



BAKI ALI NEFT MƏKTƏBİ

BAKU HIGHER OIL SCHOOL

Dining Facility Management Policy

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1. Purpose

The purpose of this policy is to ensure that the dining facility at Baku Higher Oil School (BHOS), managed by contracted dining services provider, operates efficiently, sustainably, and in strict compliance with health and safety standards as defined by the Food Safety Agency of the Republic of Azerbaijan and the Laws of the Republic of Azerbaijan on Food Safety. The policy seeks to guarantee the provision of high-quality food services that meet the nutritional needs of students and staff while adhering to rigorous safety protocols to prevent contamination and foodborne illnesses. Moreover, the dining facility is committed to minimizing its environmental footprint by prioritizing sustainable practices throughout the supply chain, from sourcing ingredients to waste disposal. This holistic approach ensures that all operations are conducted responsibly, fostering a safe, healthy, and environmentally friendly dining environment that aligns with both local legislation and global sustainability standards.

2. Scope

This policy applies to all aspects of the dining facility's operations, including ingredient procurement, food preparation, service, and waste management. It encompasses the responsibilities of contracted dining services provider, their suppliers, and the dining facility staff. This policy also ensures compliance with the Food Safety Agency of the Republic of Azerbaijan and the Laws of the Republic of Azerbaijan on Food Safety, guaranteeing that all food-related activities meet the highest safety and quality standards. Additionally, this policy covers the environmental impact of the dining facility's operations, requiring sustainable practices such as the elimination of disposable plastics, the use of eco-friendly transportation methods, and the proper management of waste. The scope of the policy extends to all relevant stakeholders, ensuring that the dining facility operates in a manner that protects the health and safety of its users while also contributing to the university's overall commitment to environmental responsibility and sustainability.

3. Disclosures and Definitions

Contracted Dining Services Provider - the contracted entity responsible for the day-to-day management of the university's dining facility, including food procurement, preparation, and service.

Suppliers - vendors that provide ingredients and products used in the dining facility, Earthenware and Glass Dishes - reusable serving materials used in the dining facility, which contribute to sustainability by eliminating single-use plastics and other disposable items.

Sustainability - practices and policies aimed at reducing environmental impact, including waste reduction, eco-friendly transportation, and the responsible sourcing of ingredients.

Cooking Stoves - the primary equipment used to prepare food in the dining facility. The absence of freezers ensures that meals are cooked fresh and align with the policy's sustainability goals.

Environmental Impact - the potential effect of the dining facility's operations on the environment, including waste production, emissions from food transportation, and resource usage. This policy mandates practices that minimize these impacts.

Waste Management - the process of handling and disposing of waste generated by the dining facility, including food scraps, packaging, and materials, ensuring compliance with environmental standards and sustainability goals.

4. Procedure

4.1 The Contracted Dining Services Provider sources its ingredients from a variety of trusted suppliers. Cooking oils are sourced from reputable oil suppliers, while fresh fruits and vegetables are provided by local produce distributors. Beverages, including both carbonated and non-carbonated options, are supplied and delivered directly by a well-known beverage distributor multiple times per week. Additionally, other essential food products are procured from certified local and regional food suppliers, ensuring the dining facility is stocked with high-quality ingredients for meal preparation.

4.2 Contracted Dining Services Provider prepares 25-30 types of food daily using fresh ingredients, all of which are cooked on-site using cooking stoves. No freezers are used, ensuring that meals are always freshly prepared.

4.3 The products are delivered directly by the catering company, eliminating the need for third-party supply chain companies, which further reduces the environmental impact associated with transportation. This streamlined approach minimizes carbon emissions and reduces the overall ecological footprint of the dining facility's operations, aligning with the university's commitment to sustainability.

