The Hong Kong Polytechnic University

Sustainable Procurement Policy

General Statement

PolyU is committed to achieving campus carbon neutrality by 2045 with a comprehensive roadmap. In pursuit of this goal, sustainable procurement policy has been established to procure quality products and services with minimal or no negative impact on the environment as well as reducing Scope 3 indirect carbon emissions. All PolyU's suppliers and contractors shall fully comply with the sustainable procurement policy and other campus sustainability policies in order to support our implementation of campus carbon neutrality roadmap.

Goals

The goals of the policy are:

1. To incorporate sustainable purchasing principles into all specifications, design, planning, operations and maintenance activities on campus with a view to safeguarding the environment and to ensure health and safety;
2. To balance environmental and fiscal responsibilities in making purchasing decisions;
3. To meet the most current environmental standards or criteria;
4. To promote and encourage suppliers and contractors to explore and implement sustainable practices;
5. To enhance awareness of the need for environment preservation; and
6. To set an example to the wider community.

Implementation

1. General Principles

PolyU will prepare and review all tender specifications, purchasing activities and work contracts in such a way as to ensure compliance with this policy. In line with the sustainable purchasing practices, priority shall be given to products or services that are sustainability-accredited, incorporate sustainable measures, and are economically rational. Specifically, emphasis will be put on the following principles:

<u>Responsible Consumption</u>

- Re-think consumption needs and minimise the demand for unnecessary products and services
- Consider to reuse and recycle existing products and services

<u>Responsible Sourcing</u>

- Avoid single-use disposable items.

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- Give preference to products that are recyclable and/or with high-recycled content, biodegradable, have reduced packaging and greater durability than other products on offer.
- Promote efficiency in the use of resources, including water and energy.
- Employ clean technology, renewable energy and/or clean fuels.
- Minimise emission of irritating or toxic substances during installation or use.
- Minimise emission of substances that cause damages to the environment and ecosystems.
- Minimise production of toxic substances upon disposal.

2. Compliance of Suppliers & Contractors

Preference shall be given to suppliers/contractors who can demonstrate company and products/services compliance with our sustainability aspirations. Suppliers/contractors are required to fill in the sustainability-related declaration upon submitting registration.

3. Additional Considerations

- Life Cycle Assessment: Where appropriate, consideration shall also be given to both the lifecycle cost and cost of ownership when procuring products and services.
- Stakeholder Engagement: PolyU will take every opportunity to enhance awareness of sustainable procurement among its stakeholders through training workshops, and communication campaigns.
- Supplier Engagement: Engage with suppliers to encourage sustainable practices and require them to adhere to PolyU's environmental standards.
- Innovation and Continuous Improvement: Encourage innovation in procurement practices and continuously seek improvements in sustainability performance.

4. Review of the Policy

This Policy will undergo regular reviews and improvements to remain up to date with the latest best practices and any changes in relevant guidelines and standards.

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