



T.C.

**BOSPHORUS UNIVERSITY**

**ADMINISTRATIVE AND FINANCIAL AFFAIRS DEPARTMENT**

**Tender and Purchasing Branch Directorate**

## **SUSTAINABLE PROCUREMENT POLICY**

**Sustainable Procurement,**

Sustainable procurement is a procurement model that minimises negative environmental, social and economic impacts throughout the life cycle. Sustainable procurement is a continuous development process. It is an approach that addresses all risks, impacts and solutions that may be encountered throughout the life cycle of the product.

**Our sustainable procurement principles;**

- **Accountability:** Our university must be accountable for its impact on society, the economy and the environment. In the context of procurement, this responsibility ensures that the organisation is accountable for its impacts on supply chains, particularly from a life cycle perspective for goods or services.

- **Transparency:** Our organisation must be transparent in its decisions and activities that affect the environment, society and economy. In terms of procurement processes, this includes being transparent, especially in procurement decisions and activities, and encouraging its suppliers to be transparent. Transparency is the basis for stakeholder dialogue and cooperation.

- **Ethical behaviour:** Our organisation must act ethically and promote ethical behaviour throughout its supply chains.

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

- **Respect stakeholder interests:** Our organisation must respect, consider and respond to the interests of stakeholders affected by our procurement activities.

- **Respect for the rule of law and international norms of behaviour:** Our organisation should strive to be aware of potential violations throughout its supply chains. It should actively

encourage its suppliers to comply with these rules and assess and address compliance as situations warrant.

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

**-Innovative solutions:** Within our university, it should seek solutions to address sustainability goals and promote innovative procurement practices to encourage more sustainable outcomes throughout the entire supply chain.

**-Focus on needs:** Our organisation should review its own and its stakeholders' demands, purchase what is truly needed and look for more sustainable alternatives.

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

**-Analysing costs:** Our educational organisation must take into account the costs incurred throughout the life cycle, the value for money achieved and the costs and benefits for society, the environment and the economy resulting from the procurement activities.

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

## **ISO 20400 SUSTAINABLE PROCUREMENT STANDARD**

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

ISO 20400 is the world's first International Standard for Sustainable Procurement and aims to help organisations develop and implement sustainable procurement practices and policies.

The main guidelines of the ISO 20400 standard include key sustainability issues such as integrating sustainability into the organisation's procurement policy and strategy, managing risks and opportunities, integrating sustainability into procurement processes, measuring and improving sustainable procurement performance. Stakeholder engagement is equally important for the success of sustainable procurement initiatives. Therefore, great importance is attached to stakeholder engagement throughout the supply chain.

Purchasing plays a major role in all organisations, large and small. Who an organisation buys from has as big an impact on its performance as what it buys. Ensuring that suppliers have sound and ethical practices - in everything from working conditions and risk management to their environmental impact - not only makes business work better, but also has the potential to improve the lives of everyone in the communities where they are located.

## **Why Sustainable Purchasing?**

Sustainable purchasing;

- \* Helps us rethink unnecessary purchases or switch to reusable/renewable/repairable options;
- \* Provides cost reduction in the long term.
- \* Supports the university's zero waste policy and the reduction of the total amount of waste.
- \* We do not consume our natural resources, a separate economic value is produced with recycling materials.
- \* To take non-renewable resources under protection
- \* We have a clean environment and nature without being exposed to garbage wastes that will harm human health.
- \* Green purchasing means less energy, waste management, emission reduction, raw material consumption, noise and environmental pollution. Thus, both less resources are used and profitability can be increased with the reduction in raw material costs.
- \* Safer and cleaner working environment reduces occupational diseases. It reduces security-related costs and increases the motivation of employees.

## **Our 4 Main Priorities in our Sustainable Purchasing Policy;**



**Our Goals in the Sustainable Procurement Policy Strategy;**

\* Our priority within the university is to create our needs realistically. In addition to the price of the products purchased, the quality of the products, the full fulfilment of the purpose of the product we buy, the life span, the supply of parts when it fails and the price of spare parts, supporting the domestic product and working with an environmentally friendly supplier and purchasing environmentally friendly products should be among our priorities.

\* In addition, our units share their unused or no longer needed products in the BU Warehouse application, indicating their visuals and features, so that the departments that need them can obtain them from here, and unnecessary purchases are minimised. Machinery and equipment that break down or become idle should be repaired, recycled and reused.

\* In the second step, cost analyses should be made. The purchase price is not the only cost element to be considered. Energy, waste or consumables costs can sometimes be more expensive than the product itself, so all cost items should be considered when making a decision.

\* Reliable certified products are purchased. Certified products are produced on the basis of quality that reduces environmental impact and gives all stakeholders the idea that the company is sensitive and friendly to the natural environment.

\* Within the framework of the purchasing strategy, opportunities in the market should be constantly re-evaluated in order to reduce the costs incurred in relation to the environment, materials that will cause less damage to the environment should be researched and used in production. In order to make ecologically and economically correct purchasing decisions, suppliers should be evaluated not only on the basis of the price they offer, but also by taking into account their environmental perspective on environmental science. Within the framework of this evaluation, it should also be taken into account whether the supplier's production processes are environmentally friendly and whether it is willing to co-operate in solving environmental problems. Provide an environment where suppliers are evaluated under equal conditions, create diversity in the supplier chain by continuously enabling the participation of new suppliers.

\* Care should be taken to ensure that devices such as coolers used in areas such as laboratories and faculty kitchens are energy-efficient devices with "Class A" certification. Computers and printers, which are among the most frequently used electronic devices on campus, should also have the Energy-Star certificate, which is an energy saving standard and shows that the product consumes 20-30% less energy than expected.

\* In order to collect waste, "**Green Points**" with recycling system can be set up in certain central locations of the campuses, and it is aimed to contribute to recycling by collecting paper, glass, metal, plastic, battery, rubber, accumulator, toner, cartridge, electrical and electronic products etc.

\* Consumption is minimised in stationery products. Behaviours to minimise consumption such as not using unnecessary printers, using two-way paper, choosing reusable materials in offices are developed.

\* Preference of vehicles that use less fuel and purchase of environmentally friendly vehicles throughout our university.

\* **In electronic products;** energy-efficient, energy-efficient, certified, recycled content, repairable products should be preferred.

\* Reusable, refillable, recycled, plant-based and water-based products with recycled content are preferred **for stationery products**. When purchasing new stationery, existing ones are checked first and their use is encouraged.

\* **Laboratory Materials and Equipment;** Products with certified recycled content are preferred.

\* For **Furniture and Construction Materials;** recycled or refurbished, sustainably sourced, locally produced and environmentally certified furniture and construction materials are preferred.

\* **Food** prefers products produced with techniques that produce healthy food for people and at the same time provide sustainable impacts on the environmental, economic and social systems surrounding food. These systems, which aim both efficiency and healthy production, are systems planned to save the world and the future of the world.

\* **Vehicles; The purchase of** vehicles with minimised environmental impact that contribute to sustainable transport, low-fuel vehicles are encouraged.