Saudi Electronic University (SDG) Policies

Sustainable Purchasing Policy

SEU/SDG/PL01/Ed.1/V.1

November 2022

Version	Date	Owner	Notes	Status
1.0	November 2022	University Vice Presidency		Active

	Person Responsible	Date	Signature
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1 Introduction

This Sustainable Purchasing Policy is one of the specialized policies of the Saudi Electronic University and derived from the government policy in the Kingdom of Saudi Arabia.

1-1 Aims

This policy applies to sustainable purchasing that meets country rules of ongoing consumables, durable goods, building materials used in facility alterations and additions, and mercury-containing lamps.

1-2 Scope

This policy applies to the sustainable purchasing at Saudi Electronic University all branches at Kingdom of Saudi Arabia; and that are within the building and site management's control.

This policy applies to sustainable purchasing of the following types of products:

- Ongoing Consumables.

- Durable goods

- Building materials used in facility alterations and additions

- Mercury-containing lamps

1-3 Policy Goals

To purchase ongoing consumables in a manner that will:

- Protect the environment and public health

- Conserve natural resources

- Minimize waste, including landfilling and incineration, and reduce toxicity

1-4 Performance Metric

1.4.1 Sustainable Purchasing of Ongoing Consumables

The term "ongoing consumables" refers to low-cost-per-unit materials that are regularly used and replaced through the course of daily business operations. These products may include, but are not limited to: printing and copying paper, notebooks, envelopes, business cards, sticky notes, paper clips, toner cartridges and batteries. SEU's goal is that at least 60% of the cost of goods purchased will comply with one or more of the following criteria:

- Contains at least 10% post-consumer and/or 20% post-industrial material

- Contains at least 50% materials harvested and extracted

- Rechargeable batteries

SEU acknowledges the value of purchasing sustainable products and requires that vendor(s) support that effort whenever required. SEU requests that vendor(s) notify them of recycled content and reduced packaging options or alternative products that would comply with the above specifications to meet country rules . Nothing contained in this policy shall be construed as requiring SEU to procure products that do not perform

adequately for their intended use, exclude adequate competition, or are not available at a reasonable price in a reasonable period of time.

1.4.2 Sustainable Purchasing of Durable Goods

The term "durable goods" refers to higher-cost-per-unit materials that are replaced infrequently and/or may require capital outlays to purchase. These products may include, but are not limited to: office equipment (such as computers, monitors, printers, copiers, fax machines), appliances (refrigerators, air conditioners, water coolers), external power adaptors, televisions, and furniture. The purchasing criteria for these products fall into the following two categories.

1.4.2.1 Electronics and Appliances

SEU's goal is that at least 40% of the cost of goods purchased will be Energy Star rated products by Bureau of Energy Efficiency.

1.4.2.2 Furniture

SEU's goal is that at least 40% of the cost of goods purchased will comply with one or more of the following criteria:

- Contains at least 10% post-consumer and/or 20% post-industrial material

- Contains at least 50% materials harvested, extracted

SEU acknowledges the value of purchasing sustainable products and requires that vendor(s) support that effort whenever required. SEU requests that vendor(s) notify them of Energy Star and sustainable furniture opportunities that would comply with the above specifications to meet country rules, as well as reduced packaging options.

1.4.3 Sustainable Purchasing: Facility Alterations and Additions

This policy covers materials that are permanently or semi-permanently attached to the building itself in the course of facility renovations, demolitions, refits and new construction additions. These products may include, but are not limited to: building components and structures (insulation, doors, windows), panels, attached finishes (partitions, ceiling panels), carpet and other flooring materials, adhesives, paints and coatings. SEU's goal is that at least 50% of the cost of goods purchased will comply with one or more of the following criteria:

- Contains at least 10% post-consumer and/or 20% post-industrial material

- Contains at least 70% salvaged material from off-site or outside the organization

- Contains at least 70% salvaged material from on-site through an internal materials and equipment reuse program

- Contains at least 50% materials harvested/extracted

- Adhesives and sealants comply with SCAQMD rules governing allowable VOC content

- Paints and coatings comply with Green Seal's GS-11 requirements governing VOC emission levels

- Composite panels and agro-fiber products contain no added urea-formaldehyde resins

SEU acknowledges the value of purchasing sustainable products and requires that vendor(s) support that effort whenever required. SEU requests that vendor(s) notify them of potential opportunities that would comply with the above specifications, as well as reduced packaging options.

