



**Title:** Ethical Sourcing for Food and Supplies Policy

**Code:** GU-PL61ESFS

**Version:** 1.1

**Date of Issue:** 2024

**Effective Date:** July 2024

**Approval Authority:** Board of Trustees

**Document Owner:** Chief Operation Officer (COO)

**Review:** The policy is subject to a periodic review every 4 years or in a shorter cycle as per amendments of University Policies

## 1. Purpose

Gulf University is dedicated to sourcing food and supplies ethically to support sustainable practices, protect human rights, and minimize environmental impact. This policy outlines the university's approach to ethical sourcing, emphasizing the importance of transparency, fair labor practices, respect for human rights, and environmental stewardship in all procurement activities.

## 2. Scope

The document applies to all Gulf University purchases and contracts.

## 3. Acronyms

<b>BQA</b>	Education and Training Quality Authority
<b>COO</b>	Chief Operating Officer
<b>HEC</b>	Higher Education Council

## 4. Definitions

- **Ethical Sourcing:** The practice of procuring goods and services in a manner that upholds social, environmental, and ethical standards, including considerations such as fair labor practices, human rights, environmental sustainability, and animal welfare.
- **Fair Trade:** A trading partnership based on dialogue, transparency, and respect that seeks greater equity in international trade, ensuring fair prices and better trading conditions for producers in developing countries.
- **Supply Chain:** The network of individuals, organizations, activities, information, and resources involved in the production and distribution of goods and services from the supplier to the end consumer

## 5. Policy Details:

- 5.1. Supplier Code of Conduct: Gulf University is committed to establish and communicate a Supplier Code of Conduct that outlines the ethical standards and expectations for suppliers regarding labor practices, human rights, environmental impact, and business ethics.
- 5.2. Transparency and Traceability: The university is keen to prioritize suppliers who provide transparency into their supply chains, allowing for traceability of products to ensure compliance with ethical sourcing criteria and sustainability standards.
- 5.3. Fair Trade Practices: Gulf University commits to support fair trade practices by seeking out suppliers and products that are certified by recognized fair trade organizations, promoting fair wages, safe working conditions, and community development.
- 5.4. Environmental Sustainability: The university commits to give preference to suppliers that demonstrate a commitment to environmental sustainability, including sustainable sourcing practices, waste reduction, energy efficiency, and eco-friendly packaging.
- 5.5. Local Sourcing: Gulf University shows its commitment to prioritize sourcing food and supplies locally when feasible, supporting local economies, reducing carbon footprint, and promoting community engagement.

## 6. Procedures

- 6.1. Supplier Evaluation: Conduct due diligence on potential suppliers to assess their adherence to ethical sourcing standards, including on-site audits, supplier questionnaires, and performance evaluations.
- 6.2. Contractual Agreements: Include ethical sourcing requirements in supplier contracts, specifying expectations related to labor practices, environmental impact, quality standards, and compliance with relevant regulations.
- 6.3. Monitoring and Compliance: Implement monitoring mechanisms to ensure ongoing compliance with ethical sourcing standards, conduct regular supplier assessments, and address any non-compliance issues promptly.

## 7. Responsibilities

### Board of Trustees is responsible for:

- Ensuring appropriate implementation of this policy.

### President is responsible for:

- Ensuring appropriate implementation of this policy.

### Vice President for Academic Affairs is responsible for:

- Appropriate implementation of this policy.

### Chief Operating Officer is responsible for:

- Appropriate implementation of this policy.

### Facilities and Purchasing Manager

- Following this policy appropriately.

## 8. Related Policies

- All University Policies

## 9. Related Procedures

- All University Procedures

## 10. Related References and Standards

BQA	Institutional Review Handbook
BQA	National Qualifications Framework Handbook
BQA	Programs-within-College Reviews Handbook
HEC	Regulations and Resolutions

**President Signature:**

