

 <p>Policy and Procedures</p>	<p>POLICY ID: DQ-PP-21-3-2</p> <p>Approval date: 23/05/2021</p> <p>Review date: 20/06/2024</p> <p>Effective date: 20/07/2021</p>
<p>Sustainable procurement / purchasing policy</p>	

1. INTRODUCTION

The University Sustainable Procurement / Purchasing policy is a set of guidelines and procedures that govern how the institution acquires goods and services. These policies ensure that purchases are made in a fair, transparent, and cost-effective manner while complying with legal and regulatory requirements.

2. PURPOSE

- 2.1. The main purpose of this policy is to acknowledge that its procurement/purchasing activities have a significant impact on the environment, society and the economy. The University accepts that it has a more global impact on sustainability and has responsibility to reduce those impacts in purchasing activities.
- 2.2. The Sustainable procurement policy will ensure that the acquired products and services can contribute to social and environmental responsibilities.
- 2.3. The University aims to embed sustainable purchasing aligning with the university values to reflect the strong commitment to UN Sustainable Development Goals (SDGs).

3. POLICY

- 3.1. To ensure the University procurement promotes environmental, economic and community stewardship and supports the University sustainability goals.
- 3.2. The University will decide which sustainability considerations should be taken into account when making purchasing decisions.
- 3.3. When possible, the University must choose used, salvaged, or borrowed items while making every attempt to avoid making unnecessary expenditures.
- 3.4. New purchases will be made only if:

- 3.4.1. The old item is no longer workable, safe, and useful, or has reached the end of its useful life, cannot be repaired, has greater lifecycle impacts than replacing it with a newer item, and / or is now obsolete.
 - 3.4.2. All attempts were made to share, borrow, and reallocate the item and the item cannot be obtained through surplus or other lending method.
- 3.5. To support sustainable markets and advance environmental and public health goals like lowering emissions of greenhouse gases and dangerous chemicals.
- 3.6. The University must conduct sustainability risk analyses of goods and services to make sure that its environmental management system policies are being followed.
- 3.7. To manage the purchase of products and services that fulfill its carbon reduction goals
- 3.8. When possible, The University must give suppliers who work to reduce lifecycle effects through "closed loop" product stewardship programs contractual preference and require products that can be disposed of recyclable.
- 3.9. The University will continuously develop its sustainable purchasing procedures and operate as a role model for the community of customers and suppliers.

4. PROCEDURES

- 4.1. To create tools to choose the proper metrics and offer continuous reporting.
- 4.2. To track objective progress and include ethical purchasing into daily choices.
- 4.3. To identify key product and service segments (main suppliers) and pinpoint growth opportunities for each, conduct an environmental evaluation.
- 4.4. Consultation with all user departments to find new environmentally friendly goods and services as well as enhancements or modifications to business practices that could have an influence on the environment.
- 4.5. Purchasing from vendors who offer environmentally friendly goods and services or vendors who take environmental considerations into account when conducting business.
- 4.6. To make sure that every item it purchases complies with the sustainability requirements outlined in the solicitation document.
- 4.7. Encourage and ascertain that the best criteria and methods for sustainable procurement are included in bidding and contract strategy.
- 4.8. The Procurement Department is responsible for ensuring that the University purchases are made from ethical and sustainable sources when practical.



- 4.9. For the purpose of identifying potential ethical and environmental concerns related to each step of the life cycle, the University will use a life cycle analysis approach when making purchases of goods and services.
- 4.10. To make sure that sustainable procurement principles are used at all phases of the procurement cycle, starting with the initial consideration of whether or not to purchase products and services.
- 4.11. To make sure that processes that are outsourced are managed or influenced to reduce their detrimental effects on the environment and society.
- 4.12. To follow the fundamental principles of sustainable procurement, including corporate governance, respect for human rights, labor standards, the environment, ethical business conduct, consumer interests, and community involvement and development.

5. RESPONSIBILITIES

- 5.1. Supervisors, at all levels, should inform all employees, including new hires, of the above-mentioned policies.
- 5.2. All Deans and Vice Deans to communicate to their respective deanships.

6. REVIEW

- 6.1. Regular review of policies and procedures every 3 years to ensure they are effective and up-to-date.
- 6.2. Commitment to continuous improvement based on feedback and evaluation results.

7. DISTRIBUTION

- 7.1. All Deanships and Administrative departments and units.
- 7.2. Available in the University website

Approved By:

Date Signed: 20/06/2024

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