

Version 1 created on 05/05/2020
Updated to Version 2 on 19/01/2023

Cyprus International University Sustainable and Ethical Procurement Policy

Purpose

This policy establishes guidelines for the ethical sourcing of food and supplies at Cyprus International University (CIU). It aims to ensure that all food and supplies procured by the university adhere to the highest standards of ethical and sustainable practices, including the prohibition of child labor and other forms of exploitation.

Scope

This policy applies to all departments and individuals involved in procuring food and supplies for Cyprus International University, including contracted catering services, food vendors, and suppliers.

Policy Statement

Cyprus International University is committed to embedding **responsible consumption and production** across all procurement processes. We aim to ensure that food and supplies are sourced ethically, avoiding child labor, forced labor, and exploitation, prioritize sustainable products, including local, organic, seasonal, and environmentally friendly options, reduce waste and encourage circular economy practices such as re-use, recycling, and eco-friendly packaging, foster transparency and accountability across the supply chain, and lead by example as a higher education institution by integrating sustainability principles into procurement practices.

Principles

1. **Prohibition of Child Labor:** CIU strictly prohibits the sourcing of food and supplies from suppliers that employ child labor, as defined by the International Labour Organization (ILO). Suppliers must comply with minimum age requirements and ensure that all workers are of legal working age.
2. **Fair Labor Practices:** Suppliers must uphold fair labor practices, including safe working conditions, fair wages, and reasonable working hours. Discrimination, harassment, and exploitation in any form are not tolerated.
3. **Ethical Food Procurement:** Food and beverage procurement will follow CIU's ethical sourcing policy, ensuring fair-trade options where possible and suppliers must demonstrate animal welfare standards in line with humane treatment practices.
4. **Sustainable Sourcing:** Preference will be given to suppliers offering local, seasonal, organic, and environmentally responsible products and procurement decisions will consider life-cycle impacts, including resource efficiency and carbon footprint.

5. **Animal Welfare:** Suppliers must adhere to humane treatment standards for animals and ensure that any animal products sourced comply with ethical practices.
6. **Transparency and Accountability:** CIU will maintain transparency in its sourcing practices and hold suppliers accountable for their adherence to ethical standards. Regular assessments will be conducted to ensure compliance with this policy.
7. **Environmental Responsibility:** Minimize single-use plastics and packaging waste in all supply chains and Promote recycling, composting, and environmentally friendly materials.

Implementation

1. Supplier Selection and Evaluation

- **Due Diligence:** Conduct thorough evaluations of potential suppliers, assessing their labor practices, sustainability efforts, and compliance with social responsibility practices and ethical standards.
- **Supplier Code of Conduct:** All suppliers must agree to a Supplier Code of Conduct outlining CIU's expectations regarding labor practices, sustainability, and ethical behavior and SDG-aligned procurement standards.

2. Training and Awareness

- **Staff Training:** Provide ethical sourcing practices training for procurement staff and relevant university personnel, emphasizing the importance of human rights and sustainability.
- **Supplier Workshops:** Organize workshops for suppliers to educate them about CIU's ethical sourcing goals and expectations.

3. Monitoring and Reporting

- **Regular Audits:** Conduct periodic audits of suppliers to ensure compliance with this policy, focusing on labor conditions, sustainability practices, and animal welfare.
- **Reporting Mechanism:** A confidential reporting system will allow employees and stakeholders to report unethical practices.

4. Continuous Improvement

- **Feedback and Review:** Gather feedback from stakeholders to continually improve sourcing practices and align with international best practices in ethical sourcing.
- **Policy Review:** This policy will be reviewed every two years to ensure its effectiveness and relevance in promoting ethical sourcing of food and supplies and remain aligned with international best practices and SDG 12 targets.

Responsibilities

- **Procurement Team:** Responsible for implementing this policy, conducting supplier evaluations and engagement, and ensuring compliance.
- **All Employees:** Uphold the values of ethical and sustainable procurement and report any concerns.

- **University Management:** Provide support, leadership, oversight and resources for implementing this policy and promote a culture of ethical sourcing.

By adopting this Policy on Ethical Sourcing of Food and Supplies, Cyprus International University affirms its dedication to responsible consumption and production (SDG 12). Through ethical sourcing of food and supplies, CIU seeks to protect human rights, support sustainability, and serve as a model of integrity and responsibility within higher education.