

TEERTHANKER MAHAVEER UNIVERSITY

(Established under Govt. of U. P. Act No. 30, 2008)

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POLICY ON ETHICAL SOURCING OF FOOD AND SUPPLIES

1. Introduction

Teerthanker Mahaveer University is committed to responsible consumption and production, sustainable procurement, environmental protection, fair labour practices and ethical institutional operations. The Policy on Ethical Sourcing of Food and Supplies has been formulated to ensure that food items, equipment's, consumables and other supplies procured by the University are obtained responsibly, transparently and sustainably. The policy supports the objectives of United Nations Sustainable Development Goal 12: Responsible Consumption and Production and contributes to the University's sustainability commitments.

2. Objectives

The objectives of the policy are:

1. To promote ethical, transparent and sustainable procurement practices.
2. To ensure that food and supplies are sourced from responsible and reliable suppliers.
3. To encourage safe working conditions for labourers and respect for human rights.
4. To minimise adverse environmental impacts arising from procurement.
5. To promote local, seasonal, environmentally friendly and resource-efficient products.
6. To reduce waste, unnecessary packaging and the use of hazardous materials.
7. To extend ethical sourcing requirements to outsourced services and suppliers.
8. To maintain proper records and evidence of responsible procurement.

3. Scope

This policy shall apply to:

- All Colleges, departments, centres and administrative offices of the University.
- University hostels, cafeterias, canteens, food courts and mess facilities.
- Central stores, laboratories, libraries and maintenance units.
- Procurement of food, stationery, furniture, equipment, laboratory materials and consumables.
- Housekeeping, catering and other outsourced services, wherever applicable.
- All vendors, contractors, suppliers and service providers engaged by the University.

4. Definition of Ethical Sourcing

Ethical sourcing means procuring goods and services in a manner that considers:

- Human rights and fair labour practices.
- Health, safety and welfare of workers.
- Environmental sustainability.
- Product quality and safety.
- Legal and regulatory compliance.
- Fair pricing and transparent business practices.
- Responsible use of natural resources.
- Reduction of waste and pollution.

5. Policy Provisions

5.1 Ethical Sourcing of Food

The University shall endeavour to:

1. Procure food items from authorised, reliable and legally compliant suppliers.
2. Ensure that food suppliers comply with applicable food safety and hygiene requirements.
3. Prefer locally produced, seasonal and sustainably grown food items wherever feasible.
4. Encourage procurement from farmers' groups, local producers, cooperatives and responsible food businesses.
5. Ensure that food products are properly labelled, stored, transported and handled.
6. Avoid procurement of food items obtained through illegal, environmentally damaging or exploitative practices.
7. Promote the use of fresh, nutritious and minimally processed food items.
8. Encourage suppliers to reduce plastic packaging and unnecessary disposable materials.
9. Give preference to suppliers adopting responsible agricultural, fisheries, livestock or food-processing practices.
10. Ensure that food waste is minimised and, wherever possible, segregated for composting, animal feed etc.

5.2 Ethical Sourcing of General Supplies

While procuring supplies, the University shall, wherever practicable:

- Prefer products with environmental certifications or credible sustainability credentials.
- Procure energy-efficient equipment and resource-efficient products.
- Promote recycled, recyclable, reusable and biodegradable materials.
- Give preference to recycled paper, eco-friendly stationery and low-impact office supplies.
- Avoid unnecessary single-use and disposable products.



- Consider product durability, reparability, life-cycle cost and recyclability.
- Prefer suppliers who follow responsible manufacturing and waste-management practices.
- Avoid products manufactured through forced labour, child labour or exploitative working conditions.
- Encourage the use of non-toxic, low-emission and environmentally safer products.
- Consider the environmental and social impact of transportation and packaging.

5.3 Labour and Human Rights

The University shall encourage all suppliers and contractors to:

1. Comply with applicable labour laws and statutory requirements.
2. Prohibit child labour, forced labour and human trafficking.
3. Provide safe and healthy working conditions.
4. Respect the dignity and rights of workers, fair wages, reasonable working hours and non-discriminatory employment practices.
5. Maintain appropriate health, safety and welfare arrangements for employees.

5.4 Environmental Responsibility

The University shall promote procurement practices that:

- Reduce carbon emissions and transportation-related impacts.
- Conserve water, energy and raw materials.
- Minimise packaging and plastic use.
- Encourage reuse, repair and recycling.
- Reduce hazardous substances and environmentally harmful products.
- Promote products with longer service life.
- Support suppliers implementing environmental management practices.

5.5 Vendor and Supplier Selection

The Procurement Department shall, incorporate ethical sourcing considerations into vendor selection and evaluation. Suppliers may be assessed on the basis of:

- Legal registration and statutory compliance.
- Product quality and safety.
- Ethical labour practices.
- Environmental performance.
- Responsible sourcing declarations.
- Waste-management practices.
- Packaging and transportation practices.



- Relevant certifications and licences.
- Past performance and compliance record.

5.6 Outsourced Services

The requirements of this policy shall also be communicated to outsourced service providers, including:

- Catering, canteen operators and housekeeping agencies.
- Security agencies.
- Laundry and hostel service providers.
- Maintenance and construction contractors.
- Suppliers of equipment, stationery and other materials.

6. Procurement Procedure

The following procedure shall be followed, wherever applicable:

1. Identify the requirement and avoid unnecessary procurement.
2. Prepare appropriate technical and sustainability specifications.
3. Invite quotations or tenders from eligible suppliers.
4. Evaluate quality, cost, sustainability and ethical sourcing parameters.
5. Obtain required approvals as per University procurement procedures.
6. Purchase goods from the selected supplier.
7. Verify the quality, quantity, safety and compliance of the supplied items.
8. Maintain purchase orders, invoices, supplier declarations and inspection records.
9. Review supplier performance periodically.
10. Take corrective action in case of non-compliance.

7. Roles and Responsibilities

7.1 Procurement/Stores Department

- Implement ethical sourcing requirements during procurement.
- Maintain supplier records and procurement documentation.
- Obtain ethical sourcing declarations wherever required.
- Monitor supplier compliance.

7.2 Finance Department

- Ensure financial transparency and compliance with approved procurement procedures.
- Maintain relevant expenditure and payment records.



7.3 Canteen/Mess/Food Service Operators

- Procure food from approved and reliable sources.
- Maintain food safety, hygiene and storage standards.
- Minimise food waste and packaging waste.
- Maintain records of food suppliers and purchases.

7.4 IQAC/Green Campus/Sustainability Committee

- Monitor the implementation of the policy.
- Collect evidence for sustainability reporting and rankings.
- Recommend improvements and corrective measures.
- Facilitate awareness programmes for staff, students and suppliers.

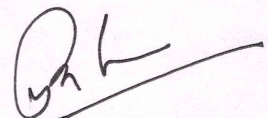
8. Monitoring and Compliance

The implementation of this policy shall be reviewed periodically by the Procurement Department in coordination with the IQAC and the concerned administrative units. Where a supplier is found to be violating ethical, labour, safety or environmental requirements, the University may:

- Issue a warning or corrective-action notice.
- Seek an undertaking for compliance.
- Suspend or restrict further procurement.
- Terminate the contract in accordance with applicable terms and conditions.
- Disqualify the supplier from future procurement, where justified.

9. Review and Continuous Improvement

This policy shall be reviewed periodically to ensure relevance, effectiveness, and alignment with evolving academic standards and institutional objectives.



Dr. Vaibhav Rastogi

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