

East European University

Sustainable Procurement Policy

I. Purpose

1. The purpose of this Policy is to ensure transparent, efficient, ethical, and sustainable long-term management of the procurement process at East European University.
2. The Policy establishes the principles and requirements through which the University:
 - ensures responsible use of resources;
 - reduces environmental and social risks;
 - strengthens ethical governance and accountability.

II. Scope of Application

1. The Policy applies to all procurements carried out by the University, including:
 - procurement of goods and services;
 - short- and long-term contracts;
 - relations with local and international suppliers.
2. The Policy is mandatory for:
 - academic, administrative, and financial units;
 - all individuals involved in the planning and execution of procurements.

III. Legal Basis

The Policy is based on:

- principles of good governance and public interest;
- principles of sustainable development and environmental, social, and governance (ESG) criteria;
- anti-corruption and human rights protection standards;
- the legislation of Georgia, the University's Charter, and internal regulatory acts.

IV. Key Definitions

1. **Procurement** - the acquisition of goods or services in exchange for appropriate compensation.
2. **Sustainable procurement** - procurement that takes into account economic, environmental, and social factors.
3. **Supplier** - any natural or legal person participating in the procurement.
4. **Conflict of interest** - a situation where a person's private, financial, or other interests conflict with the University's interests in a way that actually or potentially influences or may influence decisions regarding procurements.

V. Core Principles

The University is guided by the following principles in the procurement process:

- transparency and fair competition;
- economic efficiency and alignment of price and quality;
- environmental responsibility;
- creation of long-term value and sustainability;
- respect for social and labor rights;
- prevention of corruption and conflicts of interest;
- accountability and documentation.

VI. Sustainability Criteria in Procurement

1. To the extent possible, during the planning and execution of procurements, the following are considered and integrated:
 - environmental impact (energy efficiency, waste reduction);
 - social factors (labor conditions, human rights);
 - ethical business practices.
2. The University encourages:
 - the use of ecologically safe products;
 - participation of local and responsible suppliers.

VII. Supplier Selection and Due Diligence

1. Supplier selection is based on:
 - objective and pre-determined criteria;
 - assessment of quality, price, and sustainability.
2. In high-risk cases, the University is entitled to:
 - request additional information from the supplier;
 - evaluate labor and ethical practices;

- terminate cooperation in cases of substantiated suspicion or confirmed violation.

VIII. Prohibited Practices

The following is prohibited:

- corrupt or dishonest actions;
- making decisions in situations of conflict of interest;
- cooperation with suppliers associated with forced labor or modern slavery;
- providing false or inaccurate information in the procurement process.

IX. Roles and Responsibilities

1. **Representative Council:**
 - approves the Policy and oversees its implementation.
2. **Administrative Units:**
 - plan and execute procurements in accordance with the Policy.
3. **Quality Assurance Service:**
 - monitors compliance with the Policy;
 - assesses alignment with environmental, social, and governance (ESG) and internal standards, and ensures documentation of results.

X. Monitoring and Reporting

1. Procurement processes are subject to periodic monitoring.
2. Aggregated information may be reflected in:
 - internal financial reports;
 - quality assurance reports;
 - sustainable development or ESG reports.

XI. Violations and Response

1. Violations of the Policy entail responses in accordance with the University's internal rules and applicable legislation.
2. Responses must be:
 - timely;
 - proportionate;
 - transparent.

XII. Policy Review

1. The Policy is subject to periodic review, but at least once every three years.
2. Amendments are approved by the Representative Council.
3. The updated version is published on the University's website.

XIII. Entry into Force

1. This Policy enters into force on the date of its approval by the Representative Council.