

POLICY AND PROCEDURE

Institutional Resources	Sustainable Procurement/Purchasing Policy	
	IAU- Policy & Procedures Unit, DQAA	Policy Code: IAU-PCB-2025-001-004
Effective from: 30 Mar 2025	Supersedes: Sustainable Procurement/Purchasing Policy, 3 rd Revision, 27 July 2019	Date: 18 March 2025
Expiry Date: 29 Mar 2028	Review Date: 29 Dec 2027	Revision NO: 4
No. of Pages: 4		

1- TITLE:

Sustainable Procurement/Purchasing Policy and Procedures at Imam Abdulrahman Bin Faisal University (IAU).

2- PURPOSE:

- 2-1 To introduce guidelines and procedures that promote sustainable practices in IAU's procurement operations. By integrating sustainability into its purchasing operations, IAU aims to reduce its negative environmental impact, support local economies, promote ethical sourcing, and enhance social responsibility. This policy reflects the University's commitment to fostering a culture of sustainability and responsible resource use.

3- SCOPE:

- 3-1 This policy will apply to all procurement activities undertaken by IAU, such as but not restricted to:
- 3-1.1 All faculties, departments, and university units procure goods and services.
 - 3-1.2 Supplier, Vendor, and Contractor Agreements and Contracts.
 - 3-1.3 All purchasing levels, i.e., operations, academic, and administrative purchases.
- 3-2 This policy applies to faculty, staff, and administrative personnel involved in purchasing. It will encompass direct purchases and those third-party suppliers.

4- DEFINITIONS:

- 4-1 **Sustainable Procurement:** Purchasing products and services that account for environmental, social, and economic considerations to ensure long-term sustainability.
- 4-2 **Green Products:** Refer to products that have a lower impact on human health and the environment compared to similar products.
- 4-3 **Ethical Sourcing:** Ensuring that purchased items are sourced responsibly and sustainably, considering the rights and welfare of workers and local communities.
- 4-4 **Lifecycle Costing** is an economic evaluation method that considers all the costs a product incurs over its lifetime, including the initial cost of purchase, operation, maintenance, and the cost of disposal.
- 4-5 **Social responsibility** is an ethical concept that involves individuals collaborating with others and organizations to improve their community.

5- POLICY:

- 5-1 The university is committed to integrating sustainability by making all procurement choices that consider environmental, social, and economic impacts, striving to reduce adverse effects while maximizing the benefits.
- 5-2 The university's procurement priority is sustainable, eco-friendly, and ethically produced products and services that promote environmental conservation and social justice.
- 5-3 IAU makes every effort to establish long-term business relationships with suppliers who adopt sustainable practices and ethical principles. This initiative will support local and minority suppliers, promoting community development.
- 5-4 IAU will utilize its purchasing power to support sustainable markets and advance environmental and public health goals, such as lowering emissions of greenhouse gases and dangerous chemicals.
- 5-5 IAU aims to achieve zero waste by reducing overall consumption and switching to items with fewer adverse effects on the product lifecycle.
- 5-6 IAU will continuously develop its sustainable purchasing procedures and operate as a role model for the community of customers and suppliers.
- 5-7 To provide value for money, IAU will base its procurement decisions on a mix of economic, social, and environmental aspects.

6- PROCEDURES:

- 6-1 Ensure that all procurement promotes environmental, economic, and community stewardship and supports the university's sustainability goals.



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6-4 New purchases should be made only if:

6-4.1 The old item is no longer workable, safe, and useful, has reached the end of its useful life, cannot be repaired, has more significant lifecycle impacts than replacing it with a newer item, and/or is now obsolete.

6-4.2 All attempts must be made to share, borrow, and reallocate the item, and it cannot be obtained through surplus or other lending methods.

6-5 The purchasing authorities must conduct sustainability risk analyses of goods and services to ensure the implementation of their environmental management system policies.

6-6 Always prefer suppliers who work to reduce lifecycle effects through "closed loop" product stewardship programs contractual preference and require products that can be disposed of responsibly (recyclable).

6-7 Always adopt a risk management strategy to mitigate the adverse environmental and social impacts of acquired goods and services.

6-8 Create tools to select the appropriate metrics and provide continuous reporting.

6-9 Track objective progress and include ethical purchasing in daily choices.

6-10 Conduct an environmental evaluation to identify key product and service segments (leading suppliers) and pinpoint growth opportunities for each.

6-11 Consult with all user departments to identify new environmentally friendly goods and services, as well as enhancements or modifications to business practices that could positively impact the environment.

6-12 Purchase from vendors who offer environmentally friendly goods and services or who consider environmental considerations when conducting business.

6-13 Ensure that every item purchased complies with the sustainability requirements outlined in the solicitation document.

6-14 Encourage and ensure that the best criteria and methods for sustainable procurement are included in the bidding and contract strategy.

6-15 The Procurement Department must ensure that all purchases are made from ethical and sustainable sources whenever possible.

6-16 Use a life cycle analysis approach when purchasing goods and services to identify potential ethical and environmental concerns related to each life cycle step.

6-17 Ensure that sustainable procurement principles are used at all phases of the procurement cycle, starting with the decision to purchase products and services.

6-18 Ensure that outsourced processes are managed or influenced to reduce their detrimental effects on the environment and society.

6-19 All those responsible must adhere to the fundamental principles of sustainable procurement, including corporate governance, respect for human rights, labor standards, environmental considerations, ethical business conduct, consumer interests, and community involvement and development.

7- RESPONSIBILITIES:

7-1 University Administration

7-2 Procurement Department

7-3 Deans of Colleges, Heads of Departments, and Program Chairs

8- DISTRIBUTIONS:

- University Administration
- Procurement Department
- Deans of Colleges, Heads of Departments, and Program Chairs



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- P&P Unit, DQAA
- IAU website

Prepared by: Dr. Mohammed Awadallah University Ranking Unit	Signature: 	Date Signed: 18.3.2025
Reviewed by: Dr. Ajayan Kamalasanan Policies & Procedures Unit, DQAA	Signature: 	Date Signed: 20 Mar 2025
Concurred by: Dr. Eshtiaq Abdulaziz Alfaraj Vice Dean of Quality, DQAA	Signature: 	Date Signed: 26/3/2025
Approved by: Dr. Ahmed Al Kuwaiti Dean, DQAA	Signature: 	Date Signed: 30/3/2025

REVIEW/ REVISION DATE	REVISION	NUMBER	SUMMARY OF CHANGES	NAME OF PROPONENT
18 Mar 2025	4 th Revision	01	Reviewed, appended definitions, formatted, and missing elements are appended and converted to the new, approved policy template.	P&P Unit, DQAA



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