SUSTAINABLE PROCUREMENT POLICY FOR INFORMATION TECHNOLOGY (IT) PRODUCTS & SERVICES

CHITKARA UNIVERSITY, PUNJAB

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Technology Procurement Group & Office of Information Technology
Chitkara University Punjab

Sustainable Procurement Policy for Information Technology (IT) Products & Services

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1. Introduction

This policy outlines the commitment of Chitkara University Punjab to sustainable procurement practices for Information Technology (IT) products and services. The aim is to minimize environmental impact, promote social responsibility, and support economic development through informed purchasing decisions.

2. Objectives

- **Environmental Sustainability**: Reduce the environmental footprint of IT procurement.

- **Social Responsibility**: Ensure ethical practices in the supply chain.

- **Economic Development**: Support local and sustainable businesses.

3. Scope

This policy applies to all IT procurement activities, including hardware, software, and services, conducted by [University Name].

4. Environmental Sustainability

- **Energy Efficiency**: Prioritize IT products with high energy efficiency ratings (e.g., Energy Star, BEE). Ensure that all procured IT equipment meets or exceeds the latest energy efficiency standards to reduce energy consumption and greenhouse gas emissions.

- **Recycled Materials**: Opting for the products made from recycled or renewable materials. Encourage suppliers to provide products with a high percentage of recycled content and minimal environmental impact.

- **Waste Reduction**: Minimize packaging waste and promote digital documentation to reduce paper use. Implement e-waste recycling programs to responsibly dispose of outdated or non-functional IT equipment.

- **Lifecycle Assessment**: Consider the entire lifecycle of products, from production to disposal, to minimize environmental impact. Evaluate

products based on their environmental performance throughout their lifecycle, including energy use, emissions, and end-of-life disposal.

5. Social Responsibility

- **Fair Labor Practices**: Ensure suppliers adhere to fair labour practices, including fair wages and safe working conditions. Require suppliers to comply with international labour standards and provide evidence of their adherence.

- **Ethical Standards**: Avoid suppliers involved in exploitative practices such as child labour. Conduct regular audits and assessments of suppliers to ensure compliance with ethical standards.

- **Diversity and Inclusion**: Encourage procurement from diverse suppliers, including minority-owned and women-owned businesses. Promote equal opportunities for all suppliers and support initiatives that foster diversity and inclusion in the supply chain.

6. Economic Development

- **Local Sourcing**: Support local businesses by considering the viability and competitiveness of local suppliers. Prioritize procurement from local suppliers to reduce transportation emissions and support the local economy.

- **Cost-Benefit Analysis**: Conduct thorough cost-benefit analyses that include sustainability factors in procurement decisions. Evaluate the total cost of ownership, including environmental and social impacts, to make informed purchasing decisions.

7. Implementation and Monitoring

- **Training**: Provide training for procurement staff on sustainable practices and policy implementation. Ensure that all staff involved in procurement are knowledgeable about sustainability principles and practices.

- **Evaluation Criteria**: Integrate sustainability factors into the evaluation criteria for procurement decisions, such as lifecycle costing and environmental certifications. Use a standardized evaluation framework to assess the sustainability performance of suppliers and products.

- **Supplier Engagement**: Engage with suppliers to encourage sustainable practices and continuous improvement. Establish long-term partnerships with suppliers who demonstrate a commitment to sustainability.

- **Reporting and Review**: Monitor progress towards sustainable procurement goals and report on performance annually. Review and update the policy as necessary to reflect new sustainability standards and practices. Publish an annual sustainability report to provide transparency and accountability.

8. Responsibilities

- **Procurement Department**: Ensure compliance with this policy and integrate sustainability into procurement processes. Lead the implementation of sustainable procurement practices and monitor progress.

- **Sustainability Office**: Provide guidance and support for implementing sustainable procurement practices. Collaborate with the Procurement Department to develop and update sustainability criteria and standards.

- **All Departments**: Collaborate with the Procurement Department to identify and prioritize sustainable IT products and services. Promote a culture of sustainability across the university.

9. Declaration

Chitkara University Punjab is committed to leading by example in sustainable procurement. By adopting this policy, we aim to reduce our environmental impact, promote social responsibility, and support economic development through our IT procurement practices.