

## University Sustainability Procurement Policy

*Promoting Sustainable, Ethical, and Responsible Purchasing Practices*

Policy Number	SO 06
Issue Number and Date	1 2022/12/5
Council of deans decision number	2963/2022/24/3/2
Council of deans decision date	17/3/2022
Review number and date	2819/2025/24/3/2 <b>17/3/2025</b>

### 1. Purpose

The purpose of this policy is to guide the University of Jordan (UJ) procurement activities toward sustainable, ethical, and socially responsible outcomes. By embedding environmental, social, and governance (ESG) considerations into procurement processes, the University seeks to reduce its environmental footprint, support fair labor practices, and promote long-term economic and community well-being in line with the United Nations Sustainable Development Goals (SDGs).

### 2. Scope

This policy applies to all procurement and supply chain activities undertaken by the University, including goods, services, construction, and equipment acquired by academic, administrative, and research departments.

### 3. Guiding Principles

University procurement decisions shall be guided by the following principles:

- **Environmental Stewardship:** Minimize negative environmental impacts through responsible resource use, reduction of waste, and preference for low-carbon and recyclable products.
- **Social Responsibility:** Support fair labor practices, diversity, and inclusion by preferring suppliers with ethical employment practices and community impact initiatives.

- **Economic Sustainability:** Promote local and regional economies where feasible and select suppliers that demonstrate environmental stewardship, innovation and long-term value creation.
- **Transparency and Accountability:** Maintain clear, fair, and ethical procurement processes with documented decision-making and stakeholder involvement.

## 4. Alignment with Specific SDGs

The University aims to align procurement practices with the following SDGs:

SDG	Focus Area in Procurement
SDG 7 – Affordable and Clean Energy	Purchase energy-efficient equipment and services
SDG 9 – Industry, Innovation and Infrastructure	Source innovative and sustainable technologies
SDG 11 – Sustainable Cities and Communities	Choose suppliers with urban sustainability initiatives
SDG 12 – Responsible Consumption and Production	Prioritize recyclable, reusable, and responsibly sourced materials
SDG 13 – Climate Action	Procure low-carbon products and services
SDG 16 – Peace, Justice and Strong Institutions	Engage with ethical, transparent suppliers

## 5. Sustainable Procurement Criteria

Procurement decisions will consider the following sustainability criteria:

### Environmental

- Recycled and recyclable content
- Low energy and water usage
- Non-toxic materials
- Carbon footprint of production and transport
- Compliance with recognized environmental certifications (e.g., Energy Star, FSC, ISO 14001)

### Social

- Fair wages and working conditions
- Supplier diversity (e.g., women-owned, minority-owned, social enterprises)
- Ethical supply chains free of child labor or forced labor
- Community development and local hiring practices

### Governance

- Anti-corruption practices
- Transparent reporting and corporate governance
- Adherence to local and international labor and human rights standards

## **6. Supplier Engagement and Development**

The University will:

- Communicate sustainability expectations to current and potential suppliers.
- Encourage suppliers to adopt and disclose ESG practices and/or GHG compliance.
- Prioritize long-term partnerships with vendors committed to sustainable practices.
- Provide support and feedback to suppliers to improve their sustainability performance.

## **7. Life Cycle Costing and Value Analysis**

Procurement decisions will be based not only on price but also on total life cycle cost, including:

- Energy consumption
- Maintenance and disposal costs
- Environmental and social impacts across the product life cycle

## **8. Compliance and Accountability**

The **Procurement Office**, in collaboration with the **Sustainability Office**, will ensure compliance with this policy. All university departments and procurement stakeholders are expected to integrate sustainability considerations into their purchasing activities. Periodic audits and reviews will be conducted to evaluate procurement decisions and supplier compliance.

Non-compliance or failure to consider sustainability implications will be addressed through formal review processes, and corrective actions will be taken where necessary. Reports on sustainable procurement performance will be included in the University's annual sustainability or ESG report.

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## 9. Monitoring and Reporting

- Procurement teams will maintain records of ESG criteria applied in major tenders and supplier evaluations.
- Key performance indicators (KPIs) will track the percentage of sustainable purchases and supplier compliance.
- Progress will be benchmarked annually against international best practices and reported to University leadership and relevant stakeholders.

## 10. Review and Continuous Improvement

This policy will be reviewed every **two years** to reflect changes in best practices, market developments, institutional priorities, and stakeholder expectations. Continuous improvement and feedback from the university community will shape ongoing updates.