1.4.4 Sustainable Purchasing: Toxic Material Source Reduction — Reduced Mercury in Lamps

SEU seeks to reduce the amount of mercury brought into all sites through purchase of lamps for the buildings and associated grounds. SEU's goal is that 100% of the number of lamps purchased will be LED with no mercury content .

SEU representatives acknowledge the value of purchasing low-mercury lamps and require that vendors support that effort when appropriate and/or possible. SEU requests that vendor(s) notify them of specific lamps and other opportunities that would comply with the above specifications, as well as reduced packaging options ..

1.5 Performance Evaluation

SEU will record and track purchases on a quarterly basis. SEU Material Procurement Department will record SEU's purchases by the means of purchase records like bills, invoice, challans, stock register etc. Whenever possible, SEU personnel should include an evaluation of the environmental and public health benefits achieved through sustainable purchasing of the goods described under Section (3).

1.6 Responsible Party

The Department of Administration of Contracts and Purchase shall implement this policy within SEU in coordination with other appropriate organization personnel, including but not limited to, SEU's Purchasing Officer, employees, parties purchasing materials on SEU's behalf and/or companies contracted to provide goods to Saudi Electronic University.

This policy is in effect from 1st November 2022 and shall continue indefinitely or until amended and/or replaced by a subsequent sustainable purchasing policy.

Saudi Electronic University (SDG) Policies

Sustainable Food and Beverage Policy

SEU/SDG/PL02/Ed.1/V.1

November 2022

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1.0	November 2022	University Vice Presidency		Active

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1 Introduction

This Sustainable Food and Beverage Policy is one of the specialized policies of the Saudi Electronic University and derived from the government policy in the Kingdom of Saudi Arabia.

1-1 Aims

This policy shows Saudi Electronic Universities' commitment to reduce the negative environmental and social impacts of the used products, services and activities.

1-2 Policy Statement/Purpose

The University recognises that it has a responsibility to work with its suppliers, contractors and partners to reduce the negative environmental and social impacts of their products, services and activities. Our commitments to this end are to work with our contractors, suppliers and partners to ensure that catering and vending provisions continues to offer staff, students and visitors food which is fresh, healthy and sustainable sourced. This includes environmental impact of food production, transport and on-site provision and also ethical considerations on fair treatment of producers, welfare of animals and sustainable sourcing (e.g. over farming of fish).

We will also ensure that we raise awareness amongst staff and students about these important issues by clearly communicating our activities in this area through information on social media, University information screens, our catering web pages, menus, special promotions and campaigns. Progress with this policy will be reported through catering contract meetings as well as through the universities half yearly environmental committee meetings attended by University stakeholders, Students representatives and contractors.

1-3 Objectives

We aim to:

- Increase sustainable food offerings in catering outlets and hospitality menus.
- Carry out sufficient monitoring of our sustainability targets and review our aims annually.
- Address, reduce and replace our single use plastics on campus.
- Address the use and waste streams of disposable cups on campus.
- To address food wastage created on campus and explore reduction methods
- To use and promote fair trade products where feasibly possible.
- Communicate to customers, staff and suppliers our commitment to serving sustainable food.
- Ensure that sustainability specifications are included in future catering contracts and that sustainability criteria are used in the awarding of the contract, for example ISO14001.

1-4 Operations

Saudi Electronic University commits to:

1. Use meat and dairy that is produced according to high animal welfare standards according to islamic rules.
2. Offer seasonal produce where possible and monitor the use of non-seasonal produce.
3. Communicate clearly when seasonal produce is being served.
4. Support environmentally friendly farming, food/drink production and transportation.

5. Communicate clearly what menu offerings are available and work towards increasing menu range where appropriate.

6. Promote Healthy Eating by centralizing all of our food production, ensuring only fresh ingredients are used, without the use of preservatives, GMO ingredients and ensuring low salt content.

7. Continue to reduce our single use plastics on campus, orders of single use plastic items have been stopped.

8. Continue to act on our disposable coffee cup processes of reduction and recycle.

To help meet our aims we have:

1. Developed Key Performance Indicators (KPI's) and evaluation criteria and use them to measure our progress, quality and sustainability.

2. Worked with our suppliers to progress the sustainability agenda.

3. Enhanced staff, customer and supplier awareness of relevant environmental and social effects of a sustainable diet via promotional guidance, product information and awareness campaigns.

