

**SUSTAINABLE PROCUREMENT  
&  
PURCHASING POLICY**

## SUSTAINABLE PROCUREMENT & PURCHASING

Effat University

EU Policy #: SDG 0004

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Revised:

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### POLICY STATEMENT

Effat University is committed to integrating sustainability principles into all its procurement and purchases practices. The University recognizes the significant impact of its procurement decisions on environmental, social, and economic dimensions, and it will work with its suppliers, contractors, and stakeholders to achieve the university's sustainability goals and contribute to a more sustainable future for all.

Failure to adhere to this policy can lead to poor decision-making in procurement actions and in extreme cases, can cause reputational and financial damage to the University.

#### Purpose

- To establish a common interpretation of what Sustainable Procurement encompasses within the University and to ensure University personnel consider social and environmental responsibility as factors in their purchasing decisions.
- To Support the University policy of striving for zero waste by reducing overall consumption and shifting to products with reduced product lifecycle impact.

#### Scope

All procurement activities undertaken by Effat University, including acquisition of goods, services, and construction projects as well as the management of Supplier relationships and contracts. It is applicable to all departments, units and individuals involved in procurement process at the university.

#### Responsible Party

Purchasing Services/Officer under Management of Finance, Facilities and Equipment Directors IT and General Services Supervisors at all levels. All Deans, Supportive Deans, Department Chairs, and all Supervisors responsible for purchasing items for their units.

#### Additional Authority

University Committee for Handling Sustainable Development Goals (SDGs)

### POLICY & PROCEDURES

Consistent with the University's goals, all University personnel shall conduct purchasing in accordance with the following goals:

#### A. Environmental Goals

1. Prioritize the purchase of products and services that are environmentally friendly, energy-efficient, and have a reduced carbon footprint.
2. Minimize waste by purchasing products with minimal packaging, avoid single use products, and encourage suppliers to use sustainable materials in their product.

## Office of Policies and Procedures

3. Promote the use of recycled and renewable materials, and support suppliers who use sustainable materials in their products.

### **B. Social Equity Goals**

1. Prioritize the purchase of products and services from suppliers who demonstrate fair labor practices, including compliance with labor laws, safe working conditions, and ethical treatment of workers.
2. Promote diversity and inclusion in the University's procurement practices, including the inclusion of minority-owned, women-owned, and other underrepresented businesses.
3. Encourage suppliers to adopt sustainable and ethical practices in their own operations -Economic Viability.

### **C. Economic Goals**

1. Promote responsible financial management and long-term sustainability in the University's purchasing decisions, considering the total cost of ownership, including energy costs, maintenance costs, and end-of-life disposal costs.
2. Engage in fair and transparent procurement practices, including competitive bidding, supplier evaluation, and contract management.
3. Support local economic development by sourcing products and services locally when possible and engaging with local businesses and organizations.

### **D. Responsibilities of the Procurement Services.**

It is the responsibility of Procurement Services, in conjunction with all University departments and units, to promote the development and use of environmentally and socially acceptable products and services through the following activities:

1. Purchasing Services shall define environmental certifications that are acceptable to the University and purchase products and services that meet these certifications (e.g. Energy Star).
2. Consulting with all user departments and units to identify new environmentally friendly products and services as well as improvements/changes in industry standards that may impact the environment.
3. Purchasing from suppliers that provide environmentally preferable products and services or suppliers that are environmentally sensitive in their daily operations.
4. Seeking new suppliers and encouraging existing suppliers to review the way their goods are packaged. Working with suppliers in the areas of reduction and reuse of packaging materials.
5. Making suppliers aware of the university's Sustainable Purchasing Policy and monitoring critical suppliers on an ongoing basis regarding their environmental policies and practices.
6. Defining procedures regarding exemptions from non-compliance with the Sustainable Purchasing Policy.
7. Supporting local and diverse businesses (minority, woman, or veteran-owned, etc.)
8. Utilizing the Sustainable Purchasing checklist below for use in university purchasing

### **Sustainable Purchasing Checklist**

When determining whether a product is environmentally preferable, the following standards should be considered:

- Available locally.
- Bio Based and/or Biodegradable.
- Carcinogen-free and Chlorofluorocarbon (CFC) free
- Compostable.
- Durable, reusable, or refillable.
- Energy and water efficiency.
- Heavy metal free (i.e. no lead, mercury, cadmium).
- Low toxicity.
- Low volatile organic compound (VOC) content.
- Made from renewable products.
- Recycled content/recyclable.
- Reduced greenhouse gas emissions.
- Reduced packaging.
- Refurbished/refurbish able Highly energy efficient in production and use.
- Manufactured by suppliers with good environmental and social sustainability track records.
- Replacing disposables with reusable or recyclable options

### **E. Responsibilities of Departments and Units**

Departments and Units should use the information in this policy as a guideline for environmentally and socially preferable products and services being purchased for their department/unit. Prior to purchasing a product or service, consider the following:

- Is the product really needed? Is the product size/magnitude necessary?
- Is the product designed to be durable/long lasting?
- Are recycled materials used to make the product?
- Was the product produced locally? How far did it travel from where it was manufactured and where it is being used?
- Does the product contain any exotic/endangered materials?
- Is the product reusable, compostable, or recyclable following use? Does the product require special disposal considerations?
- Is the product energy efficient? Is the product designed for easy maintenance and repair?
- Are the products designed to reduce consumption and minimize waste?
- Is the product packaging minimal, made from recycled materials, and recyclable or reusable?

**F. Definitions**

<b>Word</b>	<b>Meaning</b>
<b>Sustainability</b>	Avoidance of the depletion of natural resources in order to maintain an ecological balance.
<b>Sustainable Procurement</b>	Is a process whereby organizations meet their needs for goods, services, works and utilities in a way that achieves value for money on a whole life basis in terms of generating benefits not only to the organization, but also to society and the economy, whilst minimizing damage to the environment."

**Related Documents:**

1. Conflict of Interest Policy
2. Faculty and Staff Code of Ethical Conduct
3. Student Code of Ethical Conduct