



BAKI ALİ NEFT MƏKTƏBİ
BAKU HIGHER OIL SCHOOL

Sustainable procurement and purchasing policy

Table of Contents

- 1. Purpose 3
- 2. Scope 3
- 3. Principles of Sustainable Procurement..... 3
 - 3.1 Sustainability..... 3
 - 3.2 Transparency..... 3
 - 3.3 Accountability..... 4
 - 3.4 Efficiency..... 4
 - 3.5 Fairness and Ethical Sourcing 4
 - 3.6 Value for Sustainable Development 4
- 4. Roles and Responsibilities..... 4
 - 4.1 Sustainability Officer..... 4
 - 4.2 Procurement Office 5
 - 4.3 Departments and Units..... 5
 - 4.4 Suppliers, Vendors, and Service Providers..... 5
- 5. Sustainable Procurement Procedures 5
 - 5.1 Sustainable Procurement Planning 5
 - 5.2 Supplier Sustainability Assessment..... 5
 - 5.3 Lifecycle Analysis 6
 - 5.4 Promotion of Sustainable Alternatives 6
- 6. Compliance and Oversight 6
- 7. Training and Awareness 6
- 8. Policy Review..... 6
- 9. Enforcement..... 7

1. Purpose

The purpose of this policy is to establish comprehensive guidelines for the procurement and purchasing activities of Baku Higher Oil School, integrating sustainability principles to achieve ethical, responsible, and environmentally sound procurement practices. This policy promotes transparency, accountability, fairness, and legal compliance, while supporting the university's operational needs and objectives. By implementing these sustainable procurement standards, the university aims to minimize environmental impact, encourage ethical sourcing, reduce reliance on non-renewable materials, and promote social responsibility across its entire supply chain, including outsourced services and suppliers.

2. Scope

This policy applies to all departments, units, and individuals involved in procurement and purchasing at Baku Higher Oil School, encompassing the full range of goods and services essential to the university's operations. This includes, but is not limited to, stationary, equipment, building contracts, and any services or goods supplied by third-party vendors and outsourced suppliers. The policy extends to the entire supply chain, requiring suppliers and service providers to uphold sustainable, ethical, and environmentally responsible practices.

3. Principles of Sustainable Procurement

3.1 Sustainability

Baku Higher Oil School is committed to prioritizing the selection of environmentally friendly, ethically sourced, and socially responsible goods and services. This includes minimizing the use of non-renewable materials and promoting the procurement of goods with low environmental impact across their lifecycle. Sustainable sourcing involves selecting suppliers who demonstrate a commitment to responsible labor practices, safe working conditions, and community engagement.

3.2 Transparency

All procurement activities will be conducted openly, with sustainability criteria and considerations clearly communicated throughout the procurement process. For outsourced services and third-party suppliers, these criteria will be included in contracts to ensure consistent adherence to transparency and ethical standards within the supply chain.

3.3 Accountability

All individuals involved in procurement are accountable for ensuring alignment with sustainability goals and objectives, as well as the university's broader commitment to social responsibility. This includes selecting suppliers and service providers who demonstrate a commitment to minimizing environmental impact, upholding labor rights, and using resources responsibly.

3.4 Efficiency

Sustainable practices will be efficiently integrated into procurement processes, balancing environmental considerations with the university's operational needs. Efficiency will be achieved by prioritizing materials that are reusable, recyclable, or renewable, while minimizing waste and conserving resources in both goods and outsourced services.

3.5 Fairness and Ethical Sourcing

The policy promotes fairness by encouraging the inclusion of suppliers and vendors that demonstrate a commitment to sustainable and ethical business practices. The university will seek suppliers and contractors who reduce carbon emissions, use sustainable materials, practice ethical sourcing, and maintain fair labor standards. Outsourced suppliers, contractors, and subcontractors are expected to adhere to these values and demonstrate compliance through transparent supply chains and ethical business practices.

3.6 Value for Sustainable Development

The university prioritizes procurement that contributes to sustainable development, considering value not only in economic terms but also in terms of environmental and social impact. This includes minimizing reliance on non-renewable resources, sourcing locally to reduce carbon footprints, and prioritizing goods that are ethically sourced and have minimal waste impact.