4.4 In the dining facility, all meals are served using earthenware and glass dishes, contributing to sustainability by minimizing waste. Glass dishes and cups are used consistently, and disposable items, such as plastic water glasses, are used only during large-scale events hosted by the university. By prioritizing reusable glass dishes, the university actively reduces the negative environmental impact of plastic use. No plastic or disposable dishes are used in the daily operations of the dining facility, further emphasizing the institution's commitment to environmentally responsible practices.

4.5 Surplus food is given to staff members from low-income families and students from low-income households who live in the dorms. When food is entirely dry and unfit for human consumption, it is offered on the premises as feed for domestic animals like cattle and poultry.

4.6 Contracted Dining Services Provider ensures that all suppliers adhere to ethical labor standards, including fair wages, safe working conditions, and non-exploitative labor practices. In addition to prioritizing local suppliers, the company will seek

partnerships with vendors who are certified for fair trade practices. This ensures that the environmental and social impacts of sourcing are considered, aligning with the university's commitment to sustainability and responsible procurement.

5. Responsibilities

Contracted Dining Services Provider is responsible for:

- Procuring fresh ingredients from trusted suppliers to ensure the highest quality and nutritional standards.
- Ensuring that no environmental damage occurs during transportation, including minimizing carbon emissions and optimizing delivery routes to enhance sustainability.
- Preparing and serving high-quality meals in accordance with health and safety regulations set forth by the Food Safety Agency of the Republic of Azerbaijan and relevant local laws.
- Avoiding the use of disposable plastic dishes and ensuring all utensils and serving dishes are made of earthenware or glass, thereby promoting sustainability and reducing waste.
- Implementing hygiene protocols to maintain cleanliness and prevent food contamination throughout the food preparation and serving processes.
- Conducting regular training for staff to uphold food safety and environmental sustainability practices.
- Procuring fresh ingredients from trusted suppliers who adhere to ethical labor practices, ensuring that workers involved in production are treated fairly, and environmental impact is minimized.
- Prioritizing suppliers with sustainable and socially responsible sourcing certifications, such as fair trade or eco-friendly initiatives, to ensure the ethical sourcing of ingredients.

The university's Administrative and General Services Affairs department is responsible for overseeing the contract with Contracted Dining Services Provider and ensuring compliance with this policy, including conducting periodic evaluations to assess performance and adherence to established standards.

6. Compliance and Oversight

The Administrative and General Services Affairs is responsible for monitoring the daily operations of the dining facility and ensuring that Contracted Dining Services Provider adheres to the agreed-upon standards. This includes evaluating the effectiveness of sustainability initiatives and assessing their impact on reducing environmental damage.

The Administrative and General Services Affairs is responsible for ensuring that suppliers selected by Contracted Dining Services Provider comply not only with sustainability standards but also with ethical sourcing guidelines, including labor rights and environmentally responsible production methods. Additionally, the Food Safety Agency of the Republic of Azerbaijan conducts bi-annual inspections to ensure compliance with national food safety regulations and hygiene standards, reinforcing the university's commitment to both safety and sustainability.

7. Training and Awareness

Contracted Dining Services Provider employees are trained in food hygiene, preparation, and waste management practices. The university will conduct regular awareness programs to ensure that all staff are familiar with sustainability practices, particularly the avoidance of plastic and disposable materials. Training will also emphasize the importance of minimizing waste generation and promoting the use of eco-friendly practices throughout the dining facility. This holistic approach aims to instill a culture of environmental responsibility among all staff members.

8. Enforcement

Non-compliance with this policy will result in corrective actions, which may include re-training, fines, or contract review for Contracted Dining Services Provider. Staff members found to be in breach of hygiene or sustainability protocols will be subject to disciplinary measures. The university is committed to enforcing these standards rigorously to ensure that all operations align with its sustainability goals and minimize any potential environmental impact.

9. Policy Review

This policy will be reviewed annually by the Administrative and General Services Affairs department to ensure continued compliance with university goals and sustainability standards. The review process will include an assessment of the effectiveness of waste management practices and their contribution to the university's overall mission of minimizing environmental damage, ensuring that any necessary adjustments are made to improve outcomes.