplier scorecards
-  Contractual requirements
-  Approval workflows

## Staff Responsibilities

### Consider Sustainability

Evaluate environmental and social criteria during purchasing decisions, alongside quality and cost factors

### Select Responsible Products

Choose environmentally responsible products when available and economically viable

### Follow Guidelines

Adhere to institutional procurement guidelines, approval processes, and documentation requirements



### Training

Quarterly workshops



### Guidelines

Updated annually



### Support

Procurement helpdesk



### Compliance

Regular audits

 **Accountability:** All staff must complete sustainability procurement training within 90 days of policy adoption.

# Monitoring, Reporting & Transparency

## Monitoring Framework

- 1 Periodic Reviews**  
Quarterly assessments of procurement practices to ensure alignment with sustainability objectives
- 2 Purchase Tracking**  
Monitor environmentally preferable purchases and calculate sustainability metrics
- 3 Supplier Evaluation**  
Assess supplier sustainability practices through audits, scorecards, and performance reviews
- 4 Continuous Improvement**  
Identify opportunities for enhancement and implement corrective actions

## Transparency Commitments

### Public Accessibility

All procurement information and related reports will be publicly accessible to ensure accountability

### Annual Publication

Comprehensive procurement reports published annually documenting sustainability performance

### Stakeholder Engagement

Regular consultation with students, staff, and community members on procurement priorities

### Access Point

All procurement information published at:

[Financial activities](#)



Quarterly  
Progress Reports



Annual  
Full Report



Public  
Access

**Verification:** Independent audits conducted biennially to validate reported data.

# Building a Sustainable Future Together

By adopting this policy, the institution demonstrates its commitment to sustainable development and responsible resource management, supporting global sustainability goals and contributing to a more sustainable future.



## Environmental Stewardship

Protecting our planet through responsible procurement



## Social Responsibility

Upholding human rights and ethical practices



## Economic Efficiency

Optimizing resources for long-term value



Every purchase is an opportunity to make a positive impact