

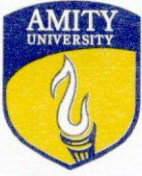


# AMITY UNIVERSITY

— R A J A S T H A N —

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Name of the Policy	Date of Issue	Date of Review	Chief Sustainability Officer
Sustainable Procurement and Purchase Policy	20/05/2020	-	<i>Alaliga</i>



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### Sustainable Procurement and Purchase Policy

Sustainable Procurement and Purchase Policy for Amity University Rajasthan (AUR) aims to promote environmentally responsible practices, social responsibility, and ethical sourcing while supporting local businesses and maintaining cost-effectiveness. Below is a comprehensive framework for sustainable procurement and purchase:

- **Policy Statement and Objectives:** The university's commitment is to sustainable procurement and its objectives such as reducing the environmental impact, promoting social welfare, supporting local economies, and ensuring transparency and ethical practices in all procurement processes. Thus,
  - Goods and services purchased should be produced, delivered, put into use, and disposed of in an environmentally friendly manner. This will ensure reduction of environmental impact through the entire life cycle of the product or service.
  - To ensure that the goods and services being procured support social responsibility. Working conditions are safe and fair, prevention of forced labour /child labour. Keeping the welfare of local communities at the heart of the policy will have a greater and longer-lasting impact on society, leading to economic prosperity for all.
  - Ensure fair trade practices are followed.
  
- **Scope:** The scope of the policy, including the types of purchases and procurement activities that fall under its guidelines as below:
  - When determining whether a product is environmentally preferable, consider standards such as availability locally, bio-based, biodegradability, carcinogen-free, CFC-free, compostable, durability, reusability, refill ability, energy and water efficiency, heavy metal-free, low toxicity, low VOC content, made from renewable products, PBT-free, post-consumer content, recyclability, reduced greenhouse gas emissions, reduced packaging, refurbish ability, highly energy-efficient in production and use, manufactured by suppliers with strong environmental and social sustainability track records, minimal environmental damage during normal use or maintenance, replacement of disposables with reusable or recyclable options, consideration of life cycle costs and benefits, and shipped with minimal packaging, preferably made of recycled products.
  - Examples of Environmentally Preferable Products include LEDs, products made of recycled materials maximizing post-consumer content, durable items as opposed to single-use or disposable ones, non-toxic or biodegradable items, 30 - 100% recycled paper, EPEAT silver or better certified computers, Energy Star rated appliances, office supplies marked with environmental sign on the catalog, non-toxic or minimally toxic, preferably biodegradable, compostable, waste-reduced, and water-saving products.
  
- **Compliance and Accountability:** AUR establishes roles and responsibilities for compliance with the policy, including designating a sustainability officer or committee responsible for monitoring and implementing sustainable procurement practices.

#### Duties of procurement services and implementation

Amity University Rajasthan (AUR) remains resolutely committed to actions aimed at preserving and safeguarding our environment and vows to execute such actions whenever feasible and economically





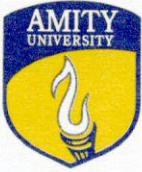
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viable. In practice, our aim is to produce products that exert a reduced environmental footprint due to their production, transportation, storage, packaging, usage, and disposal methods.

