



## **SUSTAINABLE PROCUREMENT AND PURCHASE POLICY**

**Effective Date:** January 21, 2020

**Applicability:** University-wide

### **PURPOSE**

This policy is written to establish a common interpretation of what Sustainable Procurement encompasses within Amity University Chhattisgarh and to ensure University personnel consider social and environmental responsibility as factors in their purchasing decisions.

Sustainability is defined as, "Meeting the needs of the present without compromising the ability of future generations to meet their own needs."

This widely accepted definition pertains to decisions having impact on the future economy, environment or society. These impacts have greater/further/wider reaching effects compared to past or traditional "green" approaches to purchasing such as considerations for fair labour practices, ethical business practices, utilization of local businesses, etc. Execution of this policy will assist the University in understanding and responding to the strategic, reputational and operational implications inherent in its procurement decisions.

### **Economy:**

Collaborative procurement increases sustainability and efficiency through leverage and shared costs; consequently, increasing value while reducing risk.

### **Environment:**

Amity University Chhattisgarh is committed to minimizing or reducing effects from greenhouse gases (GHGs) through the purchase of products and services that will save energy in their operation, transportation, and/or production, advancing the University's overarching sustainability goals.



## **Social & Ethical:**

Because sustainable procurement incorporates awareness of socio-economic factors, it recognizes for example, the social and ethical impact of local procurement and holds the potential to support economic regeneration. Sustainable procurement also embraces and fosters an environment built upon ethical codes of conduct and principled procurement practice.

### **Environmental Aspects**

Technology  
Energy & Water  
Recycling  
Chemicals  
Virgin Materials  
Transportation & Packaging

### **Social & Ethical Aspects**

Employment  
Diversity  
Labour Conditions  
Community  
Employee Health & Safety  
Non-discrimination

## **KEY PRINCIPLES**

By implementing a policy of sustainable purchasing, the University recognizes the following principles:

- Purchasing activities have a fundamental role in minimizing environmental impact and managing risks.
- Investment decisions delivered through the purchasing process must establish resilient infrastructure and supply chains to both mitigate and adapt to climate change.
- Economic, environmental and social objectives in purchasing activities cannot be viewed in isolation.

## **KEY OBJECTIVES**

Demonstrate the University commitment to sustainability through:

- Procurement goods and services that deliver long-term value for money for both the University and public sector as a whole.
- Selection of goods manufactured, delivered, used and disposed of in an environmentally and socially responsible manner.
- Supporting local and regional businesses to contribute towards a stronger and more vibrant local economy.
- Model sustainable environmental and social purchasing to our community of consumers and vendors.



## **POLICY**

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

- A. Utilize procurement of goods and services as a means to act on the University's values of social responsibility and environmental sustainability.
- B. Support the University policy of striving for zero waste by reducing overall consumption and shifting to products with reduced product lifecycle impact.
- C. Support the University commitment to eliminate and offset our greenhouse gas emissions.
- D. Consider total cost of ownership rather than low purchase price as the only factor when evaluating the financial competitiveness of purchasing decisions.
- E. Require sustainability standards and certifications whenever possible, with preference for those which are developed by third-parties and independently verified throughout a products total chain of custody.
- F. Continuously improve sustainable purchasing practices.

## **RESPONSIBILITIES OF PROCUREMENT SERVICES**

Amity University Chhattisgarh (AUC) is committed to actions designed to conserve and protect the environment, and will continue to implement those actions whenever possible and economically feasible. In practice, the objective is to purchase products that have reduced environmental impact because of the way they are made, transported, stored, packed, used and disposed.

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

- A. 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, EPEAT, etc.) and integrate environmental factors into the University's buying decisions where certifications have not been defined.
- B. Developing tools to determine appropriate metrics and provide ongoing reporting; assist in identifying and financially justifying green products and services, make it easier to measure achievement of goals, and integrate sustainable purchasing into everyday decisions.
- C. Purchasing Services will carry out an environmental assessment to identify target product and service areas (major suppliers) and identify areas of opportunity for each.
- D. Consulting with all user departments to identify new environmentally friendly products and services as well as improvements/changes in industry standards that may impact the environment.



