

“TURAN-ASTANA UNIVERSITY”



APPROVED
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Chairman of the Academic Council
G. A. Japarova



**Sustainable Procurement
POLICY
of «Turan-Astana» University**

ASTANA- 2025

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1. GENERAL PROVISIONS

1.1. This Policy defines the strategic directions of the procurement system of Turan-Astana University (hereinafter referred to as “the University”) in alignment with the United Nations Sustainable Development Goals (SDGs).

1.2. This Policy has been developed in accordance with:

- The principles of the UN Global Compact;
- ISO 20400 “Sustainable Procurement”;
- ISO 14001 (Environmental Management Systems) and ISO 26000 (Guidance on Social Responsibility);
- The University of Turan-Astana Sustainable Development Policy;
- The Global Reporting Initiative (GRI Standards) regarding disclosure of procurement activities and supply chain impacts.

1.3. This Policy applies to all structural units, branches, and affiliated organizations of the University. It is mandatory in planning, initiating, and conducting procurement of goods, works, and services, as well as in contract management, regardless of the source of funding (public funds, extra-budgetary resources, grants).

1.4. This Policy applies to all categories of suppliers, contractors, and service providers interacting with the University.

1.5. In cases provided for by procurement legislation (including single-source procurement aimed at preventing emergency situations), the provisions of this Policy shall apply to the extent that they do not conflict with applicable national legislation. In such cases, the contracting authority must provide a written justification explaining the inability to apply ESG criteria, which shall be attached to the procurement report.

2. MISSION, PURPOSE AND OBJECTIVES OF THE POLICY

2.1. Mission: The mission of the university’s sustainable procurement policy is to ensure a responsible and transparent process for acquiring goods, works, and services, taking into account environmental, social, and economic aspects, contributing to sustainable development, reducing negative environmental impact, and supporting ethical and innovative suppliers.

2.2. Purpose: To integrate ESG (Environmental, Social, and Governance) principles into the University’s procurement system in order to minimize environmental impact, promote socially responsible supplier behavior, and establish a transparent partnership framework that supports the achievement of the Sustainable Development Goals (SDGs).

2.3. Key Objectives: Reduce the carbon footprint and environmental impact of procured goods throughout their entire life cycle.

1. Ensure ethical working conditions and respect for human rights across supply chains.
2. Ensure transparency of procurement procedures and prevent corruption.
3. Foster innovation by supporting green and social enterprises.
4. Develop long-term partnerships with suppliers through mechanisms of joint demand planning, knowledge sharing (at least two training events per year for suppliers), and implementation of joint pilot projects aimed at reducing carbon emissions and advancing circular economy practices.

3. KEY TERMS AND DEFINITIONS

– *Sustainable Procurement*: A process of acquiring goods, works, and services in which the University seeks to achieve the optimal balance of price and quality while considering not only financial but also environmental and social impacts throughout the product life cycle.

- *ESG (Environmental, Social, Governance)*: A set of environmental, social, and governance criteria used to assess supplier performance and procurement effectiveness.
- *Product Life Cycle*: The full sequence of stages of a product’s existence, from raw material extraction to disposal or recycling.
- *Circular Economy*: An economic model aimed at resource reuse, waste minimization, and maintaining material value for as long as possible.
- *Stakeholders*: University staff, students, suppliers, government authorities, local communities, and the academic and scientific community.
- *Responsible Supplier*: A supplier that has undergone ESG risk assessment, signed the Supplier Code of Conduct, and provides confirmation of compliance with environmental, labor, and anti-corruption legislation.
- *Scope 3 (Category 1)*: Indirect greenhouse gas emissions resulting from supplier activities within the University’s value chain (purchased goods and services).

4. GOALS AND OBJECTIVES OF THE UNIVERSITY IN THE FIELD OF SUSTAINABLE PROCUREMENT

4.1. In the context of “Partnerships for Sustainable Development,” the University sets the following target indicators:

- *Share of responsible suppliers*: By 2030, at least 70% of suppliers accounting for 80% of the total annual procurement volume must undergo ESG compliance assessment and sign the Supplier Code of Conduct.
- *Localization and inclusiveness*: Increase procurement from small and medium-sized enterprises, social enterprises, and organizations located in the University’s region of presence by 20% by 2030 compared to the 2026 baseline.
- *Transparency*: Publish an annual Sustainable Procurement Report as part of the University’s ESG report, disclosing information on Scope 3 emissions reduction (Category 1: purchased goods and services) across at least three product categories with the highest carbon footprint.
- *Joint innovation*: Implement at least three joint pilot projects with suppliers aimed at reducing carbon footprint, introducing circular economy principles, or developing “green campuses,” with a total budget of not less than 10 million tenge during the period 2026–2029.

5. PRINCIPLES OF SUSTAINABLE DEVELOPMENT IN PROCUREMENT

5.1. *Life Cycle Principle (Life Cycle Costing)*: Assessment of total cost of ownership (TCO) rather than the lowest contract price, including costs of operation, maintenance, energy consumption, and disposal. For product categories with a long service life, the weighting coefficient of life-cycle cost in the overall bid evaluation shall be at least 20%.

