



SUSTAINABLE PURCHASING POLICY

Effective Date: March 15, 2023

Applicability: University-wide

Purpose

The purpose of this Sustainable Purchasing Policy is to guide the procurement practices of the University in alignment with its commitment to environmental sustainability, social responsibility, and fiscal accountability. This policy provides a framework for integrating sustainability principles into all stages of the purchasing process, ensuring that the University exercises leadership in promoting responsible consumption and production.

Economy

The University recognizes the importance of achieving value for money in all procurement activities while upholding its commitment to sustainability. Economic considerations under this policy emphasize cost-effectiveness over the full life cycle of goods and services, rather than focusing solely on the lowest initial purchase price.

Environment

The University is committed to minimizing the environmental impact of its procurement activities by prioritizing the purchase of goods and services that conserve natural resources, reduce pollution, and support ecological balance. Environmental responsibility is a core component of this policy and is aligned with the University's broader sustainability goals.

Social & Ethical

The University is committed to upholding high standards of social and ethical responsibility in all procurement activities. This policy ensures that the University's purchasing decisions reflect respect for human rights, fair labor practices, equity, and integrity, both within its operations and throughout its supply chains.

KEY PRICIPLES

The University's Sustainable Purchasing Policy is guided by the following core principles, which support the institution's mission, values, and sustainability objectives:

- **Value for Money** - Procurement decisions will be based on achieving best value over the full life cycle of goods and services, considering not only cost, but also quality, sustainability, and long-term performance.
- **Environmental Responsibility** - Preference will be given to products and services that minimize environmental harm, conserve natural resources, and support climate action efforts.
- **Social Equity and Ethical Conduct** - Purchasing practices will support human rights, fair labor standards, diversity, inclusion, and ethical business conduct.
- **Transparency and Accountability** - Procurement processes will be conducted in a fair, open, and accountable manner, in compliance with applicable laws and institutional policies.
- **Local and Sustainable Sourcing** - Where feasible, the University will support local businesses, small enterprises, and suppliers that demonstrate strong sustainability credentials.
- **Continuous Improvement** - The University will regularly review and improve procurement practices, engage stakeholders, and build capacity for sustainable purchasing across all departments.
- **Risk Management** - Sustainability-related risks—including environmental, social, and ethical risks—will be identified, assessed, and managed throughout the procurement process.

KEY OBJECTIVES

The primary objectives of this Sustainable Purchasing Policy are to:

- **Embed sustainability in procurement practices** by incorporating environmental, social, and economic considerations into purchasing decisions alongside cost and quality.
- **Minimize environmental impact** through the selection of products and services that are energy-efficient, recyclable, and environmentally responsible.
- **Uphold ethical standards** by ensuring that suppliers adhere to fair labor practices, human rights principles, and anti-corruption policies.
- **Promote responsible sourcing** by supporting local and sustainability-oriented suppliers wherever feasible.

RESPONSIBILITIES OF DEPARTMENTS

In support of the University's commitment to sustainable procurement, the following departments share responsibility for implementing and monitoring adherence to this policy:

1. Strategic Planning and Finance Department

1. **Procurement Oversight:** Oversees all procurement activities, ensuring that sustainability criteria are integrated into purchasing decisions.
2. **Budgeting and Cost Analysis:** Evaluates total cost of ownership - including long-term savings from energy-efficient and low-impact products - while aligning purchases with the University's financial and sustainability objectives.
3. **Policy Compliance:** Ensures that all procurement processes comply with relevant national laws, regulations, and institutional guidelines.

2. Procurement and Purchasing Office

1. **Sustainability Integration:** Directly manages tendering and supplier engagement processes, incorporating environmental, social, and ethical criteria into supplier selection and contract awards.
2. **Supplier Evaluation and Monitoring:** Establishes performance metrics to assess and verify suppliers' adherence to sustainability and ethical standards, while maintaining transparent procurement records.
3. **Training and Capacity Building:** Provides ongoing training for procurement staff on sustainable purchasing practices and supports continuous improvement initiatives.

3. Audit Service

1. **Internal Control:** Conducts periodic audits of procurement activities to ensure adherence to both the University's policies and external regulatory requirements.
2. **Risk Assessment:** Identifies and mitigates risks related to unsustainable procurement practices, including environmental, social, and ethical risks, by providing recommendations for corrective action.
3. **Transparency and Reporting:** Reports audit outcomes to senior management to facilitate accountability and transparency within procurement processes.

4. Anti-Corruption Compliance Monitoring Management Division

1. **Ethical Oversight:** Monitors procurement processes to prevent conflicts of interest and corruption, ensuring that supplier engagements are conducted ethically.
2. **Policy Enforcement:** Enforces adherence to anti-corruption measures and ethical standards, providing guidance and remedial measures when deviations are identified.
3. **Stakeholder Communication:** Serves as a point of contact for staff and suppliers regarding ethical concerns, ensuring that issues are resolved promptly and transparently.

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