BAKU
SLAVIC
UNIVERSITY



SUSTAINABLE PROCUREMENT POLICY

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SECTION 1.

1.1. INTRODUCTION

Baku Slavic University (BSU) integrates sustainable procurement as an established component of its institutional environmental and operational management framework. The University applies environmental, social, and ethical considerations throughout its procurement processes, including the responsible sourcing of food, goods, and services.

Sustainable procurement helps:

- Lower carbon emissions
- Reduce energy and waste management costs
- Encourage responsible use of materials
- Improve BSU's reputation as a socially and environmentally responsible institution
- While initial investments may be required, sustainable procurement ultimately results in cost efficiencies and reputational gains over time.

SECTION 2.

2.1. SUSTAINABLE INITIATIVES

BSU has implemented a number of sustainability-focused actions, including:

Eco-friendly Heating Systems: Transition to sustainable energy sources to heat campus buildings.

Water-Efficient Landscaping: Planting drought-resistant trees and greenery across campus.

SDGs in Procurement: Applying UN Sustainable Development Goals (SDGs) as a core criterion in procurement decision-making.

LED Lighting: Energy-efficient lighting systems installed across academic and administrative buildings.
Transparent Processes: Commitment to fair and open procurement procedures in compliance with national regulations.
BSU's procurement decisions are evaluated not only on cost but also on social, environmental, and ethical considerations.

SECTION 3.

3.1. DRIVING SUSTAINABILITY THROUGH BSU'S SPP

BSU's Sustainable Procurement Policy (SPP) aims to:

- Minimize environmental and societal harm
- Embed sustainability into the procurement lifecycle
- Guide staff and stakeholders toward conscious and ethical decision-making

The SPP is a living framework that supports BSU's strategic goals in education, research, and community engagement.

SECTION 4.

4.1. COMPREHENSIVE INTEGRATION

- Adopt international procurement best practices
- Promote fair competition and transparent processes
- Balance cost and environmental value in all decisions
- Comply with legal and industry-specific standards
- Support low-impact, environmentally friendly products
- Raise awareness of sustainable procurement among all units
- Promote fair trade and supplier diversity.

4.2. ETHICAL SOURCING OF FOOD AND SUPPLIES

Baku Slavic University (BSU) integrates ethical, socially responsible and environmentally sustainable sourcing requirements into the procurement of food and beverages for institutional activities, catering arrangements, meetings, conferences and university-organised events.

The University applies the following principles:

- Food Safety and Quality: Food and beverage suppliers shall comply with applicable national food safety, hygiene, storage, transportation and quality requirements.
- Ethical Sourcing: Supplier selection shall take into consideration responsible production practices, transparency, fair business conduct and compliance with applicable labour legislation.
- Human Rights and Labour Standards: Suppliers shall comply with applicable requirements concerning fair employment, occupational health and safety, non-discrimination, and the prohibition of forced labour and child labour.
- Sustainable Food Procurement: Where practicable and legally permissible, procurement decisions shall favour seasonal, locally sourced and sustainably produced food products that satisfy institutional quality and value-for-money requirements.
- Packaging and Waste Prevention: Food procurement shall seek to minimise unnecessary packaging, single-use plastics, disposable catering materials and avoidable food waste.
- Supplier Accountability: Relevant food safety, ethical sourcing and environmental requirements shall be reflected in procurement specifications and supplier assessments.

4.3. SUSTAINABLE SOURCING OF EQUIPMENT, STATIONERY AND CONSTRUCTION MATERIALS

Baku Slavic University incorporates sustainability and ethical sourcing considerations into the procurement of educational equipment, information technology, office stationery, furniture, construction materials and other institutional supplies.

4.3.1. Equipment and Technology

Procurement decisions shall consider product durability, energy efficiency, repairability, resource consumption, packaging and responsible end-of-life management.

Suppliers shall comply with applicable requirements for the safe handling and disposal of electronic equipment, batteries and hazardous components.