5.2. *Environmental Responsibility*: Priority is given to products with low CO₂ emissions, high energy efficiency (Class A++ and above), made from recycled materials, and suitable for reuse and recycling.

5.3. *Social Responsibility*: Prohibition of procurement of goods produced using forced or child labor; promotion of inclusiveness (procurement from organizations of persons with disabilities, support for gender balance in supplier leadership). As part of due diligence, the University may request data from suppliers regarding the gender pay gap.

5.4. *Partnership and Development (SDG 17)*: Shift from transactional relationships to strategic partnerships. The University acts not only as a buyer but also as a mentor and co-investor in the sustainable development of small and medium-sized enterprises.

5.5. *Transparency and Ethics*: Full transparency of eligibility and evaluation criteria for bids, and exclusion of conflicts of interest.

6. ENGAGEMENT WITH STAKEHOLDERS

6.1. Internal stakeholders:

- *University Administration*: Strategic approval of objectives.
- *Procurement Department*: Integration of ESG criteria into tender documentation.
- *Sustainable Development Center*: Methodological support, monitoring of environmental criteria, and conducting audits.
- *Student Associations*: Participation in monitoring compliance with principles (public oversight) and conducting market research.

6.2. External stakeholders:

- *Suppliers*: Joint demand planning, training on sustainable development standards, and feedback mechanisms.
- *Government Authorities*: Alignment with national programs (environment, labor productivity).
- *Local Communities*: Preference for local suppliers to reduce transportation footprint and support regional economic development.

6.3. Coordinating body: To ensure coordination between internal and external stakeholders, a designated Sustainable Procurement Officer shall be appointed within the Finance Department. This officer develops ESG risk assessment methodologies, reviews supplier appeals, and prepares an annual report on Policy implementation.

7. IMPLEMENTATION MECHANISMS OF THIS POLICY

7.1. Risk Assessment and Due Diligence:

- Introduction of a “qualification screening” stage for strategically important procurements, including verification of suppliers’ compliance with labor, environmental, and anti-corruption legislation, as well as screening against sanctions lists and registers of unreliable suppliers.
- Suppliers found to be involved in forced labor, severe environmental violations, or corruption shall be permanently excluded from the supplier base.
- Inclusion in contracts of mandatory compliance with the Supplier Code of Conduct (including the University’s right to conduct unannounced audits, as well as requirements to disclose subcontractor supply chains for high ESG-risk goods).

7.2. **Capacity Development:** Mandatory training for procurement staff and contracting authorities (heads of departments) on sustainable procurement methodology.

7.3. Green Procurement Tools:

- Implementation of electronic document management (e-procurement) to eliminate paper usage.
- Introduction of packaging standards (prohibition of excessive plastic use and requirement for reusable packaging systems).

8. INTEGRATION OF SUSTAINABLE DEVELOPMENT PRINCIPLES INTO CORE PROCESSES

Process stage	Integration mechanism (SDG 17 focus)
1. Planning	Development of a consolidated procurement plan taking into account seasonality, aggregation of demand to reduce transportation costs (Scope 3 emissions). Joint planning with key suppliers.
2. Requirements definition	Use of functional and technical specifications focused on energy efficiency (Class A++), reparability, and recyclability.

3. Supplier selection	Evaluation of bids based on the “price + quality + ESG rating” model. Priority is given to suppliers with their own sustainability policies and readiness for strategic partnership (SDG 17).
4. Contract execution	Monitoring of sustainability KPIs (reduction of resource consumption, contractor waste recycling rates). Joint review meetings for target adjustments.
5. Post-contract monitoring and audit	Conducting selective ESG audits of high-volume suppliers (at least once every three years). Introduction of a whistleblowing hotline for reporting violations of labor rights or environmental standards within the supply chain.
6. Analysis and feedback	Annual supplier performance evaluation including ESG indicators in the rating system. Public recognition of top-performing suppliers to foster partnership ecosystems.

9. FINAL PROVISIONS

9.1. This Policy shall enter into force upon approval by the University Academic Council.

9.2. Amendments and additions to the Policy shall be made at least once every three years on the initiative of the authorized sustainability officer, taking into account changes in the external regulatory environment, results of performance monitoring, and feedback from stakeholders.

9.3. Control over the implementation of this Policy shall be assigned to the Vice-Rector responsible for this area within the scope of his/her official powers.

9.4. Information on the implementation progress of this Policy shall be included annually in the University’s Corporate Social Responsibility (ESG) report and published in open access on the official website to ensure accountability to stakeholders.

9.5. Suppliers engaging subcontractors for the fulfillment of obligations to the University shall be required to include in their contracts with such subcontractors requirements equivalent to those set out in this Policy and shall bear responsibility for their compliance within the framework of the main contract.