

POLICY ON SUSTAINABLE PROCUREMENT



**ALLIANCE
UNIVERSITY**

*Private University established in Karnataka State by Act No. 34 of year, 2010
Recognized by the University Grants Commission (UGC), New Delhi*

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Chandapura-Anekal, Main Road, Bengaluru, Karnataka 562106**

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POLICY ON SUSTAINABLE PROCUREMENT

Title	Policy on Sustainable Procurement
Applies to	All University Stakeholders
Author	Office of the Registrar
Approved By	Registrar
Approval Year	2023
Review Frequency	Periodically

W. Nishu

**Registrar
Alliance University**





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1. FOREWORD:

Alliance University Private University is committed to promoting environmental sustainability and integrating environmentally and socially responsible practices into its procurement processes with the implementation of Sustainable Procurement Policy. This policy aims to minimize our environmental footprint, promote ethical sourcing, and contribute to a more sustainable future, while ensuring value for money and operational efficiency.

2. OBJECTIVES:

This policy aims to:

- **Prioritize Eco-Friendly Products and Services:** To Favor the acquisition of goods and services with reduced environmental impact throughout their lifecycle, including in reducing greenhouse gas emission during production, transportation, use, and disposal.
- **Minimize Environmental Pollution and Promote Environmental Well-being:** To ensure that all procured equipment, machinery, and materials that adhere to national environmental standards, university's environmental policy and minimize pollution.
- **Foster Responsible Supplier Partnerships:** To establish criteria for evaluating suppliers based on their environmental management systems, waste management, energy and water conservation initiatives, fair labour standards, ethical sourcing practices, and supply chain transparency, collaborating with vendors who are responsible and share the University's sustainability values.
- **Promote Waste Reduction and Recycling:** Encourage the purchase of reusable, recyclable, and durable products, and support initiatives that minimize waste generation.
- **Focus on Energy and Water Efficiency:** Prioritize the procurement of energy-efficient and water-conserving equipment and practices.
- **Maximize Resource Efficiency Through Waste Reduction and Recycling:** To promote the use of reusable, recyclable, and durable items, enhance recycling initiatives, and expand waste collection, sorting, and recycling programs to reduce virgin resource demand and promote circular economy principles.
- **Promote Sustainable Materials and Lower Environmental Impact:** To favor materials that are sustainably sourced, have a lower carbon footprint, and are less harmful to the environment.
- **Promote Digitalization and Minimize Consumption of Paper and Ink:** To significantly reduce paper and ink usage through digital transformation.
- **Reduce the University's Carbon Footprint:** To make procurement decisions that actively contribute to lowering the University's carbon emissions and considerations



into procurement evaluations, favouring suppliers with lower transportation emissions, energy efficiency products, and materials with lower embodied carbon.

- **Support Local and Fair Trade:** Where feasible, to prioritize local suppliers and those adhering to fair labour practices. To actively seek and engage with local suppliers to support the regional economy and reduce transportation-related environmental impacts, provided that quality, cost-effectiveness, and sustainability standards are met. Additionally, to prioritize suppliers who adhere to fair labor practices, ensuring ethical treatment of workers throughout their operations.
- **Ensure Transparency and Accountability:** To maintain transparent procurement processes and regularly review its performance against sustainability goals. This involves setting clear criteria for evaluating bids and awarding contracts, tracking and reporting on sustainable procurement activities, setting measurable targets, and regularly reviewing performance against these goals to identify areas for improvement and ensure accountability.
- **Engage Internal and External Stakeholders:** To collaborate with students, faculty, staff, and suppliers and to promote sustainable procurement principles and practices through awareness campaigns, training programs, workshops, and collaborative initiatives, seeking stakeholder feedback to enhance the policy's effectiveness and relevance, thereby fostering a more sustainable procurement system.

3. SCOPE:

This policy applies to all procurement activities undertaken by Alliance University, including the acquisition of goods, services, works, and consultancy services, regardless of the funding source. It applies to all departments, centers, and affiliated entities of the University.

4. ETHICAL GUIDING PRINCIPLES:

- **Environmental Responsibility:** Giving preference to products and services that minimize environmental harm, conserve resources, and prevent pollution.
- **Social Responsibility:** Considering the social and ethical impacts of procurement decisions, including labor practices, human rights, and community well-being.
- **Economic Viability:** Ensuring that sustainable procurement practices are economically sound and provide value for money over the lifecycle of the product or service.
- **Precautionary Principle:** Taking a proactive approach to prevent potential environmental or social harm, even in the absence of complete scientific certainty.
- **Life Cycle Assessment:** Considering the environmental and social impacts of products and services throughout their entire lifecycle, from raw material extraction¹ to disposal.
- **Continuous Improvement:** Regularly reviewing and updating this policy and our procurement practices to reflect evolving best practices and sustainability goals.



5. IMPLEMENTATION GUIDELINES:

- **Needs Assessment:** Departments should consider sustainability implications during the needs assessment phase, exploring options for reducing consumption and choosing more sustainable alternatives.
- **Specifications and Standards:** Procurement specifications will, where feasible, include environmental and social criteria, such as:
 - Energy efficiency ratings (e.g., Energy Star).
 - Water efficiency standards.
 - Use of recycled or sustainably sourced materials (e.g., FSC certified paper).
 - Reduced or recyclable packaging.
 - Absence of hazardous substances.
 - Durability and repairability.
- **Supplier Evaluation:** The evaluation of potential suppliers will include an assessment of their environmental and social performance, such as:
 - Environmental certifications (e.g., ISO 14001).
 - Waste management practices.
 - Energy and water efficiency initiatives.
 - Labor standards and human rights records.
 - Commitment to sustainability reporting.
- **Tendering and Quotation Processes:** Tender documents and requests for quotations will, where appropriate, include sustainability criteria in the evaluation process, giving weightage to environmentally and socially responsible offers.
- **Contract Management:** Contracts will, where relevant, include clauses that promote sustainable practices during the delivery of goods or services.
- **Product and Service Selection:** Preference will be given to products and services that meet recognized environmental standards and certifications. Departments will be encouraged to research and identify sustainable alternatives.
- **Waste Management:** Procurement decisions will consider the end-of-life management of products, favoring those that can be easily recycled, reused, or composted. The University will also promote responsible disposal practices.
- **Energy and Water Efficiency:** The procurement of appliances, equipment, and building materials will prioritize energy and water efficiency.
- **Transportation:** The environmental impact of transportation will be considered in procurement decisions, favoring local suppliers where feasible and optimizing delivery schedules.
- **Training and Awareness:** The University will provide training and resources to staff involved in procurement to raise awareness about sustainable procurement practices and the implementation of this policy.



- **Monitoring and Reporting:** The University will monitor its sustainable procurement activities and periodically report on progress towards its sustainability goals. This may include tracking the percentage of sustainably sourced products purchased and the environmental impact of procurement decisions.

6. RESPONSIBILITIES:

- **University Administration:** Overall responsibility for the implementation and monitoring of this policy.
- **Procurement Department:** Responsible for integrating sustainability criteria into procurement processes, evaluating suppliers, and ensuring compliance with this policy.
- **Heads of Departments and Centers:** Responsible for promoting and implementing sustainable procurement practices within their respective units.
- **All University Staff:** Responsible for adhering to this policy and making sustainable choices in their procurement activities.

7. REVIEW AND UPDATES:

This Sustainable Procurement Policy will be reviewed and updated periodically to reflect evolving best practices, technological advancements, and the University's sustainability goals.

8. DISSEMINATION:

This policy will be made publicly available on the University's website and communicated to all staff, students, and relevant stakeholders.

