

MINISTRY OF SCIENCE AND HIGHER EDUCATION OF THE
REPUBLIC OF KAZAKHSTAN

ASTANA INTERNATIONAL UNIVERSITY

APPROVED BY

President of Astana International
University

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SUSTAINABLE PROCUREMENT POLICY
OF ASTANA INTERNATIONAL UNIVERSITY

Astana
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Introduction

Astana International University (hereinafter referred to as the University) recognizes the importance of sustainable procurement as a key element of its sustainable development strategy. This Policy aims to integrate environmental, social, and economic aspects into procurement processes and complies with international standards such as ISO 20400.

This Policy supports the implementation of the United Nations Sustainable Development Goals (SDGs), particularly:

- SDG 12 – Responsible Consumption and Production
- SDG 13 – Climate Action
- SDG 17 – Partnerships for the Goals

Within this Policy, the University implements a Supplier Code of Conduct, which establishes minimum requirements for suppliers and contractors in the areas of:

- compliance with human rights and labor rights;
- environmental responsibility;
- ethical business conduct;
- ensuring safe and healthy working conditions.

Suppliers are required to familiarize themselves with the Code and confirm their compliance when entering into agreements with the University. Violation of the provisions of the Code may result in suspension or termination of cooperation.

The Supplier Code of Conduct is attached to this Policy as Appendix 1.

1. General Provisions

1.1. This Sustainable Procurement Policy (hereinafter referred to as the Policy) defines the objectives, principles, and methods for implementing the University's procurement activities, taking into account sustainable development priorities.

1.2. Sustainable procurement implies the integration of corporate social responsibility principles into procurement processes.

1.3. Environmental, social, and economic criteria are considered at all stages of the lifecycle of goods, works, and services.

1.4. The commitment to implementing sustainable procurement reflects the University's values in the field of sustainable development and is applied throughout the lifecycle of purchased goods, works, and services.

1.5. The Policy is aimed at addressing potential challenges, including limited market supply, adaptation to changing requirements, cost pressures, and the need for resource optimization.

1.6. Sustainable procurement contributes to protecting the organization's reputation through the implementation of effective risk management mechanisms that enable the timely identification of unreliable suppliers and the elimination of vulnerabilities in the supply chain.

2. Scope of Application

2.1. This Policy applies to all procurement processes carried out by the University, regardless of the source of funding, type of goods, works, or services procured.

2.2. The Policy is mandatory for all structural units of the University, as well as for employees involved in planning, conducting, evaluating, and controlling procurement activities.

2.3. The requirements of this Policy also apply to external suppliers, contractors, and partners entering into agreements with the University.

2.4. The implementation of the Policy provisions is carried out at all stages of the procurement cycle, from needs planning and preparation of technical specifications to supplier selection, contract execution, monitoring, and evaluation of results.

2.5. Particular attention within the implementation of this Policy is given to procurements with significant environmental and social impact, including energy-intensive equipment, construction works, as well as supplies related to food services and transportation.

3. Objectives and Tasks

Objective:

To ensure effective and responsible procurement activities that contribute to the achievement of sustainable development goals, including environmental sustainability, social equity, and economic efficiency.

Tasks:

- Integration of sustainable development principles into procurement planning and implementation processes.

- Reduction of negative environmental impact through preference for environmentally friendly goods and services.
- Compliance with social standards, including ensuring fair working conditions and preventing the use of child labor.
- Development of partnerships with suppliers that share sustainable development principles.
- Increasing transparency and accountability of procurement processes.
- Training and development of personnel in the field of sustainable procurement.

4. Principles of Sustainable Procurement

- **Sustainability Integration:** Consideration of environmental, social, and economic aspects when making procurement decisions.
- **Environmental Responsibility:** Preference for goods and services that contribute to reducing negative environmental impact.
- **Social Equity:** Respect for human rights and ensuring fair working conditions.
- **Economic Efficiency:** Evaluation of total cost of ownership and selection of the most efficient and sustainable solutions.
- **Transparency and Accountability:** Ensuring openness of procurement processes and regular reporting on sustainable procurement outcomes.

5. Policy Implementation Mechanisms

- **Development and implementation of standards:** Creation of internal guidelines and standards regulating sustainable procurement processes.
- **Training and capacity building:** Conducting regular training activities for staff.
- **Integration into planning processes:** Inclusion of sustainability principles at all stages of the procurement process.
- **Supplier collaboration:** Establishing partnerships with suppliers and encouraging them to comply with sustainable development principles.
- **Use of digital tools:** Implementation of information systems for automation and monitoring of procurement processes.

Examples of implementation:

- procurement of energy-efficient IT equipment
- use of recycled paper
- reduction of disposable materials during events
- transition to electronic document management
- procurement of environmentally friendly cleaning products

6. Monitoring and Performance Evaluation

- **Regular audit and analysis:** Conducting internal and external audits of procurement activities.
- **Reporting and communication:** Preparation and publication of reports on sustainable procurement outcomes.

• **Feedback and corrective actions:** Collecting feedback from stakeholders and implementing necessary improvements in processes.

7. Responsibility and Control

University management: ensures strategic leadership, approves the Policy, and monitors its implementation.

8. Policy Review

This Policy is reviewed at least once every three years to ensure alignment with the University's sustainable development goals.

Supplier Code of Conduct

1. Introduction

Astana International University (hereinafter referred to as the University) is committed to sustainable development, social responsibility, and ethical business practices. This Code establishes minimum requirements for suppliers and contractors cooperating with the University in the areas of human rights, environmental protection, business ethics, and transparency.

2. Scope of Application

This Code is mandatory for all suppliers, contractors, and subcontractors entering into agreements with the University. Suppliers are responsible for ensuring compliance with these requirements throughout their supply chain.

3. Key Principles

3.1. Compliance with Legislation

Suppliers must comply with all applicable laws and regulations of the Republic of Kazakhstan, as well as international standards, including:

- Universal Declaration of Human Rights;
- Conventions of the International Labour Organization (ILO);

3.2. Labor and Human Rights

Suppliers commit to:

- not using forced, compulsory, or child labor;
- providing safe and healthy working conditions;
- respecting principles of non-discrimination and equal opportunity;
- ensuring fair wages and reasonable working hours.

3.3. Environmental Responsibility

Suppliers shall:

- minimize negative environmental impact;
- comply with environmental standards and regulations;
- promote sustainable use of resources and waste reduction.

3.4. Ethics and Anti-Corruption

Suppliers commit to:

- conducting business honestly and transparently;
- preventing all forms of corruption, bribery, and fraud;
- complying with principles of fair competition.

3.5. Confidentiality and Data Protection

Suppliers must:

- protect the University's confidential information;
- comply with laws and regulations related to personal data protection.

4. Monitoring and Compliance

The University reserves the right to conduct audits and monitoring of compliance with this Code. In case of violations, the University may:

- require corrective actions;
- suspend or terminate cooperation with the supplier.

5. Acknowledgement of Compliance

All suppliers are required to familiarize themselves with this Code and confirm compliance by signing the relevant document when entering into an agreement with the University.