4. Examine this Sustainable Food Policy annually, amend targets and communicate findings (including progress and gaps) to customers.

5. Compile annual trackers in order to monitor progress.

Saudi Electronic University (SDG) Policies

Energy Efficient Renovation and Building Policy

SEU/SDG/PL03/Ed.1/V.1

November 2022

Version	Date	Owner	Notes	Status
1.0	November 2022	University Vice Presidency		Active

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1 Introduction

This Energy Efficient Renovation and Building Policy is one of the specialized policies of the Saudi Electronic University and derived from the government policy in the Kingdom of Saudi Arabia.

1-1 Aims

The aim of the commissioning effort involves:

- Conducting investigation and analysis of building's major energy consuming systems

- Breakdown of different energy use profile in the building

- Operating problems that affect occupant's comfort and energy use

- Finding potential operational changes to solve operating problems of energy use systems

- Identifying a variety of recognizable efficiency opportunities.

1-2 Scope

Saudi Electronic University is committed to perform commissioning for this facility with an objective of systematically identifying energy saving opportunities.

Commissioning activities will consist of:

- Documenting the breakdown of energy use in the building

- Developing procedures for and overseeing functional testing and systems diagnostics of the building systems

- Identifying any operating problems

- Identifying any and all potential capital improvements related to energy use and occupant comfort

- Providing a cost-benefit analysis for cost-effective capital improvements.

1-3 Objectives

The main objectives and commitments are to maintain:

1.3.1 Systems Commissioned

1. Heating system and distribution

2 .Cooling system equipment and distribution

3 .Air-handling and fan-coil units and air distribution system

4 .Ventilation and exhaust systems

5 .HVAC controls

6 .Lighting controls

7. Electrical sub-metering systems

1.3.2 Commissioning Services

The following services define the scope of work:

1.3.2.1 Fully develop a retro-commissioning plan detailing the roles, responsibilities, and actions required to commission the facility, along with a timetable for completion. Develop the plan at the outset of the project, and define all actions to be taken by

the department. Identify a team member to be present for each activity. Include a checklist of all equipment to be tested.

1.3.2.2 Review all building documents, including mechanical drawings, equipment specifications, operations and maintenance manuals, utility bills, and operating documents.

1.3.2.3 Conduct a site assessment to understand how the building systems operate.

1.3.2.4 Conduct interviews with the buildings operations staff

1.3.2.5 Undertake a detailed energy-use breakdown

1.3.2.6 Develop specific equipment and system, functional performance test procedures and diagnostic monitoring based on energy management control system trend logging, stand-alone portable data logging, and manual function testing for applicable project systems:

1.3.2.7 Submit a Master List of Findings to the Management, identifying all the operating problems that affect occupants' comfort and energy use and detailing all problems identified during the investigation and analysis phase. Include a cost-benefit analysis for each operational problem and proposed change.

Above listed commissioning activities shall be carried out at an interval of every six months.

1.3.3 Energy Audit

SEU management is very diligent about energy consumption at their buildings and campuses. SEU Power Management team is designated for monitoring energy consumption at Saudi Electronic University. The energy consumption data maintained and provided by them were helpful in identifying problems of energy use systems and recognizing various energy saving opportunities.

Saudi Electronic University (SDG) Policies

Carbon Emission Reduction Policy

SEU/SDG/PL04/Ed.1/V.1

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1 Introduction

This Carbon Emission Reduction Policy is one of the specialized policies of the Saudi Electronic University and derived from the government policy in the Kingdom of Saudi Arabia.

1-1 Aims

The purpose of this policy is to establish consistent guidelines for Carbon Emission Reduction in the University.

1-2 Scope

a. This document on Saudi Electronic University Carbon Emission Reduction Policy will be applicable to all activities associated with university's routine internal operations and its infrastructural development to shift towards Carbon Emission Reduction Methods .

b. Generating Solar Power: The University will install solar panels which will meet its energy requirement. Investing in energy efficiency and productivity. Providing Transport to Faculty and Staff: The campus buses have been provided to reduce single occupancy vehicles which ensure less carbon footprint.

c. All vehicles entering University have "Pollution Control" certificate. Campus strictly follows "No Smoking Zone" principle. University adopts Green Computing and uses VMware and Electronic e-Waste disposal is following country rules.

Students & Staff are encouraged to support the initiatives for better campus environment, Plastic free campus, Green landscaping with trees and plants.

