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Approved
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1. General provisions

- 1.1. This Policy has been developed in accordance with the Sustainable Development Goals (SDGs) and ESG and defines the priorities for sustainable procurement of the Educational Institution Almaty Management University (hereinafter referred to as the University).
- 1.2. This Policy sets out the goals, principles and mechanisms for implementing the sustainable procurement policy at Almaty Management University.
- 1.3. The sustainable procurement policy is aimed at minimizing the negative impact on the environment, supporting responsible business and the rational use of resources in procurement activities.
- 1.4. It will be reviewed and improved based on best practices and current trends in the field of sustainable development.
- 1.5. This Policy applies to all University employees involved in procurement processes within the scope of their authority.

2. References

2.1. This Policy has been developed in accordance with:

- UN Sustainable Development Goals;
- Principles of Environmental, Social and Governance
- Law of the Republic of Kazakhstan dated July 27, 2007 No. 319-III ZRK "On Education»;
- The concept of the transition of the Republic of Kazakhstan to a "green economy" (Presidential Decree No. 577 of 05/30/2013);
- Charter of the educational institution "Almaty Management University";
- Sustainable Development Policy of the University

2.2. In the event that the provisions of this Policy contradict (updated) legislative provisions or international standards, subject to their applicability, such legislative provisions and/or international standards shall prevail.

3. Terms and Definitions

3.1. For the purposes of this Policy, the following meanings of terms are used::

- The Sustainable Development Goals (SDGs) are a universal call to action to end poverty, protect our planet, and improve the quality of life and prospects for all people everywhere. 17 SDGs developed by the UN General Assembly.
 - Sustainable procurement is the process of acquiring goods, works and services that takes into account not only cost and quality, but also their environmental, social and economic impacts.
- 3.2. This Policy has been developed in accordance with the principles of sustainable development, including economic, environmental and social responsibility.

4. Policy objectives

4.1. This Policy is intended to have an impact on minimizing negative impacts on the environment, maintaining fair working conditions, and promoting the rational use of resources in the procurement of goods, works, and services for the needs of the University

4.2. The objectives of this Policy are:

- Enhancing the University's environmental and social responsibility;
- Ensuring responsible spending of the University's financial resources and increasing the efficiency of departmental budgets.
- Supporting local producers, small businesses, and socially oriented suppliers;
- Reducing the negative impact on the environment;
- Reducing the consumption of non-renewable resources;
- Implementing sustainability criteria in procurement processes.
- Fostering a culture of sustainable consumption among students and staff.

5. Sustainable Procurement Principles

The following principles of sustainable procurement are used for the implementation of this Policy:

5.1. Principles of Environmental Sustainability:

- Environmental impact;
- Use of recycled or biodegradable materials;
- Use of energy-efficient, water-saving, and other resource-saving technologies;
- Environmental friendliness, reusability, and recyclable materials;
- Percentage of disposable and/or environmentally harmful products;
- Consideration of energy efficiency and environmental standards, availability of environmental certification (ISO 14001 Ecolabel);
- Size and type of packaging used, use of environmentally friendly packaging materials.

5.2. Principles of social responsibility:

- Compliance with fair trade and decent work principles;
- Availability of information on violations of workers' rights and environmental standards by supplier companies;
- Promoting the involvement of socially oriented enterprises and institutions that employ vulnerable groups in procurement.

5.3. Principles of economic efficiency:

- Optimizing procurement processes to reduce costs without compromising quality and sustainability;
- Service life and life cycle criteria (including recycling and disposal options and costs);
- Long-term service or upgrade options.
- Developing long-term partnerships with sustainable, proven suppliers;
- Balancing cost, quality, and sustainability.

5.4. Principles of local business support

- Opportunities to select local manufacturers and suppliers to reduce logistics costs and CO₂ emissions;

- Support for small and medium-sized businesses and socially oriented enterprises.

6. Categories of purchased goods and services

6.1. The University strives to take into account the characteristics of purchased goods and services in its activities. As the best available environmental standards for goods and services are refined and disseminated, the University will strive to test them for the University's needs and incorporate such characteristics into procurement procedures accordingly.

6.1.1. Within the framework of the sustainable procurement system, the University strives to primarily take into account the presence of the following characteristics for key purchased goods and services Канцелярские товары и бумага

- Use recycled or FSC-certified paper;
- Minimize the use of single-use plastics;
- Prefer reusable and eco-friendly office supplies.

6.1.2. Electronic equipment and technology

- energy efficiency of equipment, including Energy Star certification or equivalent;
- options for extending the service life of equipment (through upgrades, repairs, etc.);
- responsible disposal and recycling of parts and materials from defective equipment.

6.1.3. Food products

- organic, seasonal, and locally sourced products, confirmed by relevant certifications and provenance.
- minimizing the associated carbon footprint;
- using biodegradable packaging and reusable containers.

6.1.4. Cleaning and hygiene services

- environmentally friendly cleaning products with the appropriate certifications.
- use of reusable materials.
- separate waste collection and recycling.

6.1.5. Furniture and building materials

- products made from recycled and/or certified eco-friendly materials;
- minimizing the use of plastic and synthetic materials;
- durability and reusability of furniture.

7. Supplier selection criteria

7.1. When selecting suppliers, taking into account the implementation of the principles of Section 6 and the categories of purchased goods, works or services of Section 7 of this Policy, the University strives to take into account:

- environmental characteristics of the product (presence of eco-labels, recycled materials, CO₂ emissions);

- social responsibility parameters (ethical working conditions, support for inclusive practices, and other characteristics);
- degree of production localization – preference is given to local companies, small and medium-sized businesses, and companies that use local resources and raw materials, taking into account sustainable development goals;
- degree of energy, water, and resource conservation, as well as resource sources (green energy, recycling of raw materials and materials, resource circulation according to available certificates and other relevant information – if available);
- consideration of life cycle parameters and cost of ownership (comprehensive consideration of economic and environmental effects, from preparation, purchase price, as well as costs of support, maintenance, associated resources, and disposal, taking into account project parameters).

8. Implementation and monitoring mechanisms

- 8.1. The University selects and combines sustainable procurement principles and implements them within specific procurement procedures, striving to maximize the positive impact on the University's processes and the environment in the long term.
- 8.2. The University intends to take a flexible approach to the implementation of the supplier evaluation system, considering a combination of criteria (Section 8 of this Policy).
- 8.3. The University will strive to move towards the development of individual tender requirements, implementing sustainability principles, encouraging suppliers of goods, and services interested in working with and implementing joint projects with the University to increase their level of compliance with sustainable development goals, ethical treatment of employees, and concern for the environment and ecology during long-term interactions.
- 8.4. Университет The University intends to initiate training for staff and stakeholders and involve students in sustainable consumption and sustainable procurement initiatives, including:
 - 8.4.1. conducting training events for employees responsible for procurement.
 - 8.4.2. inclusion of provisions in educational programs, involvement of students in monitoring and research of sustainable practices.
 - 8.4.3. Coverage of sustainable procurement decisions in the media, on the University's official resources, and gradual development of successful practices.

9. Conclusion

- 9.1. This Policy confirms the University's commitment to sustainable procurement principles.
- 9.2. This Policy also takes into account the provisions of the University's Sustainable Development Policy.
- 9.3. The implementation of this University Policy presupposes long-term work on a planned basis with the involvement of the necessary participating entities.

9.4. The University is open to dialogue and cooperation with national and international stakeholders in the field of sustainable procurement.