



POLICY AND PROCEDURES

DEPARTMENT : ADMINISTRATION	
Effectivity: 25.07.2019	Supersedes: 2
Review Date: 20.07.2024	No. of Pages: 5

1. **TITLE: SUSTAINABLE PROCUREMENT /PURCHASING POLICY**
2. **PURPOSES:**
 - 2.1 IAU will make sustainability a top priority in all its public contracting programs.
 - 2.2 In addition to taking into account the inherent social, environmental, and economic aspects of procurement decisions and actions, IAU works to reduce the negative life cycle effects of product or service creation, transport, usage, and final disposition.
 - 2.3 IAU seeks to offer recommendations, data, and tools for creating sustainable purchasing practices that apply to departmental purchases of ongoing consumables, durable products, building renovations and expansions, and mercury-containing bulbs.
3. **POLICY:**
 - 3.1 Ensure IAU procurement promotes environmental, economic, and community stewardship and supports IAU's sustainability goals.
 - 3.2 IAU will decide which sustainability considerations should be taken into account when making purchasing decisions.
 - 3.3 When possible, the University must choose used, salvaged, or borrowed items while making every attempt to avoid making unnecessary expenditures.
 - 3.4 New purchases will be made only if:
 - 3.4.1 The old item is no longer workable, safe, and useful, or has reached the end of its useful life, cannot be repaired, has greater lifecycle impacts than replacing it with a newer item, and / or is now obsolete.
 - 3.4.2 All attempts were made to share, borrow, and reallocate the item and the item cannot be obtained through surplus, or other lending method.
 - 3.5 IAU will utilize its purchasing power to support sustainable markets and advance environmental and public health goals like lowering emissions of greenhouse gases and dangerous chemicals.
 - 3.6 IAU must conduct sustainability risk analyses of goods and services to make sure that its environmental management system policies are being followed.
 - 3.7 To help the University meet its carbon reduction goals, IAU will manage the purchase of products and services.
 - 3.8 When possible, IAU must give suppliers who work to reduce lifecycle effects through "closed loop" product stewardship programs contractual preference and require products that can be disposed of responsibly (recyclable).



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- 3.9 By reducing overall consumption and switching to items with less negative effects on the product lifecycle, IAU aims to achieve zero waste.
- 3.10 IAU will continuously develop its sustainable purchasing procedures and operate as a role model for the community of customers and suppliers.
- 3.11 In order to provide value for money, IAU will base its procurement decisions on a mix of economic, social, and environmental aspects.
- 3.12 To reduce the negative effects that acquired goods and services will have on the environment and society, IAU will adopt a risk management strategy.

4. PROCEDURE:

- 4.1 IAU will create tools to choose the proper metrics and offer continuous reporting.
- 4.2 IAU will track objective progress and include ethical purchasing into daily choices.
- 4.3 To identify key product and service segments (main suppliers) and pinpoint growth opportunities for each, conduct an environmental evaluation.
- 4.4 Consultation with all user departments to find new environmentally friendly goods and services as well as enhancements or modifications to business practices that could have an influence on the environment.
- 4.5 Purchase from vendors who offer environmentally friendly goods and services or vendors who take environmental considerations into account when conducting business.
- 4.6 IAU shall make sure that every item it purchases complies with the sustainability requirements outlined in the solicitation document.
- 4.7 Encourage and make sure that the best criteria and methods for sustainable procurement are included in bidding and contract strategy.
- 4.8 The Procurement Department is responsible for ensuring that IAU purchases are made from ethical and sustainable sources when practical.
- 4.9 For the purpose of identifying potential ethical and environmental concerns related to each step of the life cycle, the University will use a life cycle analysis approach when making purchases of goods and services.
- 4.10 IAU will make sure that sustainable procurement principles are used at all phases of the procurement cycle, starting with the initial consideration of whether or not to purchase products and services.
- 4.11 Make sure that processes that are outsourced are managed or influenced to reduce their detrimental effects on the environment and society.
- 4.12 IAU will follow the fundamental principles of sustainable procurement, including corporate governance, respect for human rights, labor standards, the environment,



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ethical business conduct, consumer interests, and community involvement and development.

5. RESPONSIBILITIES:

- 5.1 Supervisors, at all levels, should inform all employees, including new hires, of the above-mentioned policies.
- 5.2 All Deans and Vice Deans to communicate to their respective deanships.

6. DISTRIBUTION:

- 6.1 All Deanships
- 6.2 All Administrative departments and units.
- 6.3 Signed original copy is maintained in IAU Documents Control Unit
- 6.4 Available in the IAU website

Approved by:

Date Signed:

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Dr. Ahmed Al Kuwaiti
Director, Deanship of Quality and Academic Accreditation



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