
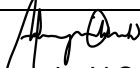
	<p style="text-align: center;"><b>SUSTAINABLE PROCUREMENT POLICY</b></p>	<p>Date: October 1, 2022</p>
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## I. PURPOSE

The purpose of this policy is to deliver sustainable outcomes through sourcing and procurement activities incorporating the environmental, social, and governance principles into procurement processes and policies through design, material selection, manufacture, transportation, construction, usage and disposal.

Other reasons for the formulation of the University's sustainable procurement policy:

- To address alternative solutions to tackle environmental degradation, climate change and resource depletion
- To deliver sustainable outcomes through procurement activity to be applied where relevant and proportionate to the goods, services or sub-contractors being provided
- To find, source and acquire goods and services while considering environmental and social factors which will be significant in the long-term effects and quality of the business
- To reduce waste, carbon emissions, energy and water consumption
- To stop buying or reduce from unsustainable sources, support fair and sustainable economic growth, and deliver social benefits through procurement
- To address social, economic and environmental considerations over the entire life cycle in ways that offer real long-term benefits to the environment

## II. SCOPE

This policy is applicable to all employees, suppliers, consultants and subcontractors.

## III. DEFINITIONS

Sustainable Procurement	It is the incorporation of environmental, social and governance principles into procurement processes and policies
Supply Chain	The sequence of processes involved in the production and distribution of a commodity. It is a connected system of organizations, activities, information and resources designed to source, produce and move goods from a supplier to an end customer.
Suppliers	Organization that provides something needed such as a product or service



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Contractors

Company that undertakes a contract to provide Materials or labor to perform a service or do a job

#### IV. RESPONSIBILITY AND AUTHORITY

Purchasing Head

Responsible for the implementation of the Sustainable procurement policy and processes

Purchasing Head and Staff

Responsible for communicating the policy and Processes to all the stakeholders (internal and External) and raising awareness among suppliers and contractors

PSS

Responsible for the accreditation of suppliers and contractors following the sustainable procurement policy and processes of the University.

#### V. DETAILS OF POLICY

The sustainable procurement policy intends to make the University's operations more sustainable by implementing the following:

- Upholding the laws and regulations to ensure legal compliance
- Improve the supply chain by improving our combined capability to deliver sustainable outcomes
- Endorsing highest standards of economic, social, ethical and environmental practices
- Identifying and moderating risks associated with the procurement process
- Communicating the policy with the internal and external stakeholders and raising awareness among our suppliers/contractors

In accordance with our commitment to the highest standards and to deliver sustainable outcomes, below are the same standards which we will impose to our suppliers/contractors which they need to comply before they will be accredited:

##### 1) Environment

- Comply and adhere to all the applicable environmental laws
- Should not accredit suppliers or contractors whose primary business is the exploration or extraction of fossil fuels, including all forms of coal, oil, and natural gas
- Undertake initiatives to promote greater environmental responsibility such as:

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- Responsible waste management and disposal
- Reduction of greenhouses gases and other emissions harmful to the environment
- Reduction of operational water use for projects and quantify the embodied water of key materials
- Reduction of operational energy use and quantify the embodied carbon of key materials
- Reduction impacts on air quality by controlling dust and harmful emissions
- Minimise waste and use of materials and give preference to materials, products and services with greatest circular-economy benefits
- Conservation of nonrenewable natural resources

### 2) Business Ethics

- Sourcing of products, materials and services ethically through recognized and credible standards
- Comply to all relevant laws regarding ethical business practices
- Implementation of policies and guidelines to prevent money laundering, fraud, bribery, corruption, conflict of interest and data security issues
- Provisions relating to diversity and equality law in relation to race, sex, gender reassignment, age, disability, sexual orientation, religion or belief, pregnancy, maternity or otherwise including details when it comes to monitoring, recruitment, bullying and harassment and training.