1-3   Objectives

The main objectives and commitments are to:

1.3.1   Reduce carbon emissions in the university

Cutting carbon emissions is a vital and central aspect of reducing our impact on the environment. We will deliver energy reduction projects and generate significantly more of our own renewable energy. Through our community and partners taking responsibility for their actions and contributing through behavioral change by actively reducing their use of electricity, we will make substantial progress on our journey to net zero carbon emissions by 2030. By reducing our electricity and gas usage we will make significant savings on our annual utility bills. We will adopt the carbon reduction hierarchy of avoid, reduce, restore and offset.

1.3.2 Reduce carbon emissions by 80% by 2030.

1.3.2.1 We will significantly progress on our journey to net zero carbon emissions by reducing our overall energy use and carbon emissions.

1.3.2.2 We will increase our use of renewable energy generation from a 2019 baseline to reduce reliance on the grid, reduce our carbon emissions and reduce our spend on electricity, while continuing to source 100% of the electric we do purchase from green tariffs.

1.3.2.3 We will increase our understanding of energy use through our estate, analysing data to make informed decisions.

1.3.3 Emissions

Tracking and analysing emissions has not historically been an area of focus. However, these emissions are critical and represent the greatest proposition of our overall carbon footprint and offer a significant opportunity for our community to contribute to their reduction through their actions. We will embark on an ambitious approach to defining and recording emissions, set a date when we will aim to reach net zero and start delivering measures that will achieve progress.

1-4   Define, Measure and Reduce Emissions

1.4.1 Working with internal and external experts we will define which emissions will be tracked, measured and regularly reported on. Through analysis of emissions baseline and how it contributes to our overall carbon emissions, we will set an ambitious yet realistic target to bring this down to net zero.

1.4.2 Our community and partners will understand the vital role they play and contribution they can make reducing waste, minimize air travel, and by embracing agile ways of working reduce unnecessary commuting, and where commuting is necessary be encouraged to use active travel.

Saudi Electronic University (SDG) Policies

Environmental Sustainability Policy

SEU/SDG/PL05/Ed.1/V.1

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	1.0	November 2022	University Vice Presidency		Active

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1 Introduction

This Environmental Sustainability Policy is one of the specialized policies of the Saudi Electronic University and derived from the government policy in the Kingdom of Saudi Arabia.

1-1 Aims

The purpose of this policy is to establish consistent guidelines for Environmental consciousness and sustainability in the University

1-2 Scope

This document on Saudi Electronic University Environmental and Sustainability Policy will be applicable to all activities associated with university's routine internal operations and its infrastructural development to shift towards energy efficient technology. The University acknowledges that its operations interact with the environment. To control and enhance its energy & environmental performance and resilience, identify energy & environmental opportunities, and manage wastes; the University is committed to operating a system of managing its energy usage and environmental conditions.

This Environmental and Sustainability Policy commits the University to be a responsible organization that leads by example regarding energy & environmental sustainability. The University is dedicated to following good environmental practice, meeting, or exceeding all compliance obligations as decided by the Government, Tribunals and experts in the field, and strives to achieve a continual improvement.

1-3 Objectives

The main objectives and commitments are to:

1. Reduce carbon emissions in the university.

2. Improve energy and water efficiency and reduce reliance on fossil fuels.

3. Protect the green nature, and ensure its sustenance.

4. Protect the environment by preventing pollution.

5. Upgrade the building infrastructure to improve energy efficiency.

6. To achieve 100% renewable energy campus by 2030.

7. Optimize reduction, reuse, recycling and disposal of waste, i.e. through an efficient waste management.

8. Reduce the impacts of transport and travel and encourage sustainable alternatives.

9. Manage the use, storage and disposal of materials and e-materials to reduce environmental impact.

10. Manage our campuses to protect and promote biodiversity.

11. Promote sustainable procurement, both internally and through the university's supply chains.

12. Communicate with staff, students and relevant interested parties and promote sustainable behaviors.

1-4 Policy Statement

Saudi Electronic University is strongly committed to the energy & environmental sustainability. The University thrusts upon initiatives to minimize impact on energy usage

and environment by its routine internal operations and its infrastructural development and giving importance to value addition among students through environment and sustainability related education .

Saudi Electronic University is dedicated to being sustainable green campus by adopting green building design through nature just development plan, optimal consumption of water substituted by rainwater recharge, green energy infrastructure, proper waste management plan and integration of sustainability-based value addition through teaching learning process .

