

SAUDI ELECTRONIC UNIVERSITY

SUSTAINABLE PURCHASING POLICY

Title: Sustainable Purchasing Policy

Authority:

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

Date of Incorporation: October 2022

Date of Review: Once in three years. This can also be reviewed as per the requirement of University.

Policy Number:

1. 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

2. 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

3. PERFORMANCE METRIC

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. 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.

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.

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.

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, as well as reduced packaging options.

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.

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.

4. 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).

5. 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.

6. TIME PERIOD



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.