



AFE BABALOLA UNIVERSITY, ADO EKITI

ABUAD ETHICAL AND SUSTAINABLE PROCUREMENT POLICY

Effective Date: January 10, 2018

Last Date of Review: January 10, 2020

Due for Review: January 10, 2022

1. PURPOSE

Afe Babalola University (ABUAD) is committed to reducing the social, environment, and sustainability impacts of goods and services provided by its internal and external stakeholders at all levels of the University.

The purpose of this policy document is to facilitate the sustainable purchasing of goods and services that could have an environment and social impact either within the University estate or beyond its boundaries and may require action to be taken to reduce that impact where practicable.

2. SCOPE

Stakeholders in this policy refer to:

Internal stakeholders are those who work within the University system on a daily basis and who largely control what goes on across campus. They include all faculty, staff, students, Governing Council members, Board of Trustee members, Senate, and other members of the academic community.

External stakeholders are those outside the day-to-day work of the University who have a strong interest in University outcomes but who do not directly determine what goes into producing those outcomes. They include contractors, parents, business community, suppliers, customers of ABUAD entities, local residents, accreditation bodies, regulatory bodies, trainers, local and foreign partners, mentors, and advisors.

3. ABUAD'S COMMITMENT TO REDUCING SOCIAL AND ENVIRONMENTAL IMPACTS

ABUAD recognises that the purchasing of goods and services has a significant economic, social and environmental impact on people and the planet and, that such adverse impacts can be eliminated or minimized if ABUAD spends its money in a safe, orderly and environmentally responsible manner.

To this end, the University is committed to:

1. Making procurement decisions based on a balance between economic, social and environmental factors to deliver value for money.
2. Complying with the University's financial regulations, environmental and social legislation and other compliance obligations, as a minimum and be transparent in its procurement decisions

and activities whilst also encouraging its suppliers to be transparent in dialogue and collaboration.

3. Adopting practices that contribute to the circular economy to reduce waste and maximize the efficiency of resource use.
4. Adopting a risk management approach to minimize the environmental and social impacts of purchased goods and services.
5. Informing budget holders they must consider the environmental and social impacts of all their purchases and can seek the assistance of the Procurement and Sustainability Teams to complete such assessments.
6. Completing an auditable life cycle analysis on all goods and services above N500,000 (including VAT) to identify environmental and social issues to be addressed through the tender process.
7. Reviewing the need for a whole life costing exercise, which is defined as the total cost (financial, environmental and social) of ownership over the life of an asset, for goods and services on a case by case basis.
8. Ensuring the tender evaluation weighting covering environmental and social criteria is set at the default level of 15% unless the potential impacts of the purchase are considered to be above or below the normal factors when a higher or lower scoring level can be applied.
9. Purchasing energy efficient goods: where purchasing equipment that may have a significant impact, as defined by equipment consuming more than a 40 kW peak draw, on the University's energy usage, the tender will partly be evaluated on the basis of energy performance.
10. Considering the purchase of renewable energy.
11. Purchasing goods that contain less harmful materials and more recycled content and that meet recognized eco-label standards.
12. Purchasing goods and services that minimize transport and waste impacts.
13. Providing full and fair opportunity to avoid bias and prejudice in all procurement decision-making. All suppliers, including local, small and medium sized organizations should have a full and fair opportunity to compete.
14. Buying from reputable suppliers who meet and promote ethical trading standards and behavior throughout its supply chain that consider the social and environmental impact of their activities on the people living and working where the product is made. The organization strives to obtain associated evidence of trading standards and to be aware of any violations of law or behaviors within its supply chain.
15. Ensuring all staff uses the appointed Travel Management Company to encourage more sustainable business travel practices.
16. Developing and implementing monitoring and evaluation systems to measure and report sustainable procurement activities.
17. Providing guidance and training to staff and students so they adopt more sustainable purchasing practices.
18. Working with suppliers to reduce the environmental and social impacts of their goods and services throughout the supply chain and encouraging them and their supply chains to adopt net zero targets.
19. Working with other bodies to share experiences and adopt good practice to promote continual improvement in sustainability practices and outcomes.
20. Communicating this Policy to the University community and others, to raise awareness and influence behavior to minimize negative impacts on the environment and people.

4. IMPLEMENTATION STRATEGY

All internal and external stakeholders of ABUAD are to:

- (i) Ensure that sustainable procurement principles are applied at all stages of the procurement cycle from questioning the need to purchase goods and services at the start to implementing lessons learnt at the end.
- (ii) Take a life cycle analysis methodological approach to the purchase of goods and services to identify potential environmental and ethical issues associated with each stage of the life cycle (also known as cradle to grave analysis).
- (iii) Ensure that outsourced processes are controlled or influenced to minimise their negative environmental and social impacts.
- (iv) Adopt core elements of sustainable procurement which include organisational governance, human rights, labour practices, the environment, fair operating practices, consumer considerations and community involvement and development.

5. PROCEDURE FOR GRIEVANCES

A stakeholder may file an appeal to the Vice Chancellor if he/she feels aggrieved by a decision in violation of the ethical and sustainable procurement procedure stipulated in this policy. Such appeal shall be reviewed by a committee appointed by the Vice Chancellor

The jurisdictional directives of the review committee include:

- Determine whether proper university procedures have been followed;
- Review and make recommendations in relation to appeal and grievances;
- Communicate its decision to the complainant.

After hearing the case, the committee will submit its recommendations to the Vice Chancellor and to the appellant or grievant.

The decision of the Vice Chancellor is final.

6. COMMUNITY THAT MUST KNOW THIS POLICY

University Management, Provosts, Program Coordinators, Directors, Faculty, Students.