



## **Sustainable Procurement / Purchasing Policy**

### **1. PURPOSE**

This policy shows that East Bridge University (EBU) is committed to responsible, ethical, and sustainable purchasing in all areas of the university.

EBU understands that its purchasing choices affect not just how the university runs, but also the environment, social values, ethics, and long-term sustainability. This policy aims to make sure all purchasing and supplier decisions are fair, open, responsible, and consider their impact on the wider community.

This policy also supports EBU's commitment to growing responsibly, building ethical partnerships, and running the university in a sustainable way.

### **2. SCOPE**

This policy applies to all parts of EBU, including:

- Procurement and purchasing activities
- Vendor and supplier selection processes
- Contractual agreements and service procurement
- Academic, administrative, operational, and digital resource purchasing
- Partnerships involving procurement-related decision-making

Everyone involved in purchasing or procurement at East Bridge University, including employees, departments, contractors, suppliers, consultants, and external partners, must follow this policy.

### **3. DEFINITIONS**

**Sustainable Procurement:** Sustainable procurement means buying goods, services, and resources in a way that takes into account the environment, social and ethical issues, economic impact, quality, value, and what the university needs.

Supplier: A supplier refers to any organisation, vendor, contractor, or service provider that gives goods, services, or support to EBU.

Sourcing: Sourcing refers to procurement practices that prioritise fair labour conditions, responsible business conduct, transparency, and respect for human rights and environmental standards.

#### 4. POLICY STATEMENT

East Bridge University is committed to ensuring that procurement and purchasing activities are carried out responsibly and transparently, in line with ethical and sustainable standards. East Bridge University promises to make sure all purchasing is done responsibly, openly, and in line with ethical and sustainable standards. EBU therefore seeks to work with suppliers, vendors, and partners who demonstrate integrity, fairness, accountability, and responsible operational practices.

With this policy, the university aims to build long-term sustainability, support ethical business, use resources responsibly, and make sure its purchasing reflects EBU's values and drive to keep improving.

#### 5. POLICY DECLARATION

EBU will keep supporting sustainable purchasing by following these principles and commitments:

##### 5.1 Ethical and Responsible Procurement

The university will make sure its purchasing decisions are based on honesty, openness, fairness, and responsible business behaviour.

##### 5.2 Sustainable Supplier Engagement

EBU will give preference to suppliers and service providers who show ethical labor practices, responsible sourcing, care for the environment, and who follow all relevant laws and rules.

##### 5.3 Transparency and Fair Competition

All purchasing must be done in a fair, open, and unbiased way that supports accountability and equal opportunity.

##### 5.4 Social Value and Community Consideration

Where appropriate, the University will consider the wider social impact of procurement decisions, including community benefit, inclusion, accessibility, and responsible employment practices.

#### 5.5 Responsible Resource Use

EBU will encourage efficient and responsible use of institutional resources by considering sustainability, durability, quality, and long-term value in purchasing decisions.

#### 5.6 Supplier Diversity and Inclusion

The University encourages engagement with suppliers and vendors from diverse backgrounds and seeks to support inclusive procurement opportunities where feasible and appropriate.

#### 5.7 Digital and Operational Sustainability

As a digitally connected institution, EBU will seek to adopt technologies, services, and operational systems that support efficient, accessible, and sustainable institutional practices.

#### 5.8 Monitoring and Accountability

The University will maintain appropriate oversight and review mechanisms to support responsible procurement practices, monitor supplier relationships, and strengthen accountability across procurement activities.

#### 5.9 Continuous Improvement

EBU will periodically review procurement practices and procedures to strengthen sustainability, operational effectiveness, ethical standards, and institutional responsibility.

### 6. RESPONSIBILITIES

| Unit                               | Key Responsibilities                                                                                                                                                                      |
|------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| University Leadership              | <ul style="list-style-type: none"><li>• Promote institutional commitment to sustainable and ethical procurement practices</li><li>• Support governance and oversight mechanisms</li></ul> |
| Procurement / Administration Teams | <ul style="list-style-type: none"><li>• Conduct procurement activities transparently and responsibly</li><li>• Maintain fair supplier selection and purchasing procedures</li></ul>       |
| Faculty and Staff                  | <ul style="list-style-type: none"><li>• Consider sustainability and responsible resource use in purchasing decisions</li></ul>                                                            |

|                           |                                                                                                                                                            |
|---------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                           | <ul style="list-style-type: none"> <li>Follow institutional procurement procedures</li> </ul>                                                              |
| Suppliers and Contractors | <ul style="list-style-type: none"> <li>Demonstrate ethical conduct, responsible operational practices, and compliance with applicable standards</li> </ul> |

## 7. REVIEW & MONITORING

EBU will regularly monitor the effectiveness of this policy through:

- Periodic review of procurement and supplier practices
- Monitoring of supplier compliance and operational standards
- Assessment of procurement-related sustainability considerations
- Feedback from institutional stakeholders and operational teams
- Ongoing review of institutional purchasing procedures and governance practices

This policy will be reviewed periodically to ensure continued relevance, effectiveness, and alignment with evolving institutional priorities and responsible operational practices.



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