4. Roles and Responsibilities

4.1 Sustainability Officer

The designated Sustainability Officer will work closely with the Procurement Office to integrate sustainability considerations into all procurement practices, aligning them with the university's sustainability goals. The Officer will oversee adherence to sustainable and ethical practices across outsourced services and supply chains, engaging in regular assessments of supplier practices and environmental impacts.

4.2 Procurement Office

The Procurement Office is responsible for embedding sustainability criteria within procurement policies and procedures, particularly for outsourced suppliers and the extended supply chain. This includes issuing guidance on sustainable procurement, vetting suppliers for ethical practices, and monitoring compliance with sustainability and ethical sourcing standards.

4.3 Departments and Units

Each department and unit must incorporate sustainable and ethical considerations in all procurement activities. This includes evaluating environmental and social impacts, reducing non-renewable resource use, and collaborating with the Sustainability Officer and Procurement Office to implement sustainable procurement practices for goods, services, and outsourced suppliers.

4.4 Suppliers, Vendors, and Service Providers

Suppliers, vendors, and service providers are encouraged and required to adopt sustainable business practices, including reducing carbon emissions, minimizing waste, using renewable materials, and upholding fair labor practices. For outsourced suppliers, compliance with sustainable and ethical sourcing practices is mandatory, with an emphasis on transparency in their supply chains and adherence to environmental standards.

5. Sustainable Procurement Procedures

5.1 Sustainable Procurement Planning

Departments and units must integrate sustainability considerations into procurement planning. This involves prioritizing eco-friendly products, renewable materials, and energy-efficient technologies. Outsourced suppliers, contractors, and equipment providers are required to follow similar sustainable guidelines, ensuring consistency in the university's environmental practices across all goods and services.

5.2 Supplier Sustainability Assessment

The university assesses suppliers and outsourced service providers based on their sustainability performance, which includes evaluating environmental management practices, labor standards, fair sourcing, and community engagement efforts. Suppliers that fail to meet sustainability standards may be excluded from procurement opportunities, ensuring the university partners only with those who align with its ethical and environmental values.

5.3 Lifecycle Analysis

Procurement decisions consider the full lifecycle of products, from raw material extraction to disposal, to minimize environmental impact at every stage. Departments and units should prioritize goods that are designed for longevity, reuse, or recycling, minimizing waste and the use of non-renewable resources. This lifecycle analysis applies equally to outsourced services, with contractors expected to manage resources responsibly and reduce environmental impact.

5.4 Promotion of Sustainable Alternatives

Departments and units are expected to promote sustainable alternatives actively, such as digital solutions to reduce paper consumption, reusable products, and sustainable packaging options. Contracts with outsourced service providers will include sustainability clauses encouraging or requiring the use of sustainable materials, renewable energy, and waste reduction practices.

6. Compliance and Oversight

The Sustainability Officer and Procurement Office jointly monitor compliance with this policy, conducting regular sustainability assessments and evaluating the sustainability practices of suppliers and outsourced service providers. Any non-compliance or discrepancies within the procurement process is addressed promptly, with corrective actions taken as necessary to maintain alignment with the university's standards.

7. Training and Awareness

The university offers training and awareness programs focused on sustainable procurement practices, equipping staff, suppliers, and stakeholders with knowledge on sustainability and ethical considerations in procurement. These programs emphasize the importance of responsible sourcing, waste minimization, and the use of renewable resources. Outsourced suppliers and service providers are also encouraged or required to participate in training as part of contractual agreements.

8. Policy Review

This policy will be reviewed periodically to evaluate its effectiveness in promoting sustainable procurement practices. The review process will assess advancements in sustainability standards, ethical sourcing practices, and industry best practices, updating the policy as necessary to reflect the university's evolving commitment to sustainable development and responsible sourcing.

9. Enforcement

Non-compliance with this policy, including the failure to incorporate sustainability and ethical considerations into procurement activities, may result in disciplinary action as defined by the university's policies. Suppliers and outsourced service providers failing to meet sustainability or ethical standards may face contract review, suspension, or termination, ensuring that all entities within the university's supply chain uphold the highest standards of environmental and social responsibility.