To attain this goal, adoption of best practices, awareness, and immersion of technologies for day-to-day university functioning in water, energy and material consumption is tuned with university mission and vision. This policy provides a set of guidelines and framework for efficient operations of activities related with environment and sustainability.

1.3   Policy Framework

1. The University is responsible for, and committed to, the protection of the environment at all levels inside campus regarding routine activities and infrastructure development .

2. The University is committed to environmental performance improvement associated with aspects of sustainability including water, energy, waste, landscaping, and infrastructure development. (Annexure 1)

3. In conjunction with contemporary need, promote and raise awareness of good environmental management practices among staff, students and other stakeholders across the University i.e. use of single use plastics, minimize wastage of water, energy, papers etc .

4. Continue to reduce the consumption of primary raw materials (including fossil fuels, water and energy) by adopting electronic processing of official work (SIS, BlackBoard, etc), integrating Solar-based energy to internal grid, provision of STP, ETP, reuse of water, rainwater harvesting infrastructure .

5. The University also seeks to enhance the contribution of energy efficient (i.e. LED lighting, efficient wiring as per national code), low carbon measures (paperless office), recyclable components and renewables (i.e. Solar PVC) to ensure sustainable consumption without compromising performance .

6. The University employs sound waste management strategies to reduce overall waste production and increase the recycled component of the waste stream and their reuse (wastewater treatment, composting, biogas etc.)

7. Encourage and facilitate sustainable modes of community transport to, from and ensure walkability within the University. The University maintains a pool of buses on payment basis for faculty, staff and student for daily commute .

8. Develop and maintain the university landscape, open spaces and buildings of the University in an environmentally sensitive way, seeking to protect and enhance natural habitats and biodiversity .

9. The University facilitates to integrate a consideration of environmental issues into all relevant aspects of the University's teaching and research activities including campus-based research projects and survey, Social Awareness Program (SAP), LEED Lab and many more .

10. In conjunction with national and global framework, achieve recognition for environmental sustainability to ensure energy efficiency, low carbon consumption and activities, recyclable components, and renewables.

Annexure 1. Climate Action Plan

The University is adopting an action plan to ensure compliance of climate action to deal with challenges emerging from climate change on local and regional basis under following action points:

1. Phase-wise reduction of grid energy procurement by installation of Solar PV plants on roof-top and ground to ensure carbon neutrality by 2030 in direct energy consumption.

2. Ensure energy efficiency in operation and management by incorporating LED lighting, efficient wiring, start rating instruments and appliances.

3. Development of Bioenergy based energy production based on food and dairy waste to add up carbon neutrality university target.

4. Green infrastructure development by incorporating passive and active design to reduce energy consumption and local and regional building code to reduce heat regime.

5. Provision of wastewater treatment plant to recycle and reuse at appropriate places to reduce water dependence.

6. Adoption of water infrastructure for rainwater harvesting and recharge to ensure 100% harvesting of rainwater to augment groundwater recharge, which is sole source of potable water.

7. Nature based infrastructure development to promote natural drainage system, natural vegetation, and suitable plantation to maintain vegetation area. In this regard University is maintaining natural vegetation, orchard plantation, farming area, sports complex, and build-up area in appropriate manner.

8. Promoting sustainable consumption practices to reduce waste by adopting paperless office operations, no single use plastics etc. This is supported by good waste management practices.

9. The University facilitates to integrate a consideration of environmental issues into all relevant aspects of the University's teaching and research activities including campus-based research projects and survey like butterfly count, campus bird count, Social Awareness Program (SAP), LEED Lab and many more.

10. Integrate new development in area of climate adaption time to time.

Saudi Electronic University (SDG) Policies

Waste Management Policy

SEU/SDG/PL06/Ed.1/V.1

November 2022

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1.0	November 2022	University Vice Presidency		Active

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1 Introduction

This waste management policy is one of the specialized policies of the Saudi Electronic University and derived from the government policy in the Kingdom of Saudi Arabia.

1-1 Aims

This policy shows Saudi Electronic Universities' commitment to reduce the negative environmental impacts.

1-2 Policy Statement

- This Waste Management Policy forms part of the university's sustainability framework and underpins the university's sustainability policy. The policy aims to reduce the negative environmental impacts of our waste, to reduce landfill waste and to ensure disposal of waste materials (Plastic, Paper, Glass and Metal) is in an environmentally responsible manner. We recognize we need to reduce the unnecessary use of raw materials and will enable waste recycling, composting and energy recovery to assist in reducing landfill waste.

