MINISTRY OF SCIENCE AND HIGHER EDUCATION OF THE REPUBLIC OF KAZAKHSTAN
ASTANA INTERNATIONAL UNIVERSITY

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«_12_» _02_ 2025

SUSTAINABLE PROCUREMENT POLICY OF ASTANA INTERNATIONAL UNIVERSITY

Astana, 2025

Introduction

Astana International University (hereinafter referred to as the University) recognises the importance of sustainable procurement as one of the key elements of its sustainable development strategy.

This Policy aims to integrate environmental, social and economic considerations into the University's procurement processes and has been developed with reference to the principles of the international standard ISO 20400, «Sustainable Procurement – Guidance».

This Policy contributes to the implementation of the United Nations Sustainable Development Goals (SDGs), in particular:

- SDG 12 – Responsible Consumption and Production;
- SDG 13 – Climate Action;
- SDG 17 – Partnerships for the Goals.

In implementing this Policy, the University applies a Supplier Code of Conduct establishing requirements for suppliers and contractors in the following areas:

- respect for human rights and labour rights;
- environmental responsibility;
- compliance with business ethics and anti-corruption requirements;
- provision of safe and healthy working conditions.

Suppliers and contractors shall familiarise themselves with the Supplier Code of Conduct and comply with its applicable provisions within their contractual relationships with the University.

Breaches of the Code may constitute grounds for measures provided for by the relevant contracts and the legislation of the Republic of Kazakhstan, including termination of contractual relationships in accordance with the prescribed procedure.

The Supplier Code of Conduct forms an integral part of this Policy and is provided in Appendix 1.

1. General Provisions

1.1. This Policy sets out the principles, objectives and organisational measures for the responsible procurement of goods, works and services for the needs of Astana International University (hereinafter referred to as the University).

1.2. The Policy aims to reduce the environmental impact of procurement, ensure prudent use of resources, support the local economy and uphold social standards in dealings with suppliers.

1.3. The Policy applies to university departments involved in initiating, planning, approving, conducting and recording procurement, including purchases of goods for catering and operational needs, within their respective powers and applicable law.

1.4. The provisions of the Policy shall be applied subject to the applicable regulatory legal acts of the Republic of Kazakhstan, mandatory procurement procedures, principles of competition and non-discrimination, and contractual obligations. This Policy does not grant suppliers unlawful advantages based on their place of registration.

2. Goals and Objectives

- Consider the environmental and social characteristics of products alongside quality, safety, cost and the University's needs.
- Where conditions are equal or comparable, consider offers from local and regional suppliers able to provide documentary evidence of the sustainability of their goods and production methods.
- Reduce transport-related emissions, excessive packaging, food waste and the use of disposable materials wherever practicable and economically justified.
- Promote the procurement of energy-efficient equipment, durable and repairable products, safe materials and recyclable goods.
- Improve the transparency and verifiability of procurement decisions.

3. Core Principles

3.1. Legality and fair competition. Procurement criteria shall be objective, proportionate to the need and permissible under applicable law.

3.2. Priority for local sustainable sources. Where offers are comparable in terms of quality, safety, price and delivery conditions, the University shall consider products from local and regional producers within permissible procedures, particularly food and household goods with verified sustainability characteristics.

3.3. Life-cycle assessment. Where possible, energy consumption, maintenance, repair, disposal costs and service life shall be taken into account.

3.4. Substantiation. Claims concerning environmental performance or sustainability shall be verified using available documents, specifications, certificates or product-origin information.

3.5. Transparency and accountability. The results of applying sustainability criteria shall be recorded within the existing procurement and records management system.

4. Priority Procurement Categories

4.1. Food products and catering services: seasonal products from local producers, subject to sanitary requirements, food safety, price comparability and the lawful selection of suppliers; reduction of food waste and packaging.

4.2. Equipment and lighting: energy-saving devices and LED lighting with verified specifications and warranty servicing.

4.3. Paper, stationery and household supplies: products with recycled content, minimal packaging or recyclability, provided they meet functional requirements.

4.4. Repair, construction and maintenance: durable materials, water- and energy-saving solutions, and safe technologies.

5. Procedure for Applying Sustainability Criteria

5.1. When preparing a purchase request, the requesting department shall assess the possibility of including measurable requirements for energy efficiency, safety, repairability, product origin, packaging reduction and other aspects of sustainability.

5.2. The department responsible for procurement shall assess the legal and procurement-related permissibility of the criteria and consult the legal department where necessary.

5.3. Local origin and sustainability characteristics shall be considered preference factors only in the cases and to the extent permitted by mandatory procurement rules; requirements that unjustifiably restrict competition shall not be applied.

5.4. When purchasing food products and entering into agreements with canteen or café operators, it is recommended to provide for documented measures relating to product quality and safety, rational ordering of quantities, waste prevention and opportunities to cooperate with local sustainable suppliers.

