

## **Erciyes University Sustainable Procurement Policy**

### **Purpose**

The purpose of this policy is to minimize the negative environmental impact during the supplier selection, purchasing, and performance evaluation processes in a sustainable supply chain by ensuring that relevant activities comply with sustainability principles through environmental impact assessment and management. Erciyes University, which maintains its position among the most environmentally friendly universities in Turkey according to the UI GreenMetric 2023 ranking and aims for higher levels in the QS World State Universities sustainability rankings, aims to adopt mechanisms that guarantee the incorporation of Turkey's laws and regulations, as well as the United Nations Sustainable Development Goals, into its green procurement approach in all procurement processes with its stakeholders.

### **Scope**

This sub-policy document covers the supplier selection and performance evaluation processes conducted by the Purchasing Department of Erciyes University.

### **Definitions**

- **Supplier:** Firms that provide products and services that directly affect the quality of service offered to the internal customers of Erciyes University.
- **Material suppliers:** Individuals or firms that supply raw materials and materials necessary for production.
- **Service suppliers:** Individuals or firms that provide necessary services for the operation of the business.
- **Supply chain:** The procurement process encompassing all activities and flows from raw material procurement to waste management by the end consumer.
- **Sustainable supply chain (Green procurement):** A holistic approach to economic, environmental, and social goals.

### **Responsibilities**

#### **Approval and Enforcement**

The Upper Management of Erciyes University is responsible for ensuring and monitoring that materials, devices, equipment, services, licenses, etc., are procured in a timely manner, in accordance with the specifications and procedures, at appropriate costs, and with the participation of all stakeholders impartially. This procedure will enter into force on the date it is approved by the Rector of Erciyes University.

The Purchasing Department of Erciyes University and the relevant Unit Manager are responsible for the execution and monitoring of this procedure. Other related units are responsible for organizing their operations according to this procedure.

### **Our General Policy**

All suppliers from whom products and services are obtained are selected based on their ability to meet the needs and expectations of Erciyes University. The products and services provided

by suppliers are evaluated according to their social, economic, and sustainability approach and their environmental impact on Erciyes University. Records of assessments made to obtain sustainably qualified products and services from suppliers are kept. While the same standards are required from primary suppliers and their suppliers, the focus is on reliable certified products. In supplier selection, priority is given to firms that can provide cyclically designed recyclable products (green suppliers). In the purchasing process, the total life cycle (LC) costs (purchase, energy consumption, payback period, consumables, etc.) are considered.

### **Expected Effects of the Policy**

- Creation of awareness of sustainable procurement across the university.
- Availability of fundamental knowledge and resources for university staff to create this awareness in their departments.
- Reduction of costs and improvement of service quality in the long term.
- Effectiveness of these policies in supplier selection and influencing suppliers across our country to adopt a sustainable approach.
- Contribution to waste management being carried out at Erciyes University, which holds a Zero Waste Certificate from the Ministry of Environment, Urbanization, and Climate Change under the Green Campus Zero Waste project.
- Minimization of unnecessary procurement processes.
- Promotion of environmental responsibility and dissemination of environmentally friendly technologies in line with the 7th, 8th, and 9th principles under the Environment section of the Ten Principles of the Global Compact.

### **Items to be Procured**

- **Electronic Products** (high energy efficiency, certified, easily repairable)
- **Consumables** (recycled, reusable, plant-based, and water-based)
- **Laboratory Materials and Equipment** (certified, containing recycled content)
- **Furniture and Construction Materials** (renewed, sustainably sourced, environmentally certified)
- **Food** (Technical Specification of ERÜ Health and Sports Department)
- **Transportation Vehicles** (low exhaust emissions, minimal environmental impact)

### **Evaluation System**

The company performance evaluation is conducted annually as follows. The performance of materials and services is also evaluated and scored annually. **Classification and General Evaluation:** Based on the scoring, the supplier is classified according to the list below, and a decision is made on the supplier evaluation result. **Supplier evaluation criteria:** For chemical groups, the environmental profile and expiry date suitability related to Life Cycle Assessment (LCA) must be scored.

## **Classification - Evaluation Result**

- **A (Low environmental impact value)** - 0-59 points (may enter the approved supplier list.)
- **B (Medium environmental impact value)** - 60-79 points (may enter the supplier list as a candidate)
- **C (High environmental impact value)** - 80-100 points (the firm cannot enter the approved supplier list.)

**Inclusion/Exclusion from the List:** Suppliers classified in category C during evaluation are excluded from the list (if it is not a firm), and this situation is communicated to the suppliers in writing/orally. If a firm that has been excluded from the list subsequently wishes to work again by correcting some conditions such as pricing, payment, delivery, etc., after supplying materials and upon observation, if it is determined that the working conditions have been corrected, it can be included in the Approved Supplier List again. Similarly, suppliers in categories A and B are informed of their status, and the situation of the firm is monitored throughout the year.

## **Cancellation of Supplier Firm**

If a non-conformity is detected in the supplied materials during or after use, the purchasing employee requests corrective action from the supplier (in the case of non-conforming materials arising during their use in departments, return, quality control, etc.). A period is given for the supplier to respond in writing. If the supplier does not respond within the given time, they are warned, and purchases from suppliers who do not provide any corrections against the warnings are terminated. If a firm causes non-conformities in purchases three times within the year, it is excluded from the list (if an alternative firm can be found to supply the product).

## **Corrective Action Planning**

In cases encountered by employees, actions are taken according to the Occupational Health and Safety Working Method.

## **Related Documents**

- Erciyes University Purchasing Regulation
- Purchasing Process