- The university is committed to the implementation of an effective waste management programme that meets or exceeds all legislative and regulatory requirements placed upon it.

1-3 Purpose

Saudi Electronic University accepts its environmental responsibilities and recognizes its obligations to contribute to the resolution of global and local environmental issues by minimizing its environmental impact. The university generates significant quantities of waste through its diverse operations. Accordingly, the university aims to avoid Plastic, Paper, Glass and Metal wastes generation where possible, reduce waste production and reuse or recycle waste that is unavoidably produced to minimize waste disposed of to landfill.

1-4 Scope

This policy applies to all university activities and operations.

1-5 Principles

1. To ensure that waste management is performed in accordance with all waste legislative requirements, including the duty of care, and to plan for future legislative changes and to mitigate their effects in accordance with the Environmental Sustainability Policy.

2. To minimize waste generation at source and facilitate repair, reuse and recycling over the disposal of wastes, where it is cost effective in accordance with the Environmental Sustainability Policy and Environmental Sustainability Strategy.

3. To provide clearly defined roles and responsibilities to identify and coordinate each activity within the waste management chain.

4. To promote environmental awareness in order to increase and encourage waste minimization, reuse and recycling in accordance with the Environmental Sustainability Policy and Environmental Sustainability Strategy.

5. To secure where possible revenue from recyclable materials to reinvest into the expansion of sustainable wastes management opportunities on the campus.

6. To ensure the safe handling and storage of wastes on campus.

7. To provide appropriate training for staff, students and other stakeholders on waste management issues .

8. To promote industry waste management best practice in accordance with the Environmental Sustainability Policy.

Saudi Electronic University (SDG) Policies

Hazardous Waste Management Policy

SEU/SDG/PL07/Ed.1/V.1

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1 Introduction

This Hazardous Waste Management Policy is one of the specialized policies of the Saudi Electronic University and derived from the government policy in the Kingdom of Saudi Arabia.

1-1   Aims

The purpose of this policy is to reduce the potential environmental liabilities and costs of hazardous waste disposal.

1-2   Policy Statement/Purpose

Saudi Electronic University (SEU) will manage, so far as is reasonably practicable, all hazardous waste activities falling under its control in a manner such as to minimize the harm to human health and environment.

1-3   Scope

This policy applies to faculty, staff, students and visitors who generate chemical biohazardous or radioactive wastes.

1-4   Definitions

Hazardous Waste: is a waste that can be harmful to health or the environment. It includes infectious biological/clinical waste, chemicals, solvents, pesticides, florescent light tubes, refrigeration equipment containing ozone, non-edible oils, batteries, asbestos and paints.

1-5   Responsibilities

1. All departments requiring the disposal of hazardous materials must coordinate this through the materials management coordinator.

2. Waste disposal forms (to be filed out by the department) are available from materials management department.

3. Hazardous materials will be picked up by the materials management staff.

Saudi Electronic University (SDG) Policies

Ethical Investment Policy

SEU / SDG / PL08 / Ed.1 / V.1

November 2022

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1 Introduction

This Ethical Investment Policy is one of the specialized policies of the Saudi Electronic University and derived from the government policy in the Kingdom of Saudi Arabia.

1-1 Aims

The purpose of this policy is to make sure that SEU is committed to make investment decisions responsibly and with integrity.

1-2 Policy Statement/Purpose

Saudi Electronic University is committed to ensuring that it makes investment decisions responsibly and with integrity. The University is an educational non-profit organization. A proportion of its assets are invested in order to generate a financial return to support the University's objective which is to advance education, learning and research for the public benefit. The University has committed to sustainable investment by positively supporting investments in sustainable companies and through establishing restrictions on some types of investments. More specifically the University will not invest in companies that generate revenue from the manufacturing or production of tobacco, armaments or fossil fuel extractive companies.

1-3 Scope

1. Historically, the view of fund managers managing investments on behalf of others has tended to be that investment may properly be made in any public company operating clearly within the law. However, organisations are now seen as

accountable for the social and environmental outcomes of their activities, not just the financial benefits generated.

2. The Ethical Investment Policy has been developed to allow the University to pursue an ethical approach while minimising any negative impact on its investment returns. Investment decisions informed by socially responsible and ethical considerations will also take into account the Charity Commission position that trustees have a duty to maximize returns on investment for charitable benefit.

