

## **Istanbul Topkapı University Ethical and Sustainable Procurement and Supplier Policy**

Istanbul Topkapı University commits to prioritising ethical, environmentally conscious and sustainable practices in all procurement processes. Our university makes decisions based on the principles of social responsibility, environmental sustainability and fair trade at every stage, from supplier selection to the procurement of goods and services. This policy aims to establish a supply chain management system that contributes to the university's sustainable development goals while taking into account its social and environmental impacts.

### **Core Values**

Istanbul Topkapı University's Ethical and Sustainable Procurement and Supplier Policy is based on the following core values:

1. **Ethical Business Practices:** The university adheres to fair trade principles and transparent and ethical business standards in all its procurement processes. Business partners are also expected to embrace the same values.
2. **Sustainability:** Supply processes aim to protect natural resources and minimise environmental impact. Our university prioritises goods and services that promote environmental sustainability.
3. **Respect for Human Rights:** The protection of employee rights, fair pay, occupational safety and respect for human rights are among the key principles that our suppliers are required to adopt.
4. **Local and Responsible Procurement:** The university prioritises purchasing goods and services from local suppliers in order to support the local economy. It also encourages responsible behaviour at every stage of the supply chain.
5. **Diversity and Inclusion:** Suppliers that support social diversity and have inclusive business models are preferred in supplier selection. This includes supporting small-scale businesses, women entrepreneurs, and businesses that contribute to social responsibility projects.

### **Ethical and Sustainable Procurement Policy Strategies**

The supply chain management of Istanbul Topkapı University is shaped by the following strategies:

1. **Supplier Evaluation and Selection Criteria:** Suppliers are evaluated not only on the basis of cost and quality criteria, but also on the basis of ethical business practices, environmental performance, workers' rights and sustainability commitments. Commitment to these values is a prerequisite in all agreements with suppliers.
2. **Preferring Environmentally Friendly Goods and Services:** The university prioritises suppliers that are environmentally friendly, energy efficient and use recyclable materials. Criteria such as reducing plastic use, preferring recyclable packaging and leaving a low carbon footprint are important in the procurement process.

3. **Supporting Local Suppliers:** Procuring services from local suppliers is seen as a strategy that promotes sustainability. This contributes to the local economy while minimising the environmental impact arising from transport and logistics processes.
4. **Ethics and Sustainability Education:** The University organises training programmes to raise awareness of sustainability and ethical practices in supplier relations. Through these programmes, suppliers gain up-to-date knowledge of sustainable supply chain management practices.
5. **Continuous Improvement and Development:** Sustainability and ethical performance in the supply chain are regularly monitored and reported. Areas for improvement are identified and action plans are implemented to improve processes. Suppliers are also committed to continuously improving their performance.
6. **Sensitivity to Employee Rights and Occupational Safety:** The university requires all suppliers to respect workers' rights and provide safe working conditions. Practices that violate human rights, such as child labour and forced labour, are strictly prohibited. Job security, equal pay and safety measures provided in the workplace are important evaluation criteria in the procurement process.
7. **Ethical Auditing and Transparency:** Suppliers' compliance with ethical business practices is regularly audited. The supply chain is managed transparently, ensuring that accurate and reliable information is shared at every stage. The university undertakes not to tolerate non-transparent or unethical practices.
8. **Combating Climate Change:** In the supply chain, preference is given to products and services with high energy efficiency to reduce carbon emissions. The University encourages its suppliers to adopt low-carbon production and distribution methods.

## Objectives

The objectives of Istanbul Topkapı University's ethical and sustainable procurement policy are as follows:

1. **Establishing an Ethical Supplier Network:** Our university aims to establish a network of suppliers who have adopted ethical business practices. Supplier audit programmes are implemented to ensure that 100% of suppliers comply with ethical standards.
2. **Increasing the Share of Sustainable Products and Services:** The university aims for at least 50% of the goods and services it purchases to come from environmentally friendly and sustainable sources. This percentage is reviewed and increased annually.
3. **Reducing Carbon Footprint:** Reducing carbon emissions from the supply chain by 30 percent is one of the primary objectives of sustainable procurement practices. The carbon footprint is minimised through the use of low-emission vehicles and logistics optimisation in transport processes.
4. **Supporting the Local Economy:** Our university aims to source at least 40% of its supplies from local suppliers and contribute to the local economy. This ratio aims to support the local workforce and contribute to sustainable economic development.
5. **Increasing Participation in Supplier Training Programmes:** To ensure that 75% of our suppliers participate in the University's training programmes on sustainability and

ethical business practices, and to encourage them to achieve continuous improvement in sustainability as a result of these trainings.

6. **Use of Sustainable Packaging:** To ensure that 50% of purchased products are presented in recyclable or eco-friendly packaging materials. Minimise the use of plastic and single-use materials across the campus.
7. **Enhancing Supply Chain Transparency:** To increase transparency in the supply chain to 90% and ensure the traceability of all supply processes. Monitor and report on the application of ethical standards in these processes.

To achieve these objectives, our university regularly reviews its supply chain processes, monitors performance indicators, and continues improvement efforts within the framework of sustainable supply chain management. Istanbul Topkapı University commits to establishing an ethically and sustainably responsible supply chain that is both environmentally and socially accountable.