



DEPARTMENT : ADMINISTRATION

Effectivity: 01 Aug 2019

Supersedes: 6

Review Date: 05 Aug 2024

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1. TITLE: ETHICAL SOURCING OF FOOD AND SUPPLIES

2. PURPOSES:

The Imam Abdulrahman Bin Faisal University is aware of its obligation to conduct its supply chain in an ethical and accountable manner. We make an effort to take both social and environmental factors into account, while choosing our products and services. We acknowledge that it is our duty to persuade our suppliers and subcontractors to reduce any unfavorable environmental and social impacts of the services and items they offer. Additionally, we'll work to avoid discriminating against local providers in the requirements and procurement strategy.

The university catering team created the sustainable food policy with support from the higher administrations, facilities, support services and logistic and procurement. The agreements outlined in the ethically produced policy are included in the policy as well as the sustainability objectives, environmental emergency recommendations, and ethical guidelines of the university's strategic planning.

3. DEFINITION:

The university objective is to provide staff, students and visitors with wholesome, seasonably appropriate locally produced food in order to uphold its reputation as prestigious institution and to encourage highly satisfying lifestyle for the university staff and students.

4. POLICY:

- 4.1. Collaborate with our suppliers to reduce the environmental impact of our organization.
- 4.2. Proactively familiarize or wholesale partners with local farmers, growers, producers and butchers.
- 4.3. Collaborate from businesses who actively promote the sustainable food policy and show that they care about the environmental and sustainability issues in general.
- 4.4. Seasonal ingredients will be a part of all new meal
- 4.5. At least 50% all menu items must be vegetarian, vegan, or made from plants.
- 4.6. Vegetable, vegan, or organic meals will be available as the first option for all counter prepared food, encouraging customers to make a better choice and promoting it before they see any meat dishes.
- 4.7. Poultry, Meat, shall be purchased from local suppliers who can provide proof of an acceptable safety standard.
- 4.8. Fish: The institution will only by from vendors who have sustainable processes in place, and all fish and shellfish will be sourced as ethically as possible.
- 4.9. Egg and milk, shall be purchased from local suppliers.



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مستشفى الملك فهد الجامعي | King Fahd Hospital of the University

POLICY AND PROCEDURES

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- 4.10. Establish key performance indicator (KPI) and evaluation criteria to assess our vendor's success.
- 4.11. Provide purchasing officials with clear guidelines, on how to choose and recognize sustainable products and services.
- 4.12. We can better communicate with our clients by utilizing initiatives to raise awareness and deliver product information.

5. PROCEDURE:

- 5.1. A targeted supplier engagement program that encourages ongoing sustainable improvement has been put in place. A two-way dialogue between the supplier and the buyer.
- 5.2. Main food commodity suppliers will be accredited, proving their dedication to sustainable food sourcing, or they will be willing to become accredited. Competencies and selection for all food supplier selections will include sustainable procurement.
- 5.3. Organization decisions concerning food sourcing and distribution channels will take into account how these choices will affect the neighborhood and the environment.
- 5.4. The policy is supported by management information from our major food suppliers that shows the origin of our produce.
- 5.5. Menus show how seasonal ingredients are used. Request for seasonal product availability from suppliers.
- 5.6. Meal consumption was assessed by internal team
- 5.7. Quarterly reports on the environmental and sustainable activities and standards being implemented by each of our major food suppliers will be provided. If necessary, KPIs will be set up for quantifiable items.
- 5.8. All selection criteria for food suppliers will include competencies in sustainable procurement.
- 5.9. Intuitive marketing campaigns are in place to promote our procurement of ethical, fairtrade, and sustainable foods.
- 5.10. Operational procedures will be examined, recorded, and presented to the appropriate organization.

6. RESPONSIBILITIES:

- 6.1. Hospital Administrator
- 6.2. Dietician and Nutrition
- 6.3. Environmental Facilities



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7. **ATTACHMENTS: N\A**

8. **DISTRIBUTION:**

8.1 Administration

9. **REFERENCES**

Prepared by:	Date Signed:
Reviewed by:	Date Signed:
Concurred by:	Date Signed:
Approved by:	Date Signed:



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