



SUMGAYIT STATE  
UNIVERSITY

**Sustainable Procurement Policy**  
**Sumgayit State University**

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**1. Purpose and Principles**

Sumgayit State University (SSU) recognizes procurement as an important institutional function that supports academic, administrative, and research activities.

The Sustainable Procurement Policy establishes a framework for ensuring that procurement processes contribute to **environmental protection, social responsibility, and economic efficiency**.

The University is committed to continuously improving procurement practices in order to:

- reduce negative environmental impacts
- promote ethical and responsible supply chains
- ensure transparency and accountability in procurement processes
- support sustainable development goals.

Sustainability considerations are integrated throughout the entire procurement cycle, including:

- identification of needs
  - evaluation of procurement options
  - design and specification of goods and services
  - supplier selection
  - contract management and supplier development.
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## **2. Legal and Regulatory Framework**

This policy is implemented in accordance with:

- legislation of the Republic of Azerbaijan related to public procurement
- relevant decrees and regulations of the President of the Republic of Azerbaijan
- decisions of the Cabinet of Ministers of the Republic of Azerbaijan
- national and international procurement standards
- the Charter of Sumgayit State University.

The policy also aligns with international sustainability frameworks, including the **United Nations Sustainable Development Goals (SDGs)**.

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## **3. Scope of the Policy**

This policy applies to:

- all procurement activities conducted by the University
- procurement of goods, services, and works
- management of procurement contracts and supplier relationships
- all departments, units, and authorized procurement staff.

The policy applies throughout the entire life cycle of purchased goods and services, including their **production, use, maintenance, and end-of-life disposal**.

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## **4. Principles of Sustainable Procurement**

Sustainable procurement at SSU is based on three interconnected pillars:

- environmental sustainability
- social responsibility
- economic sustainability.

These three elements must be considered together in procurement decision-making in order to achieve long-term sustainable outcomes.

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## **5. Environmental Sustainability in Procurement**

SSU aims to minimize environmental impacts associated with the procurement of goods and services.

Environmental sustainability measures include:

- prioritizing environmentally friendly products and services
- reducing energy consumption and carbon emissions
- promoting energy-efficient technologies
- supporting the use of recycled and sustainable materials
- minimizing waste and promoting responsible disposal.

The University also promotes environmental initiatives such as:

- increasing green spaces on campus
- planting environmentally beneficial plant species
- supporting renewable energy initiatives, including solar panels and wind turbines.

These actions contribute to achieving **Sustainable Development Goal 12 (Responsible Consumption and Production)** and **SDG 13 (Climate Action)**.

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## **6. Social Responsibility in Procurement**

SSU is committed to ensuring that procurement processes support **ethical labor practices and social responsibility**.

The University aims to ensure that suppliers:

- comply with international labor standards
- respect human rights and fair employment practices
- maintain safe and ethical working conditions
- adhere to principles established by the **International Labour Organization (ILO)**.

Supply chains will be monitored to ensure that procurement activities support **fair contracts, transparency, and ethical conduct**.

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## **7. Economic Sustainability in Procurement**

Economic sustainability involves ensuring value for money while supporting economic development.

The University seeks to:

- obtain high-quality goods and services at competitive prices
- support local suppliers and small- and medium-sized enterprises (SMEs)
- contribute to national economic development
- encourage responsible and sustainable supplier practices.

Procurement decisions will consider both financial efficiency and long-term sustainability impacts.

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## **8. Institutional Responsibilities and Implementation**

The successful implementation of this policy requires participation from multiple stakeholders.

### **University Management**

University leadership is responsible for:

- defining procurement objectives and action plans
- allocating resources for sustainable procurement initiatives
- ensuring compliance with legislation and policy requirements.

### **Procurement Officers**

Authorized procurement staff are responsible for:

- implementing procurement procedures
- evaluating suppliers and procurement risks
- ensuring transparency and accountability in procurement processes.

### **University Departments**

All university departments must support sustainable procurement by:

- identifying environmentally responsible procurement needs
  - cooperating with procurement officers
  - supporting sustainability initiatives in campus operations.
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## **9. Procurement Procedures and Governance**

Procurement processes at SSU must follow the principles of:

- transparency
- fairness
- competition
- accountability.

Procurement procedures include:

- needs assessment and planning
- supplier evaluation and selection
- contract management
- monitoring of procurement outcomes.

Open and transparent procurement processes help prevent corruption and ensure fair competition.

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## **10. Monitoring and Reporting**

Procurement activities are monitored by authorized university officials responsible for procurement management.

Monitoring includes:

- reviewing procurement procedures and contracts
- evaluating supplier performance
- assessing environmental and social impacts of procurement
- ensuring compliance with legislation and university policies.

Regular reporting helps ensure transparency and accountability in procurement activities.

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### **11. Expected Outcomes**

The implementation of this policy is expected to achieve the following outcomes:

- improved efficiency in the use of public funds
- increased professional capacity in procurement management
- reduced corruption risks through transparent procurement processes
- enhanced sustainability in campus operations
- improved environmental and social performance of procurement activities.

These outcomes contribute to the University's broader sustainability strategy.

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### **12. Policy Authority and Review**

This policy is approved by the governing bodies of Sumgayit State University.

The policy will be reviewed periodically to ensure alignment with:

- national procurement legislation
  - international sustainability standards
  - institutional sustainability strategies.
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### **13. List of Abbreviations**

- **UN** – United Nations
  - **SDGs** – Sustainable Development Goals
  - **SSU** – Sumgayit State University
  - **ILO** – International Labour Organization
  - **WTO** – World Trade Organization
  - **SME** – Small and Medium Enterprises
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