- Procurement Services bear the duty, in concert with all University departments, to champion the creation and usage of environmentally and socially responsible products and services via the following actions:
- Items are procured at Amity University Rajasthan either locally, through the Purchase Committee, or through Central Purchase of the Amity Universe. Applicability of this policy will be for both, central and local procurement.
- The Local Purchase Committee has a Presiding Officer and four members whose tenure is for one year. This ensures that members are changed every year and awareness of sustainable procurement and purchase has greater reach. The committee will ensure that:
  - Purchasing Services is tasked with conducting an environmental assessment to spotlight target product and service areas (major suppliers) and discern areas of opportunity for each.
  - Engage in consultations with all user departments to discover new environmentally friendly products and services as well as improvements/changes in industry standards that might impact the environment.
  - Foster partnerships with suppliers offering environmentally preferable products and services, or those embodying environmental consciousness in their operational practices.
  - Actively seek new suppliers and urge current suppliers to reevaluate their packaging strategies. Collaborate with suppliers on initiatives to reduce and reuse packaging materials.
  - Rigorously assess contracts, bids, and specifications for goods and services to ascertain that, when feasible and economical, amendments are made to promote the extensive use of products and services incorporating maximum levels of post-consumer reusable or recyclable waste/content, without significantly compromising the intended functionality of the product or service.
  - Employ cost/benefit analysis to derive a sourcing decision that balances economic feasibility, effective purchasing practices, and user department requirements.
  - Enlighten suppliers about AUR's Sustainable Procurement and Purchase Policy and consistently monitor critical suppliers regarding their environmental policies and practices.
  - Implement the Sustainable Purchasing checklist below for application in the University procurement.
  - Continually evaluate the department's efforts to safeguard and conserve the environment, outlining future goals for the forthcoming year.
  - Engage with other sustainability groups across the campus to foster their sustainability objectives.
  - Formulate procedures addressing exemptions from or non-compliance with the Sustainable Procurement and Purchase Policy.
  - Champion local and diverse businesses (tribal, woman, or veteran-owned, etc.).
  - Strive to secure contracts with environmentally and socially conscientious suppliers whenever possible. Scrutinize supplier's labor conditions and environmental practices when negotiating long-term supply contracts. Factors to consider include compliance with environmental laws and regulations, handling of environmental and safety issues, verification of environmental claims, presence of a company environmental policy statement, resource efficiency programs, availability of printed materials documenting these programs, conductance of environmental or waste audits, ability to bid and bill electronically, and whether an environmental lifecycle analysis of the product (and its packaging) has been conducted by a certified testing organization, such as Green Seal.





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- Depending on the type of items to be procured or service required, the University Purchase Committee / Central Procurement Team will give preference to products / services of suppliers who will enable the organisation to comply with the following:
  - **Environmental Criteria:** specific environmental criteria for procurement decisions. These may include considerations such as energy efficiency, recyclability, use of renewable materials, and reduced greenhouse gas emissions.
  - **Social Criteria:** social criteria for procurement, like labor conditions, human rights, diversity and inclusion, and fair treatment of workers in the supply chain.
  - **Local Sourcing:** prioritize local suppliers, services, and products to support the regional economy and reduce transportation-related emissions.
  - **Sustainable Vendors:** suppliers and vendors that considers their sustainability practices, certifications, and commitment to environmental and social responsibility.
  - **Waste Reduction:** Implement measures to reduce unnecessary packaging and promote the use of recyclable materials.
  - **Energy Efficiency and Green Technologies:** the purchase of energy-efficient equipment and products, as well as the adoption of green technologies across the campus.
  - **Lifecycle Assessment:** Consider the entire lifecycle of products and equipment when making purchasing decisions. This involves evaluating the environmental impact from production to disposal.
  - **Education and Awareness:** Conduct workshops, training, and awareness campaigns to educate staff, faculty, and students about sustainable procurement practices and the importance of their role in achieving the university's sustainability goals.
  - **Monitoring and Reporting:** regularly monitoring and evaluating the university's sustainable procurement efforts. This should include tracking key performance indicators related to sustainability and preparing annual sustainability reports.
  - **Continuous Improvement:** Commit to regular policy reviews and improvements based on lessons learned and emerging best practices in sustainable procurement.
  - **Engagement and Collaboration:** Collaborate with other universities, sustainability organizations, and local communities to share best practices and foster a collective commitment to sustainability.
  - **Supplier Support:** Assist suppliers in adopting sustainable practices by providing resources, guidance, and incentives to improve their environmental and social performance.