1-4 Responsibilities

1. This policy will be owned by the Chief Financial Officer and implemented by the Finance Service under the guidance of the Chief Financial Officer to ensure activity is in line with the purpose of this policy.

2. The University Executive Committee and Ethics Advisory Committee will on an annual basis review the policy to ensure the framework set out in this policy remains appropriate.

3. The policy will be reported on by the Chief Financial Officer annually at the University Finance Committee.

4. This policy will be reviewed and monitored by University Finance Committee on behalf of the Council; the policy is to be reviewed and approved by the Finance Committee on an annual basis.

5. The University Council will approve any amendments to the criteria set out in section four.

1.3 Policy, Procedures and Enforcement

Responsible Investment

1. The University will adopt investment strategies that seek to minimise and ideally eliminate irresponsible corporate behavior.

2. Some of the ethical, social, environmental and governance issues which it will focus on include:

   a) Environmental degradation

   b) Armament sales to military regimes

   c) Human rights violations

   d) Institutionalisation of poverty through discriminatory market practices

   e) Discrimination against protected characteristics

   f) Tobacco production and manufacture

The University announced its divestment from all companies that are involved in the extraction of fossil fuels. These high-level principles will be reviewed annually and the University will consider representations from stakeholders in relation to amendments to the list.

1.3.1 Investment Approach

1..3.1.1 The University principally invests directly within Jfixed income securities and equities. Any pooled funds owned need to meet the ethical policy of the University.

1.3.1.2 Investments made directly by the University will be restricted to short-term deposits of cash into treasury deposit accounts and investments in subsidiary companies.

1.3.1.3 Endowment and non-cash Capital funds are managed by a third party Fund Manager and invested in accordance with the Ethical Investment Policy.

1.3.1.4 The University will use all reasonable endeavors to ensure that it operates its investment policy in a way that is consistent with the aims listed above in the context of the Trustees' duty to maximise returns. The University will look to its professional investment managers, in the first instance, to use their resources to assist in this process.

1.3.1.5 The Finance Committee will on a regular basis review the Environmental, Social and Governance approach, internal governance framework and general activism as a shareholder around the promotion of responsible corporate behavior of Fund Managers.

1.3.1.6 The University will ensure that its own procedures fulfil the following aims:

A. To avoid direct investment in companies that have activities inconsistent with the educational and/or research objectives of the University

B. To consider environmental and social issues, as set out above, when making investment decisions, in the expectation that socially sustainable companies are more likely to be successful in the long run

C. to consider representation from members of the University community, including the student body, through the University committee structure,

regarding matters that the University should not invest, or should disinvest, in specific companies. Concerns regarding specific companies that came to light will be forwarded to the investment managers with a request to assess whether that company reflected the investment policy

D. to actively engage with companies through our investment managers to encourage best practice in environmental, social and governance standards (ESG)

E. to ensure that the University's investment managers themselves have a socially responsible investment policy that ensures environmental, social and governance issues are considered.

F. to regularly monitor the University's investments and the procedures for reviewing investment proposals to ensure that its ethical standards are maintained.

The above aims will be reviewed on a regular basis by the University's Finance Committee.

The University wishes to invest in the most transparent way possible. Where investments are made by fund managers in pooled funds or similar vehicles, the University's requirement is that wherever practicable, the funds in question should seek to avoid direct investment in companies that fall within the exclusions in its Ethical Investment policy. The University does however, recognise that where investments are made in pooled investment funds, it may not be practical to a degree that is consistent with the Trustees' duty to maximise returns to pursue an investment strategy where no indirect investment in such companies arises .

1.4 Investment Manager Reporting

The appointed investment managers are expected to report regularly to the Finance Committee. The investment managers will provide at least quarterly reports, which outline the performance of the University portfolio compared against the agreed

benchmark. The investment managers will attend Finance Committee meetings and provide reports including an Environmental, Social and Governance report and providing information on the engagement that has taken place with companies that the University has holdings in.

1.5 Pension Scheme Investments

The assets of the Saudi Electronic University Pension Scheme are not owned or managed by the University: the investment of these funds is the responsibility of the Scheme's trustees and thus do not fall under the remit of this policy.

1.6 Equality and Diversity

Implementation of this policy will help to ensure that the University's investments continue to reflect its global commitment to Equality, Diversity and Inclusion.