

GEU/R-444-a/23

March 20, 2023

Sustainable Procurement and Purchase Policy at Graphic Era Deemed to be University

PURPOSE

This policy aims to establish a common understanding of Sustainable Procurement within Graphic Era Deemed to be University and to ensure that all University personnel consider social and environmental responsibility when making purchase decisions. Sustainability refers to the ability to satisfy current requirements without affecting the capacity of future generations to satisfy their own needs. Comparatively to conventional "green" practises, the policy takes a broader approach, taking into account things like fair labour practises, ethical business practises, and support for local firms. The University will be able to address the strategic, reputational, and operational implications of its procurement decisions by putting this policy into place.

KEY PRINCIPLES

Through the adoption of sustainable purchasing practices, the University acknowledges the following principles:

- Choosing products and services wisely is essential for reducing risks and environmental effect.
- Investment decisions taken during the procurement process must align with initiatives focused on climate change adaptation and mitigation. These decisions should prioritize the creation of resilient supply chains and infrastructure to address the challenges posed by climate change.
- When making purchases, economic, environmental, and social goals are taken into account.

KEY OBJECTIVES

The University aims to showcase its commitment to sustainability by:

- Acquiring goods and services that provide lasting value for both the University and the broader public sector.
- Choosing products that are produced, delivered, utilized, and disposed of in an environmentally and socially responsible manner.
- Promoting and supporting local and regional businesses to bolster the growth of a robust and dynamic local economy.
- Exemplifying sustainable procurement practices to set a positive example for our community of consumers and vendors.

POLICY

In line with the University's vision, all University personnel adhere to the following principles in their purchasing activities:

- A. Utilize procurement of goods and services as a means to embody the University's values of social responsibility and environmental sustainability.
- B. Uphold the University's commitment to achieving zero waste by reducing overall consumption and giving preference to products with a lower product lifecycle impact.
- C. Play an active role in the University's endeavors to eliminate and offset greenhouse gas emissions.
- D. Evaluate the total cost of ownership, rather than focusing solely on the initial purchase price, when making purchasing decisions.
- E. Promote the adoption of sustainability standards and certifications, particularly those established by third-party organizations and independently verified across the entire supply chain.
- F. Continuously take steps to enhance sustainable purchasing practices.

RESPONSIBILITIES OF PROCUREMENT SERVICES

Graphic Era Deemed to be University is dedicated to conserving and safeguarding the environment and will actively implement sustainable practices whenever feasible and economically viable. In practical terms, the University aims to procure products that have a reduced environmental impact during their production, transportation, storage, usage, and disposal.

To promote the use of environmentally and socially acceptable products and services, Procurement Services, in coordination with all University departments, undertake the following activities:

- A. Identify environmental certifications acceptable to the University and procure products and services meeting the needed certifications (e.g., Energy Star, EPEAT, etc.), integrating environmental factors into purchasing decisions where certifications are not defined.
- B. Develop tools for determining suitable metrics, providing ongoing reporting, identifying and justifying green products and services, and integrating sustainable purchasing into routine decisions.
- C. Conduct an environmental assessment to identify key products and service areas (major suppliers) and pinpoint opportunities for improvement in each area.
- D. Collaborate with user departments to identify environmentally friendly products, as well as changes in industry standards that may impact the environment.
- E. Purchase from suppliers that offer environmentally preferable products and services or demonstrate environmentally sensitive practices in their daily operations.
- F. Encourage suppliers to review their packaging methods, seeking opportunities for reduction and reuse of packaging materials.
- G. Review contracts, bids, and specifications for goods and services, striving to incorporate the use of products with the highest level of post-consumer reusable or recyclable waste/recyclable content, without significantly affecting the product's intended use.
- H. Utilize cost/benefit analysis to make sourcing decisions that are economically practical, reflective of efficient purchasing practices, and meet the user department's requirements.

- I. Inform suppliers about Graphic Era Deemed to be University's Sustainable Procurement and Purchase Policy and continuously monitor critical suppliers' environmental policies and practices.
- J. Use the provided Sustainable Purchasing checklist for University purchasing decisions.
- K. Evaluate the department's efforts to protect and preserve the environment, setting future goals for the upcoming year.
- L. Collaborate with other sustainability groups across the campus to support their sustainability goals.
- M. Establish procedures for exemptions from or non-compliance with the Sustainable Procurement and Purchase Policy.
- N. Support local and diverse businesses, such as tribal, woman-owned, or veteran-owned enterprises.
- O. Make every effort to secure contracts with suppliers that are environmentally and socially conscientious whenever possible. This includes examining suppliers' labor/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 track 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?
 - Determining environmentally preferable products

When considering whether a product is environmentally preferable, the following standards are taken into account:

- Available locally
- Bio-based materials
- Biodegradability
- Free from carcinogens
- Compostable
- Durable, reusable, or refillable
- Energy and water efficient
- Free from heavy metals (e.g., lead, mercury, cadmium)
- Low toxicity
- Low volatile organic compound (VOC) content
- Made from renewable resources
- Free from Persistent, Bioaccumulative Toxic (PBT) substances
- Contains post-consumer content
- Recycled content/recyclable
- Reduced greenhouse gas emissions
- Reduced packaging
- Refurbished or refurbishable
- Highly energy-efficient in production and use
- Manufactured by suppliers with a strong environmental and social sustainability track record

- Causes minimal or no environmental damage during normal use or maintenance
- Replaces disposables with reusable or recyclable options
- Considers life cycle costs and benefits
- Shipped with minimal packaging, preferably made of recycled materials

Examples of Environmentally Preferable Products being used:

- LEDs
- Products made of recycled materials with high post-consumer content
- Durable, long-lasting products rather than single-use or disposable items
- Non-toxic or biodegradable materials
- 30-100% recycled paper
- Computers with EPEAT silver or better certification
- Appliances with Energy Star rating
- Office supplies labeled with environmental indicators in the catalog
- Non-toxic or minimally toxic, preferably biodegradable cleaning products
- Compostable tableware
- Waste-reducing products
- Water-saving devices

RESPONSIBILITIES OF DEPARTMENTS

Departments use this policy as a guideline for purchasing environmentally and socially preferable products and services for their respective missions. Before purchasing a product or service, departments consider the following:

- The necessity of the product
- The appropriate size/magnitude of the product needed
- Elimination of any unnecessary features of the product
- Evaluation of alternatives that are less harmful to the environment and safe to use
- The product's durability and longevity
- The use of recycled materials in the product's manufacturing
- The product's origin and transportation distance from the manufacturer to the usage location
- Compliance with banned or restricted substances regulations
- Use of exotic/endangered materials and sourcing practices, particularly with wood products
- The product's reusability, compostability, or recyclability after use
- Special disposal considerations for the product
- The product's energy efficiency
- The ease of maintenance and repair for the product
- The use of replacement parts made from recycled and reusable or recyclable materials
- The product's design to reduce consumption and waste generation
- The minimal packaging of the product, preferably from recycled materials and recyclable or reusable
- Departments also inform their employees about their responsibilities under this policy and provide information about environmentally-friendly products and procurement opportunities. Additionally, departments are encouraged to submit new ideas and suggestions to Purchasing Services to further improve sustainable procurement practices.

EXEMPTIONS

This policy does not mandate departments to procure products that do not perform adequately for their intended use or are unreasonably priced or unavailable within a reasonable period of time.

ENVIRONMENTALLY PREFERABLE PURCHASING (EPP) RESOURCES

For further guidance on environmentally preferable purchasing, the University recommends utilizing Graphic Era Deemed to be University Sustainable Procurement Checklist



Registrar

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