### 3) Labor and Human Rights

- Comply with all applicable laws especially on labor laws
- Prohibit the use of forced, bonded, or child labor across the supply chain
- Prohibit unlawful discrimination and harassment to provide a safe and inclusive work environment
- Evidence that all staff, including temporary workers, are being paid at least the legal minimum wage

*Minimum Requirements for Accredited Suppliers and Contractors to be applied where relevant and proportionate to the materials, works or services being provided to the University:*

- Should provide the University all relevant documents and/or written policy regarding their sustainable procurement policy particularly on ethical sourcing, environmental management and recruitment policy must be submitted to the University if necessary.
- Required to either have their own ISO 14001 certified management system or to manage the operations on our projects in accordance with the University certified system
- Required to report and provide details of any enforcement action taken against them for the last 5 years by the environment agency or any local authority

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- Must comply with the University's Environmental Procedures or plan.
- Required to identify their environmental risks and manage those risks on the project
- Required to avoid the use of all the exclusion list of materials below and seek to avoid, or where no suitable alternative is available, to minimize the use
- Must have arrangements to ensure that any suppliers they engage with was able to apply environmental protection measures that are appropriate to the activity for which they are being engaged.
- Required to take steps to minimize carbon and energy use within their operations and within supply chain
- Must source products and materials responsibly, taking into account environmental and social impacts and where applicable ensure they are compliant with recognized and credible standards for ethical sourcing
- Should avoid supplying or using materials with a high environmental, social, health or reputational risk, or those that are likely to be limited due to forthcoming legislative requirements.
- Required to use the best practicable means to reduce or prevent emissions to air when planning and undertaking works
- Should develop delivery plans regarding the reduction of emissions to air
- Required to protect trees and other habitats to comply with the government regulations
- Required to take all reasonable steps to minimise water usage during construction and or delivery and enabling water efficiency in use.
- Must ensure that all the wood, steel, primary aggregate and timber products they use (including paper and packaging) is legally and sustainably sourced and provide documented evidence to the University. This includes products that are not for resale and composites, such as furniture, office fittings and office supplies.
- Required to take all reasonable steps to minimise waste, reduce packaging and give preference to materials and products with the greatest reused or recycled content and provide documented evidence when necessary
- Should minimize the use of packaging and, whatever feasible, it should be made from materials that can be reused, recycled, or recovered.
- Should substitute unhealthy materials for a healthier alternative as much as possible

### *Environmental Policy*

The University is committed to the environment by reducing the carbon footprint of our business operations by identifying, measuring and offsetting the environmental impact of our operations such as electrical usage and waste generation. The University will strive for sustainable usage of natural air, water, and land resources, while ensuring minimal impact on the quality of these resources.

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### *Material Exclusion*


The University shall refrain from using the following hazardous materials or equipment:

*a) List of materials not to be used or requested by the University*

- Fire-resistant and insulating materials with Asbestos
- Detergents, additive for fuels and lubricants, and fire-retardant materials with Alkylphenols
- Refrigerant with Chlorofluorocarbons (CFCs) and/or Hydrochlorofluorocarbons (HCFCs)
- Building materials such as plywood, fiberwood, glues & adhesive insulation materials with Formaldehyde
- Hydraulic electric equipment, paint, plastic, rubber products and mechanical lubricants with Polychlorinated Biphenyls (PCBs)
- Vinyl flooring and wall covering, detergents, lubricating oils and food packaging with Phthalates
- Flame retardants, additive in metal working fluids, in sealants, paints, adhesives, textiles and coatings with Short Chain Chlorinated Paraffins
- Wood treatments containing creosote, arsenic or pentachlorophenol
- Materials containing microbead plastics

*b) Minimise Use of chemicals/materials*

- Maximize the use of cement replacement products in concrete mixes and to maximize the use of recycled concrete aggregate
- Eliminate the use of hazardous chemicals for construction or renovation projects
- Substitute the use of scarce materials wherever possible otherwise apply the principles of the waste hierarchy to ensure use is reduced or materials are reused or recycled
- Single use plastics
- Bisphenol A (BPA)
- Cadmium
- Chlorinated Polyethylene
- Neoprene
- PBVC
- Halogenated Flame Retardants (HFRs)
- Lead
- Mercury
- Polyvinylidene Chloride (PVDC)

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- Hydrofluorocab
- Brominated flame retardant HDCD

#### VI. PERFORMANCE INDICATOR

To ensure that the sustainable procurement policy shall strictly be followed/observed for health and safety reason of everybody.

#### VII. REACTION PLAN

If in case a supplier or an employee was not able to comply with our policy, a sanction will be implemented. The purchasing department will continue the awareness program on a yearly basis.

#### VIII. REPORTORIAL REQUIREMENTS

Report Title	Frequency of Update	Responsible Personnel

#### IX. REFERENCE DOCUMENTS

Document Code

Title