- E. Purchasing from suppliers that provide environmentally preferable products and services or suppliers that are environmentally sensitive in their daily operations.
- F. Seeking new suppliers and encouraging existing suppliers to review the manner in which their goods are packaged. Working with suppliers in the areas of reduction and reuse of packaging materials.
- G. Reviewing contracts, bids and specifications for goods and services to ensure that, whenever possible and economical, they are amended to provide for the expanded use of products and services that contain the maximum level of post-consumer reusable or recyclable waste / or recyclable content, without significantly affecting the intended use of the product or service.
- H. Using cost/benefit analysis to arrive at the correct sourcing decision; one that remains economically practical, reflects effective purchasing practices and satisfies the requirements of the user department.
- I. Making suppliers aware of the AUC's Sustainable Procurement and Purchase Policy and monitor critical suppliers on an ongoing basis with regard to their environmental policies and practices.
- J. Utilizing the Sustainable Purchasing checklist below for use in University purchasing.
- K. Ongoing evaluation of the efforts the department has made to help protect and preserve the environment and what the future goals are for the up-coming year.
- L. Liaise with other sustainability groups across campus to facilitate their sustainability goals.
- M. Defining procedures regarding exemptions from or non-compliance with the Sustainable Procurement and Purchase Policy
- N. Supporting local and diverse businesses (tribal, woman, or veteran-owned, etc.)
- O. Make every effort to secure contracts with suppliers that are environmentally and socially conscientious whenever practicable. Examination of supplier's labour/working conditions and environmental practices when negotiating long term supply contracts:
  - Is the company producing the product in compliance with all environmental laws and regulations?
  - What is the supplier's record in handling environmental and safety issues?
  - Can the supplier verify all environmental claims?
  - Does the supplier have a company environmental policy statement?
  - What programs are in place/planned for promoting resource efficiency?
  - Are printed materials available documenting these programs?
  - Has the supplier conducted an environmental or waste audit?
  - Is the supplier equipped to bid and bill electronically?



- Has an environmental life-cycle analysis of the product (and its packaging) been conducted by a certified testing organization, such as Green Seal?

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

- Available locally
- Bio Based
- Biodegradable
- Carcinogen-free
- Chlorofluorocarbon (CFC) free
- Compostable
- Durable, reusable or refillable
- Energy and water efficient
- Heavy metal free (i.e. no lead, mercury, cadmium)
- Low toxicity
- Low volatile organic compound (VOC) content
- Made from renewable products
- Persistent, Bio accumulative Toxic (PBT) free
- Post-consumer content
- 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
- Cause minimal or no environmental damage during normal use or maintenance
- Replacing disposables with reusable or recyclable options
- Taking into account life cycle costs and benefits
- Shipped with minimal packaging, preferably made of recycled products



## **Examples of Environmentally Preferable Products include:**

- LEDs
- Made of recycled materials, maximizing post-consumer content
- Durable, as opposed to single use or disposable items
- Non-toxic or biodegradable
- 30 - 100% recycled paper
- Computers /EPEAT silver or better certification
- Energy Star rated appliance
- Office Supplies marked with environmental sign on catalog
- Non-toxic or minimally toxic, preferably biodegradable
- Compostable
- Waste-reduced products
- Water-saving products

When determining whether a supplier is socially sustainable, the following standards should be considered:

Fair wages for employees	Acceptable working time
Adherence to child labour laws	Occupational safety and health policies
Equal opportunity and non-discrimination	Inspection of suppliers’ facilities
Protection of indigenous population rights	Human rights compliance
General compliance with other International Labour Standards	

## **RESPONSIBILITIES OF DEPARTMENTS**

A. Departments should use the information in this policy as a guideline for environmentally and socially preferable products and services being purchased for their department/mission.

B. Prior to purchasing a product or service, consider the following:

- ✓ Is the product really needed?
- ✓ Is the product size/magnitude necessary?



- ✓ Are all the features of the product necessary?
- ✓ Can any features be eliminated, is there a suitable alternative that is less harmful to the environment and safe to use?
- ✓ 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 banned or restricted substances?
- ✓ Does the product contain any exotic/endangered materials? If wood is used in the product, what is the source and how is it harvested? Is the product manufactured from tropical rainforest wood?
- ✓ 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 replacement parts made from recycled materials and are they themselves reusable or recyclable?
- ✓ Are the products designed to reduce consumption and minimize waste?
- ✓ Is the product packaging minimal, made from recycled materials, and recyclable or reusable?

C. Inform employees of their responsibilities under this policy; provide them with information about recycled products and environmental procurement opportunities.

D. Submit new ideas or suggestions to Purchasing Services.

## **EXEMPTIONS**

Nothing in this policy shall be construed as requiring a department to procure products that do not perform adequately for their intended use or are not available at a reasonable price in a reasonable period of time.

## **ENVIRONMENTALLY PREFERABLE PURCHASING (EPP) RESOURCES**

- A. EPA's Comprehensive Procurement Guidelines (<http://www.epa.gov/cpg/>)
- B. EPA's EPP Web Site ([www.epa.gov/oppt/epp](http://www.epa.gov/oppt/epp))
- C. EPPNet ([www.nerc.org/eppnet.html](http://www.nerc.org/eppnet.html))



# AMITY UNIVERSITY CHHATTISGARH

Established Under Section 26 (2) of the Chhattisgarh Private Universities (Establishment and Operation) Act No. 13 of 2005  
Govt. of Chhattisgarh.

D. Green Seal ([www.greenseal.org](http://www.greenseal.org))

E. EnergyStar ([www.energystar.gov](http://www.energystar.gov))

F. AMITY University Sustainable Procurement Checklist

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