

Sustainable Procurement Guidelines

1. Objective

To establish sustainable procurement practices that minimize environmental impact, promote social responsibility, and ensure economic efficiency in alignment with Woxsen University's commitment to sustainability.

2. Scope

These guidelines apply to all procurement activities conducted by Woxsen University, including the purchase of goods, services, and construction projects across all departments and schools.

3. Guiding Principles

Procurement decisions at Woxsen University must adhere to the following principles:

1. **Environmental Responsibility:** Prioritize procurement that reduces environmental degradation and promotes conservation of natural resources.
2. **Social Equity:** Ensure ethical practices, support local and small-scale vendors, and encourage diversity and inclusion in the supply chain.
3. **Economic Sustainability:** Optimize value for money through lifecycle cost analysis and prioritize long-term savings over short-term costs.

4. Vendor Selection Criteria

1. **Sustainability Certifications:**
 - Vendors should possess certifications such as ISO 14001, Fair Trade, or equivalent standards.
2. **Local and Regional Suppliers:**
 - Preference should be given to local suppliers to reduce transportation emissions and support local economies.
3. **Supplier Evaluation:**
 - Assess vendors on sustainability metrics, including waste management, energy efficiency, and ethical labor practices.

5. Product and Service Procurement

1. Product Selection:

- Use renewable, recyclable, or biodegradable materials.
- Avoid single-use plastics and hazardous substances.
- Procure energy-efficient appliances and products with minimal environmental footprints.

2. Service Contracts:

- Include clauses that require contractors to comply with Woxsen University's sustainability policies.
- Mandate the use of environmentally friendly practices in service delivery.

3. Lifecycle Cost Analysis (LCA):

- Evaluate total cost of ownership, including procurement, operation, maintenance, and disposal.

6. Sustainable Categories

1. Office Supplies:

- Use recycled paper, refillable markers, and biodegradable packaging.
- Avoid items containing harmful chemicals.

2. IT Equipment:

- Purchase ENERGY STAR-rated devices and implement e-waste recycling programs.

3. Construction Materials:

- Source sustainable building materials such as bamboo, low-emission concrete, and reclaimed wood.
- Opt for locally sourced materials to reduce transportation-related emissions.

4. Food and Catering:

- Prioritize organic, seasonal, and locally sourced food.
- Avoid single-use plastic utensils and promote compostable alternatives.

7. Implementation Measures

1. Monitoring and Reporting:

- Establish Key Performance Indicators (KPIs) such as the percentage of sustainable products procured and carbon footprint reduction.
- Publish an annual sustainability procurement report.

2. Stakeholder Engagement:

- Collaborate with faculty, staff, and students to identify sustainable procurement solutions.
- Engage vendors through feedback mechanisms to encourage sustainability improvements.

8. Compliance and Accountability

1. All procurement activities must adhere to these guidelines.
2. Non-compliance should be reported to the Sustainability Committee for review and action.
3. Periodic audits should be conducted to ensure adherence to sustainable procurement practices.

9. Continuous Improvement

1. Periodic Reviews:

- Review and update guidelines regularly based on technological advancements and market trends.

2. Capacity Building:

- Conduct training sessions and workshops for staff involved in procurement.

3. Innovation Adoption:

- Integrate emerging sustainable technologies and practices into procurement activities.

10. Approval and Review

- These guidelines are approved by the Institutional Sustainability Committee.
- The guidelines will be reviewed annually to ensure relevance and alignment with institutional goals.

This policy was approved by the Management Team on 6th August 2020 and last reviewed on 28th September 2024.