4.3.2. Stationery and Office Supplies

BSU shall prioritise, where practicable, durable, refillable, reusable and recyclable office products.

Procurement specifications shall seek to reduce unnecessary packaging, single-use products and excessive consumption of paper and other disposable materials.

4.3.3. Construction and Renovation Materials

Suppliers and contractors engaged in construction, renovation and infrastructure projects shall comply with applicable environmental, occupational safety and waste management legislation.

Relevant procurement and contractual requirements shall address construction waste reduction, responsible material use, recycling opportunities and safe disposal of hazardous materials.

4.4. APPLICATION TO OUTSOURCED SERVICES AND SUPPLY CHAINS

The requirements of this Sustainable Procurement Policy extend to external suppliers, service providers, contractors, subcontractors and relevant supply chain participants engaged in the University's procurement and operational activities.
This includes:

- Catering and food service providers;
- Cleaning, maintenance and facilities management contractors;
- Waste collection, recycling and disposal service providers;
- Suppliers of office stationery, educational materials, furniture and information technology equipment;
- Suppliers of construction and renovation materials;
- Construction, renovation and infrastructure contractors;
- External event organisers and other contracted service providers.

4.4.1. Environmental and Waste Management Requirements

Relevant suppliers and contractors shall comply with applicable university requirements concerning waste prevention, waste segregation, responsible disposal, recycling, plastic use minimisation and reduction of disposable products.
The University's requirements concerning hazardous waste disposal, measurement of waste sent to landfill and recycled, plastic use minimisation and reduction of disposable items, as established in the Waste Management and Hazardous Waste Disposal Policy, shall also extend to relevant outsourced service providers, contractors, suppliers and subcontractors

through applicable procurement and contractual arrangements.

4.4.2. Contractual Integration

Relevant ethical, social and environmental requirements shall be incorporated into procurement specifications, supplier agreements and contractual conditions, where applicable and consistent with national legislation.

4.4.3. Supply Chain Responsibility

Suppliers and contractors are expected to communicate applicable sustainability requirements to subcontractors involved in fulfilling university contracts and to maintain compliance with relevant legal and contractual obligations.

4.5. SUPPLIER COMPLIANCE, MONITORING AND ACCOUNTABILITY

The implementation of ethical sourcing and sustainable procurement requirements shall be coordinated through the University's established procurement and institutional oversight procedures.

The responsible administrative and procurement units shall:

1. Apply relevant ethical, social and environmental criteria in procurement specifications and supplier assessments.
2. Verify applicable supplier documentation and regulatory compliance.
3. Maintain procurement records and supporting documentation.
4. Monitor compliance with relevant contractual sustainability requirements.

5. Address identified non-compliance through applicable procurement and administrative procedures.
6. Incorporate relevant findings into the University's existing sustainable procurement monitoring and reporting arrangements.

Implementation of these provisions shall be consistent with Section 5, Monitoring and Reporting, of this Policy.

These requirements support BSU's institutional commitment to responsible consumption and production and contribute to the implementation of Sustainable Development Goal 12.

SECTION 5.

5.1. MONITORING AND REPORTING

Procurement officers oversee compliance with the University's Sustainable Procurement Policy across relevant purchasing activities. Responsible departments maintain procurement records and submit periodic compliance information to the Rector's Office. Institutional audit and evaluation mechanisms review procurement practices, supplier compliance, and identified corrective actions.

SECTION 6.

6.1. RESOURCE MOBILIZATION

To effectively apply the SPP, BSU will ensure:

Trained Personnel: Procurement staff trained in sustainability

Financial Support: Budget allocations to support sustainable choices

Facilities and Infrastructure: Tools and technologies that promote green procurement

SECTION 7.

7.1. ROLE OF BUDGET HOLDERS

Budget holders will:
Prioritize sustainability in procurement budgeting
Advocate for responsible purchasing within departments
Promote a culture of ethical, sustainable decision-making

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