



Sustainable Procurement Policy

1. Purpose

The Institute of Business Management (IoBM) is committed to integrating sustainability considerations into procurement decisions in order to reduce environmental impacts, promote responsible resource use, support ethical business practices, and contribute to the University's sustainability objectives.

This Policy establishes a framework for considering environmental, social, and economic sustainability factors throughout the procurement process while ensuring value for money, operational effectiveness, and regulatory compliance.

2. Objectives

The objectives of this Policy are to:

- Promote environmentally responsible purchasing practices.
- Reduce the environmental footprint of university operations.
- Encourage efficient use of resources.
- Minimize waste generation.
- Support ethical and responsible supply chains.
- Encourage sustainable innovation among suppliers.
- Integrate sustainability considerations into procurement decisions.
- Support the University's sustainability goals and commitments.

3. Scope

This Policy applies to:

- Academic departments
- Administrative departments
- Procurement activities
- Capital projects
- Campus operations
- Event-related purchases
- Service contracts
- Vendors and suppliers engaged by the University

4. Guiding Principles

Procurement activities at IoBM shall be guided by the following principles:

Value for Money

Procurement decisions shall consider total value rather than purchase price alone.

Environmental Responsibility

Environmental impacts shall be considered throughout the lifecycle of products and services.

Resource Efficiency

Products and services that reduce resource consumption shall be encouraged.

Ethical Practices

Suppliers shall be expected to operate in a lawful, ethical, and socially responsible manner.

Continuous Improvement

The University shall continuously improve sustainable procurement practices.

5. Sustainable Procurement Criteria

Where practical and appropriate, procurement decisions shall consider:

- Energy efficiency.
- Resource efficiency.
- Product durability.
- Reusability.
- Recyclability.
- Waste reduction potential.
- Environmental certifications.
- Sustainable packaging.
- Responsible manufacturing practices.
- End-of-life disposal considerations.

These factors shall be considered alongside quality, performance, availability, and cost.

6. Office Supplies and Consumables

The University shall encourage procurement of:

- Recycled paper products.
- Environmentally preferable stationery.
- Refillable products where feasible.
- Durable office equipment.
- Products with reduced packaging.

Departments shall be encouraged to minimize unnecessary consumption of disposable materials.

7. Information Technology and Electronic Equipment

When procuring technology equipment, the University shall consider:

- Energy-efficient devices.
- Equipment lifespan and durability.
- Repairability and maintenance requirements.
- Responsible disposal and recycling options.
- Vendor sustainability commitments.

The University shall seek to maximize the useful life of electronic equipment before replacement.

8. Construction and Infrastructure Projects

For new construction, renovation, and infrastructure projects, the University shall seek to consider:

- Energy efficiency.
- Water efficiency.
- Sustainable building materials.
- Durability and lifecycle performance.
- Waste reduction during construction.
- Climate resilience considerations.
- Preservation of green spaces where feasible.

Project planning shall align with the University's sustainability objectives.

9. Event Procurement

Procurement associated with University events shall align with the IoBM Green Events Guideline.

Event organizers are encouraged to prioritize:

- Reusable materials.
- Sustainable event branding solutions.
- Digital alternatives to printed materials.
- Waste reduction measures.
- Environmentally responsible suppliers.

10. Sustainable Packaging

The University shall encourage suppliers to minimize unnecessary packaging.

Preference may be given to:

- Recyclable packaging.
- Reusable packaging.
- Reduced packaging solutions.
- Environmentally responsible materials.

Excessive packaging should be avoided wherever practical.

11. Vendor and Supplier Engagement

IoBM recognizes suppliers as important partners in achieving sustainability objectives.

The University may consider:

- Environmental practices.
- Compliance with applicable laws.
- Ethical business conduct.
- Waste management practices.
- Resource efficiency initiatives.
- Sustainability commitments.

Suppliers may be encouraged to share sustainability-related information where relevant.

12. Local and Responsible Sourcing

Where practical and consistent with quality and procurement requirements, the University may consider:

- Local suppliers.
- Locally manufactured products.
- Regional sourcing opportunities.
- Suppliers that demonstrate responsible business practices.

Such considerations may support economic development and reduce transportation-related environmental impacts.

13. Waste Reduction Through Procurement

The University shall seek to reduce waste generation through procurement decisions by:

- Prioritizing durable products.
- Reducing disposable items.
- Supporting reuse opportunities.
- Considering product lifecycle impacts.
- Encouraging circular economy principles.

Procurement decisions should support the objectives of the Waste Management and Circular Economy Policy.

14. Awareness and Capacity Building

The University shall promote awareness of sustainable procurement practices among:

- Procurement personnel.
- Department heads.
- Event organizers.
- Project managers.
- Staff involved in purchasing decisions.

Guidance and training may be provided as required.

15. Sustainable Procurement Targets

By 2030

IoBM shall strive to:

- Integrate sustainability considerations into major procurement decisions.
- Reduce procurement-related waste generation.
- Increase use of environmentally preferable products where feasible.
- Promote reusable and durable alternatives to disposable products.
- Reduce dependence on single-use materials.

- Incorporate sustainability considerations into major construction and infrastructure projects.
- Encourage supplier participation in sustainability initiatives.

Progress toward these targets shall be reviewed periodically.

16. Monitoring and Reporting

The University shall monitor:

- Sustainable procurement initiatives.
- Procurement-related waste reduction efforts.
- Adoption of environmentally preferable products.
- Sustainable event procurement practices.
- Supplier engagement activities.

Performance shall be reported through the Sustainability Reporting Framework and Annual Sustainability Report.

17. Responsibilities

Procurement Department

- Support implementation of this Policy.
- Promote sustainable purchasing practices.
- Consider sustainability factors during procurement activities.

Sustainability Office

- Provide guidance and support.
- Monitor implementation and reporting.

Department Heads and Budget Holders

- Consider sustainability factors in purchasing decisions.
- Support responsible resource use.

Vendors and Suppliers

- Comply with University procurement requirements.
- Support sustainability objectives where feasible.

18. Review

This Policy shall be reviewed every three years or earlier if required.

19. Effective Date

This Policy shall take effect upon approval by the President of the Institute of Business Management.

Approved By:  _____

President, Institute of Business Management

Date: December 1st, 2025

Version: 1.0