5.5. Where preferred criteria cannot be applied for objective reasons (price, lack of supply, timing, quality or legal restrictions), procurement shall follow the standard procedure, with a brief justification retained where necessary.

5.6. International practice reference. In developing sustainable procurement criteria, the University takes into account relevant recommendations of ISO 20400, "Sustainable Procurement", as methodological guidance. Reference to this standard does not imply certification or verified conformity.

5.7. Social and ethical responsibility. In selecting and managing suppliers, and within applicable legal limits, consideration shall be given to labour rights, prohibition of child and forced labour, occupational safety, non-discrimination, corruption prevention and protection of confidential information.

6. Allocation of Responsibilities

6.1. University management shall ensure approval of the Policy and oversight of its implementation within its competence.

6.2. The department responsible for procurement and/or facilities management shall coordinate practical implementation of the Policy and maintain consolidated information on sustainable procurement.

6.3. Requesting departments shall prepare justified technical requirements, while the finance and legal departments shall participate in approvals within their respective functions.

6.4. The Sustainable Development Centre (where duly authorised) shall provide methodological assistance and collect information for reporting on the Sustainable Development Goals.

7. Monitoring and Supporting Documentation

7.1. Each year, the responsible department shall prepare a brief report on implementation of the Policy in the preceding calendar year.

7.2. Where possible, the following shall be tracked: the share of purchases from local/regional suppliers; the share of purchases applying sustainability criteria; the number of contracts with environmental requirements; examples of purchases of locally produced food; and measures taken to reduce waste and energy consumption.

7.3. Supporting evidence may include contracts, specifications, invoices, certificates, product-origin information, acceptance certificates, internal reports and information from catering operators. Personal and commercially confidential information shall be protected in accordance with the prescribed procedure.

7.4. The existence of this Policy shall not be construed as automatic evidence that specific purchases have taken place: reports shall contain only documented results.

7.5. Verification and response. Within the limits of contracts and applicable law, responsible departments may request supporting information, assess material breaches of sustainability requirements and take proportionate corrective measures. Inspections and audits shall be conducted only on lawful grounds and with due regard for confidentiality.

8. Validity Period, Review and Entry into Force

8.1. The Policy applies to all procurement procedures of the University, subject to the requirements of the legislation of the Republic of Kazakhstan and the University's internal regulatory documents.

The Policy shall be reviewed and updated as necessary, including in response to changes in the legislation of the Republic of Kazakhstan, international standards and the University's strategic priorities.

Amendments and additions to the Policy shall be made in accordance with the established procedure. Annual reapproval of the Policy is not required.

8.2. The Policy shall remain in effect through 31 December 2028, unless superseded by a new version or repealed earlier in accordance with the established procedure. Annual reapproval is not required.

8.3. The responsible department shall assess the relevance of the Policy at least once every two years; amendments shall be made as necessary, including in the event of changes in legislation, the organisational structure or the procurement system.

8.4. Annual monitoring and reporting do not constitute reapproval of this Policy.

8.5. From the date on which a new version enters into force, the previous version shall continue to apply insofar as it does not conflict with the new version, if this is provided for in the approval decision. Previously established obligations shall be preserved in accordance with contracts and legislation.

8.6. This Policy ensures the consistent development and improvement of the sustainable procurement principles of Astana International University, including the requirements of the Supplier Code of Conduct.

This Policy shall be implemented in compliance with the University's existing contractual obligations. Changes to the terms of previously concluded contracts shall be permitted only in accordance with the procedure established by the legislation of the Republic of Kazakhstan and the relevant contracts.

Appendix 1

Supplier Code of Conduct

1. Purpose and Scope

The Code establishes the basic requirements for responsible conduct by the University's suppliers, contractors and, insofar as their obligations are concerned, subcontractors. Specific requirements shall become contractual obligations to the extent established by the contract and applicable law.

2. Legality, Fair Competition and Anti-Corruption. The supplier shall comply with applicable law; refrain from bribery, fraud, conflicts of interest and prohibited anti-competitive agreements; and provide accurate information relevant to procurement.

3. Labour Rights and Safety

The supplier shall prohibit child and forced labour, respect employees' rights and applicable requirements relating to remuneration and working hours, and ensure safe working conditions, equal opportunities and non-discrimination.

4. Environmental Responsibility

The supplier shall comply with applicable environmental standards, strive to use water, energy, raw materials and packaging efficiently, reduce waste generation and document any environmental characteristics claimed for its products.

5. Confidentiality and Personal Data

The supplier shall protect confidential information and personal data obtained through cooperation with the University in accordance with applicable law and contracts.

6. Monitoring and Corrective Measures

Where legal and contractual grounds exist, the University may request evidence of compliance, agree on corrective measures or exercise contractual remedies. Suspension or termination of a contract shall be permissible only on grounds established by law or contract.

7. Acknowledgement of the Code

The procedure for familiarisation with and acceptance of the Code shall be specified in procurement documentation and contracts where required by applicable procurement procedures. New obligations shall not arise automatically under existing contracts.