



**BOĞAZIÇI UNIVERSITY**  
**DIRECTORATE OF ADMINISTRATIVE AND FINANCIAL AFFAIRS**  
**Tender and Procurement Department**

**SUSTAINABLE PROCUREMENT POLICY**

**Sustainable Procurement,**

Sustainable procurement is a procurement model in which negative environmental, social and economic impacts are minimised throughout the product lifecycle. Sustainable procurement is a continuous process of improvement. It is an approach that addresses all risks, impacts and solutions that may arise throughout the product's lifecycle.

**Our sustainable procurement principles:**

**- Accountability:** Our university must be accountable for the impacts it creates on society, the economy and the environment. This accountability, particularly in the context of procurement, ensures that the organisation is accountable for its impacts on supply chains services, ensuring the organisation is accountable for its impacts on supply chains.

**- Transparency:** Our institution must be transparent in decisions and activities that affect the environment, society and the economy. When assessed in terms of procurement processes, this involves being transparent in procurement decisions and activities, and encouraging suppliers to be transparent. Transparency is the foundation of stakeholder dialogue and collaboration.

**- Ethical conduct:** Our organisation must act ethically and promote ethical conduct throughout the supply chain.

**- Equal opportunity:** As the Presidency and our department, we must avoid bias and unfounded assumptions in all procurement decisions. All suppliers, including local suppliers and small and medium-sized enterprises, must have a full and fair opportunity to compete.

**- Respect for stakeholder interests:** Our organisation must respect the interests of stakeholders affected by procurement activities, take them into account, and provide the necessary response.

**- Respect for the rule of law and international standards of conduct:** Our organisation must strive to be aware of potential violations throughout its supply chains. It must actively encourage its suppliers to comply with these rules and assess and address compliance as circumstances require.

**-Respect for human rights:** Our institution must respect internationally recognised human rights.

**-Innovative solutions:** Within our university, we should seek solutions aimed at sustainability goals and adopt innovative procurement practices promote

**-Focus on needs:** Our organisation should review its own and its stakeholders' requirements, purchase only what is genuinely needed, and seek more sustainable alternatives.

**-Integration:** Our organisation must ensure that sustainability is integrated into all existing procurement practices to maximise sustainable outcomes.

**-Cost analysis:** Our educational institution must consider the costs incurred throughout the life cycle, the value for money obtained, and the costs and benefits to society, the environment and the economy arising from procurement activities.

**-Continuous improvement:** Our educational institution should strive to continuously improve its **sustainability** practices and outcomes, and encourage organisations within its supply chains to do the same.

## **ISO 20400 SUSTAINABLE PROCUREMENT STANDARD**

The ISO 20400 Sustainable Procurement Standard is an international standard that provides guidance on sustainable procurement.

ISO 20400 is the world's first International Standard for sustainable procurement and aims to assist organisations in developing and implementing sustainable procurement practices and policies.

The key guidelines of the ISO 20400 standard cover fundamental sustainability issues such as integrating sustainability into the organisation's procurement policy and strategy, managing risks and opportunities, integrating sustainability into procurement processes, and measuring and improving sustainable procurement performance. Stakeholder engagement is equally important for the success of sustainable procurement initiatives. For this reason, great importance is placed on stakeholder engagement throughout the supply chain.

Procurement plays a major role in all organisations, large or small. Who an organisation buys from has just as great an impact on its performance as what it buys. Ensuring that suppliers have robust and ethical practices – in everything from working conditions and risk management to their environmental impact – not only ensures that business runs more smoothly, but also has the potential to improve the lives of everyone in the communities where they operate.

## **Why Sustainable Procurement?**

Sustainable procurement;

- \* helps us rethink unnecessary purchases or switch to reusable, renewable or repairable options;
- \* reduces costs in the long term;
- \* Supports the university's zero-waste policy and the reduction of total waste volume;
- \* We avoid depleting our natural resources, and recycled materials generate additional economic value.
- \* Protecting non-renewable resources
- \* We can enjoy a clean environment and nature without being exposed to waste that is harmful to human health.
- \* Eco-friendly procurement means reduced energy consumption, waste management, emission reduction, lower raw material consumption, and reduced noise and environmental pollution. This results in both lower resource usage and increased profitability through reduced raw material costs.
- \* A safer and cleaner working environment reduces occupational illnesses. It enables a reduction in safety-related costs and boosts employee motivation.

