



Azerbaijan University of Languages
Those charged with governance
Sustainability Committee
Procurement Policy

An official copy of this policy can be obtained upon request.

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Preamble

The Procurement Policy of Azerbaijan University of Languages (AUL) (the “Policy”) is governed by state legislations, public procurement law, and regulations, which may evolve over time, as outlined in the following sections:

a) The Government of Azerbaijan’s bilateral trade agreements with relevant states.

b) Public Procurement Law <https://e-qanun.az/framework/54966>

<https://competition.gov.az/en/page/dovlet-satinalmalari>

The Anti-Monopoly Law (<https://competition.gov.az/en>),

Trade Secret Law (<https://e-qanun.az/framework/2861>),

Competition Law (<https://e-qanun.az/framework/56187>) and any other legislation that

may be applicable

c) AUL’s Procurement Policy.

Section 1

Purpose Statement

The implementation of this policy is the responsibility of AUL's administration. The administration, in collaboration with the sustainability committee, reviews procurement procedures, financing sources, and any necessary updates to ensure compliance with applicable procurement legislation. Furthermore, through consultations with experts, AUL ensures that environmental stewardship is prioritized at every stage of decision-making.

Vendors involved in purchasing and sales agreements with AUL will be introduced to this policy in advance to optimize value for the university and society at large.

An equally important outcome of this policy is the development of procurement managers with expertise in result-oriented deal-making, tender management, and contracting. Given that the procurement process includes both short- and long-term contracts, including construction and similar projects, complexity is a common characteristic of procurement contracts in higher education institutions. Therefore, AUL thoroughly examines all aspects of contracting with potential vendors (technology, materials, origin of production, supply chain, etc.) to ensure that no aspect—whether environmental, geographical, economic, legal, or regulatory—is overlooked or subject to irregularity.

Policy Purpose

The primary goal of this policy is to ensure that AUL's procurement operations have a positive impact on the economy, society, and environment. The objectives are:

- ✓ To acknowledge that AUL's procurement operations significantly impact the economy, society, and environment;
- ✓ To guarantee that the goods and services purchased fulfill social and environmental obligations.
- ✓ To reduce negative environmental and social impacts while promoting positive contributions to both local and global communities.
- ✓ To set a positive example for stakeholders by adopting sustainable procurement criteria and fostering a culture of responsible purchasing.

The key areas of focus are :

1. **Environmental Responsibility:** AUL strives to reduce its environmental footprint by ensuring that products and services procured are analyzed for environmental impact, including the use of sustainable materials, environmentally-friendly technologies, and socially just practices. The goal is to reduce negative environmental impacts while contributing to environmental preservation.
2. **Social Responsibility:** AUL promotes fair, ethical, and diverse sourcing of products and services. Social responsibility is emphasized by training staff involved in procurement

processes and ensuring that all departments prioritize sustainability when making purchasing decisions. AUL focuses on human rights, labor rights, and social welfare in its procurement activities.

3. **Regulatory Compliance:** AUL is committed to compliance with both environmental and social regulations, ensuring that all procurement activities adhere to local laws and international sustainability standards. The university uses the COSO CUBE model to ensure that internal controls and risk assessments are in place for sustainable procurement practices.

Section 2

Commitment to Sustainability

AUL is committed to promoting sustainability across its procurement activities. The university views higher education as a pivotal sector in fostering sustainable development, social responsibility, and global equity. AUL aims to establish a standard for sustainable practices in the academic sector, providing a positive example for students, staff, and the broader community through sustainable procurement practices.

Sustainable Procurement Practices :

- ❖ **Nurturing Sustainable Procurement:** AUL organizes workshops, seminars, and awareness campaigns to promote long-term sustainable procurement practices.
- ❖ **Vendor Engagement:** The university acknowledges the critical role vendors play in achieving sustainability goals and works with suppliers to promote sustainable practices aligned with AUL's Climate Action Plan.
- ❖ **Leadership in Innovation:** AUL encourages research and innovation in sustainable procurement, collaborating with experts to explore and implement innovative solutions.
- ❖ **Global and Local Partnerships:** The university seeks partnerships with government bodies, NGOs, and international organizations to address sustainability challenges collectively.

Section 3

Keeping the Nature Intact

Significant Principles

- **Resource Efficiency and Recycling:** AUL emphasizes reducing the use of natural resources and minimizing waste. The university aims to source products with minimal packaging and to promote digital alternatives to reduce paper consumption.
- **Energy Efficiency:** When purchasing equipment, AUL prioritizes energy-efficient products to reduce carbon emissions. The university plans to monitor energy consumption and reduce waste through technological innovations.
- **Solid-Waste Reduction and Recycling:** AUL works to reduce waste and encourages recycling. The campus has waste-sorting bins, and sorted waste is sent to a recycling facility.
- **Emission Reduction:** AUL seeks to minimize greenhouse gas emissions by sourcing products with low carbon footprints and supporting suppliers who contribute to reducing emissions.
- **Biodiversity Conservation:** The university ensures that procurement activities do not negatively impact biodiversity. It prioritizes biodegradable products and avoids items harmful to the environment.
- **Labor Standards and Fair Trade:** AUL ensures that all vendors comply with international labor standards, avoiding forced labor, child labor, and discrimination.
- **Diversity and Inclusion:** AUL strives for a diverse and inclusive procurement process, promoting vendors from underrepresented groups and ensuring fair treatment in the supply chain.
- **Health and Safety:** AUL prioritizes vendors with excellent health and safety controls in place.
- **Community Engagement:** The university encourages suppliers to support local communities and contribute to social development.

Section 4

Scope

This policy applies to all procurement activities at Azerbaijan University of Languages, including the acquisition of goods, services, works, and consultancy services. It covers the entire procurement lifecycle, from planning and sourcing to contract management, integrating sustainability considerations at each stage. This policy also applies to procurement funded through grants, donations, or the university's own funds.

Exemptions :

While AUL is committed to sustainable procurement, exemptions may apply in certain circumstances, including:

1. **Legal and Regulatory Constraints:** If procurement criteria conflict with laws or regulations, the university will work with relevant authorities to find sustainable alternatives.
2. **Emergency Situations:** In emergencies, where immediate procurement is necessary to protect health or safety, AUL will still strive to incorporate sustainable elements where possible.
3. **Academic Freedom and Research:** Exemptions may be granted for research-related procurements when specific items or services are required for academic purposes, though sustainability considerations will be encouraged.

Implementation :

Azerbaijan University of Languages (AUL) will carry out the procurement strategy through the following actions:

- The University's sustainable procurement policy will be applicable to all individuals involved in purchasing products and services on behalf of AUL.
- AUL will ensure that the products and services it acquires are as environmentally responsible and socially beneficial as possible.
- AUL will encourage a collaborative approach to sustainable development and motivate suppliers to follow national and international standards on environmental, social, and economic issues.
- AUL will supervise the sustainable sourcing of goods and services to minimize or reduce their negative environmental impacts.

AUL publishes this Sustainable Procurement Policy on its website and shares it with the broader community to ensure its implementation and ongoing compliance.

Those responsible for governance at AUL, in collaboration with the University's Sustainability Committee, will periodically review the Sustainable Procurement Policy. The Financial Manager will oversee the execution of any proposed changes or improvements.