

Sustainable Procurement Policy	Effective Date: 28/05/2021
	Reviewed Date: 09/02/2023

1. OBJECTIVE

- 1.1. Sunway University has adopted the 17 United Nations Sustainable Development Goals (UNSDGs), and the University is committed to establishing a best-practice approach to sustainable procurement. In line with our commitment, we have developed a Sustainable Procurement Policy.
- 1.2. This policy aims to provide guidance and a best-practice approach towards sustainable procurement.

2. SCOPE

- 2.1 This policy shall cover all employees and associates of Sunway University. This Policy is also applicable to the following external parties, including but not limited to Sunway University's suppliers.
- 2.2 The policy is considered to apply equally to staff, members of management, suppliers, customers, subsidiaries, associates and any other individuals or organisations who have dealings with Sunway University.

3. GUIDING PRINCIPLES

- 3.1 The supplier selection process will favour suppliers that adopt sustainability practices in their organisation based on the following categories
 - a) **Environmental**
 - i. Minimises the environmental footprint of the goods and services over the life cycle (e.g. choosing products and services with lower adverse impacts associated with any stage in their production, use, or disposal.)

- ii. Environmental footprint includes but is not limited to climate change, energy use, water use and biodiversity.
- iii. Provides goods and services that are certified with eco-labels.
- iv. Introduces take-back service at the product's end of life.

b) Social

- i. Provides a non-discriminatory, healthy and safe environment to the employees.
- ii. Supports the right to freedom of association and collective bargaining.
- iii. Provides goods and services that are certified with social labels.
- iv. Prohibits slavery and use of forced or child labour across the supply chain.
- v. Provides minimum wage in compliance with local laws.
- vi. Reduces excessive working hours in compliance with local laws.

Suppliers are advised to make a declaration if they are aware that their products consist of hazardous components and/or materials (e.g. chemicals, toxic, require special handling of waste)

4. DEFINITIONS

4.1 Suppliers

- the Organisation or person that provides a product or service used in the supply chain of the reporting organisations.
- A genuine direct or indirect commercial relationship with the organisation further characterises a supplier.
- Examples of suppliers can include, but are not limited to:
 - Brokers: Persons or organisations that buy and sell products, services, or assets for others, including contracting agencies that supply labour.
 - Banking and Financial Services: Economic services provided by the finance industry.
 - Consultants: Persons or organisations that provide expert advice and services on a legally recognised professional and commercial basis. Consultants are legally recognised as self-employed or are legally recognised as employees of another organisation.
 - Contractors: Persons or organisations working onsite or offsite on behalf of an

organisation. A contractor can contract their workers directly or contract subcontractors or independent contractors.

- Dealer: A person who buys and sells goods.
- Distributors: Persons or organisations that supply products to others.
- Franchisees or licensees: Persons or organisations granted a franchise or license by the reporting organisation. Franchises and licenses permit specified commercial activities, such as producing and selling a product.
- Home workers: Persons at home or in other premises of their choice, other than the employer's workplace, who perform work for remuneration and which results in a product or service as specified by the employer, irrespective of who provided the equipment, materials or other inputs.
- Independent contractors: Persons or organisations working for an organisation, a contractor, or a sub-contractor.
- Manufacturers: Persons or organisations that make products for sale.
- Marketing: Persons or organisations that promote and sell products or services, including market research and advertising.
- Primary producers: Persons or organisations that grow, harvest or extract raw materials.
- Retailer: A person or business selling goods to the public in relatively small quantities for use or consumption rather than resale.
- Service Provider: Organisation, business or individual which offers service to others.
- Sub-contractors: Persons or organisations working onsite or offsite on behalf of an organisation that has a direct contractual relationship with a contractor or sub-contractor but not necessarily with the organisation. A sub-contractor can contract their workers directly or contract independent contractors.
- Trader: A person or business that buys and sells goods.
- Wholesalers: Persons or organisations that sell products in large quantities to be retailed by others.

4.2 Eco Label


- Voluntary methods of environmental performance certification and labelling are practised worldwide.
- An ecolabel identifies products or services proven environmentally preferable within a specific product or service category.

4.3 Take-back service

- Programs allowing the customer to return the product to the supplier/vendor to be managed responsibly, such as recycling.

4.4 Social Label

- Focuses on social standards.

SOCIAL CERTIFICATION OR LABELLING SCHEMES UNDER GLOBAL RECOGNITION						
No.	Category	Certification/ Labelling Scheme	Logo	Standard Compliance	Certification Body	Country
1	Fairtrade International	Fairtrade Labelling Organisations International		Labour standards, cooperative organization, and the governance of the Fairtrade benefits	International independent consumer Mark	Global

4.5 Supply Chain

- Sequence of activities or parties providing an organisation with products or services.

4.6 Employment Act 1955

- Wages are defined under the Employment Act 1955 as “basic wages and all other payments in cash payable to an employee for work done in respect of his contract of service.”
- The Malaysian Employment Act defines the workweek as 48 hours, with a maximum of eight hours per day and six working days per week. (For more information, please refer to the Malaysia Employment Act 1955)

5. ROLES, RESPONSIBILITIES, AND DELEGATIONS

Policy owner:	Financial Services Department
Approving Committee:	SEG EXCO
Frequency of review:	3 years
Related policy:	Sustainable Investment Policy

6. LOG OF CHANGES AND REVIEWS

Date	Clause	Brief description of changes
28 May 2021		Policy adoption
09 Feb 2023		Document reviewed for currency. No revisions required.