**Our Sustainable Procurement Policy has 4 Key Priorities:**



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## Our Objectives in the Sustainable Procurement Policy Strategy;

- \* Within the University, our priority is to ensure that our needs are identified realistically. In addition to the price of purchased products, our priorities should include quality, ensuring the product fully meets its intended purpose, its lifespan, the availability of spare parts in the event of a fault and the cost of these parts, supporting domestic products, and working with environmentally conscious suppliers to purchase eco-friendly products.
- \* Furthermore, our departments should share details of unused or no longer required products—including their visual appearance and specifications—via the BU Ambar application, enabling departments in need to source them from there, thereby minimising unnecessary procurement. Machinery and equipment that have broken down or become obsolete should be repaired, refurbished, and repurposed for new uses.
- \* In the second step, cost analyses must be carried out. The purchase price is not the only cost factor to be considered. Costs related to energy, waste or consumables can sometimes be more expensive than the product itself; therefore, all cost items must be taken into account when making decisions.
- \* Reliable, certified products are purchased. Certified products are manufactured to quality standards that reduce environmental impact and convey to all stakeholders the message that the business is sensitive to and friendly towards the natural environment.
- \* As part of the procurement strategy, opportunities in the market must be continuously reassessed to reduce environmental costs, and materials that cause less harm to the environment must be researched and utilised in production. In order to make sound procurement decisions from both an ecological and economic perspective, suppliers must be evaluated not only on the basis of the prices they offer, but also by taking into account their environmental perspectives. As part of this evaluation, consideration must also be given to whether the supplier's production processes are environmentally friendly and whether they are willing to cooperate in resolving environmental issues. An environment must be established where suppliers are evaluated on equal terms, and diversity must be fostered by continuously facilitating the participation of new suppliers in the supply chain.
- \* Care should be taken to ensure that appliances such as refrigerators used in areas like laboratories and faculty kitchens are energy-efficient devices with an 'A-class' certification. Computers and printers, which are among the most frequently used electronic devices on campus, should also hold an Energy Star certificate, a standard for energy efficiency indicating that the product consumes 20–30 per cent less energy than anticipated.
- \* A recycling system known as **the “Green Dot”** can be established at specific central locations across the campus to collect waste, with the aim of collecting items such as paper, glass, metal, plastic, batteries, rubber, accumulators, toner, cartridges, electrical and electronic products, etc., and contributing to recycling.
- \* Stationery consumption is minimised. Behaviours that minimise consumption, such as avoiding unnecessary printer use, using double-sided printing, and selecting reusable materials in offices, are encouraged.
- \* Across our university, we prioritise the use of low-fuel-consumption vehicles and the purchase of environmentally friendly vehicles.

\* **For electronic products**, energy-efficient, high-efficiency, certified, recycled-content, and repairable products should be preferred.

\* **For stationery products**, preference is given to reusable, refillable, recycled, plant-based and water-based items. When purchasing new stationery supplies, staff are encouraged to check existing stocks first.

\* **Laboratory Materials and Equipment:** Products containing certified recycled content are preferred.

\* For **Furniture and Construction Materials:** Furniture and construction materials made from recycled or refurbished materials, sourced from sustainable resources, locally produced, and environmentally certified are preferred.

\* **Food;** products are preferred that are produced using techniques which not only provide people with healthy food but also have a sustainable impact on the environmental, economic and social systems surrounding food. These systems, which aim for both efficiency and healthy production, are designed to save the world and its future.

\* **Vehicles:** The purchase of vehicles with minimised environmental impact that contribute to sustainable transport is encouraged, and vehicles with low fuel consumption are promoted.