NGU Ethical and Sustainable Sourcing Policy

Policy Name	Ethical and Sustainable Sourcing Policy
Effective Date	January 2025
Review Cycle	Every 2 years
Approved By	NGU University Council

1. Overview

Newgiza University (NGU) buys a wide range of food, goods, and services to run its campus, teaching hospitals, clinics, and laboratories. The University recognizes that its purchasing decisions affect the people who produce and supply these goods, the communities around them, and the environment. NGU is therefore committed to sourcing food and supplies ethically: obtaining them in a responsible, sustainable way; ensuring that the workers involved in producing and supplying them are safe and treated fairly; and taking environmental and social impacts into account at every stage of the sourcing process.

2. Purpose and Scope

This policy aims to:

- Set the ethical, social, and environmental standards that NGU expects of the food and supplies it buys and of its suppliers
- Integrate these standards into every stage of procurement, from planning and specification to supplier selection, contracts, and monitoring
- Support local suppliers, small businesses, and inclusive enterprises
- Provide a way for anyone to raise concerns about unethical practices in NGU's supply chain

This policy applies to:

- All purchases of food and beverages by or for NGU, including food served by outsourced catering contractors, canteens, and cafés operating on campus, and food provided at University events
- All purchases of supplies, equipment, and services, including medical, dental, and laboratory supplies, office and teaching materials, IT equipment, furniture, cleaning products, uniforms, printed materials, and promotional items
- All NGU schools, offices, teaching hospitals, and clinics, including NGU Hospital, and all staff and faculty who purchase or specify goods and services
- All suppliers, contractors, and service providers to NGU, and their subcontractors

3. Definitions

3.1 Ethical Sourcing

The process of ensuring that the products NGU buys are obtained in a responsible and sustainable way, that the workers involved in making and supplying them are safe and treated fairly, and that environmental and social impacts are taken into consideration during the sourcing process.

3.2 Supplier

Any person or organization that provides food, goods, or services to NGU, including contractors operating on campus, such as catering, cleaning, and security companies.

3.3 Supplier Code of Conduct

The NGU code of conduct sets out the minimum labor, human rights, environmental, health and safety, and business-integrity standards that every supplier must meet.

3.4 Local Supplier

A supplier based in Egypt, with priority given to suppliers in Giza Governorate and Greater Cairo.

4. Policy Statement

NGU will buy food and supplies only from suppliers that respect human and labor rights, protect the health and safety of their workers, act with integrity, and work to reduce their environmental impact. Ethical, social, and environmental criteria will be considered alongside quality and price in all purchasing decisions, and the University will prefer products and suppliers with lower environmental impact and greater social benefit wherever they offer good value over the life of the product.

5. Ethical Sourcing Principles

5.1 Labor and Human Rights

- No child labor, forced labor, or human trafficking at any stage of the supply chain, in line with the core conventions of the International Labor Organization
- Safe and healthy working conditions, with the training and protective equipment that workers need
- Wages and benefits that meet at least the legal minimum in Egypt or the country of production, paid on time, and working hours that comply with the law
- Freedom from discrimination, harassment, and abuse, and respect for workers' right to freedom of association

5.2 Environmental Responsibility

- Preference for products that are energy- and water-efficient, durable, repairable, made with recycled or renewable materials, and certified by recognized environmental labels
- Minimal and recyclable packaging, and avoidance of single-use plastics wherever an alternative exists

- Avoidance of hazardous substances where safer alternatives exist, and safe take-back or disposal of hazardous items such as chemicals, batteries, and electronic equipment
- Consideration of whole-life cost, including energy use, maintenance, and disposal, rather than purchase price alone

5.3 Business Integrity

- Fair, open, and competitive procurement, with clear criteria applied equally to all bidders
- Zero tolerance for bribery, corruption, and fraud; staff must declare any conflict of interest and may not accept gifts or hospitality that could influence a purchasing decision
- Prompt payment of suppliers according to agreed terms

5.4 Local and Inclusive Sourcing

- Preference for local suppliers where quality and value are comparable, to support the Egyptian economy and reduce transport emissions
- Encouragement of small and medium-sized enterprises, women-owned businesses, social enterprises, and organizations that employ people with disabilities to bid for NGU contracts

6. Ethical Sourcing of Food

NGU and its catering contractors will:

- Buy food only from licensed suppliers that meet the requirements of the National Food Safety Authority, with full traceability of origin
- Prioritize fresh, seasonal, and locally grown produce from Egyptian farms
- Choose sustainably certified products where available, such as fair-trade coffee, tea, and cocoa, and seafood from sustainable sources
- Offer healthy, balanced, and affordable options, including vegetarian and plant-based dishes, every day, with clear labeling of ingredients and allergens
- Provide free drinking-water refill points and reduce the sale of drinks in single-use plastic bottles
- Reduce food waste through careful planning, portion control, and donation of safe surplus food where possible
- Use reusable or compostable serving ware, and avoid single-use plastic cutlery, straws, and containers

These requirements are included in all catering and food-service contracts, and contractors report on them to the University each year.

7. Ethical Sourcing of Supplies

- Medical, dental, pharmaceutical, and laboratory supplies are bought only from licensed suppliers and, where applicable, products registered with the Egyptian Drug Authority, with priority given to manufacturers that publish their social and environmental standards
- IT and electrical equipment must meet recognized energy-efficiency standards, and suppliers are asked to take back equipment at the end of its life for reuse or responsible recycling

- Paper and printed materials should contain recycled content or come from sustainably managed forests
- Cleaning products should be environmentally friendly and safe for cleaning staff, and cleaning contractors must provide their staff with training and protective equipment
- Furniture and uniforms should be durable, repairable, and produced under fair working conditions
- Promotional items and merchandise should be useful, durable, and made from sustainable materials, and should avoid single-use plastic

8. Procurement Process

8.1 Supplier Code of Conduct

Every new supplier must sign the NGU Supplier Code of Conduct before receiving a contract or purchase order. Existing suppliers will be asked to sign it when their contracts are renewed.

8.2 Tenders and Supplier Selection

- Ethical, social, and environmental criteria are included in specifications and tender documents
- Suppliers in higher-risk categories, such as food, uniforms, cleaning, and electronic equipment, are asked to provide evidence of their labor and environmental practices, such as certifications, audit reports, or policies

8.3 Contracts

Contracts include clauses requiring compliance with this policy and the Supplier Code of Conduct, giving NGU the right to request information and to carry out inspections, and allowing NGU to terminate the contract for serious breaches.

8.4 Monitoring and Corrective Action

Key suppliers and all on-campus contractors are evaluated at least once a year, including on their compliance with this policy. Where a supplier does not meet the standards, NGU will first work with the supplier on a corrective action plan with clear deadlines. If serious breaches, such as child or forced labor, are found or the supplier fails to improve, NGU will end the relationship.

9. Raising Concerns

Anyone, including staff, students, suppliers' workers, and members of the public, may report a concern about unethical practices in NGU's supply chain to the Procurement Department. Concerns are investigated promptly, and people who raise concerns in good faith are protected from retaliation.

10. Responsibilities

10.1 University Council

- Approve this policy and review the annual report on its implementation

10.2 Procurement Department

- Apply this policy in all purchasing, maintain the Supplier Code of Conduct, evaluate suppliers, and keep records

10.3 Facilities Management

- Manage on-campus contractors, including catering, cleaning, and security, and monitor their compliance

10.4 Schools, Hospitals, and Offices

- Include ethical and environmental requirements when specifying goods and services, and buy through approved procurement channels

10.5 Sustainability Committee

- Advise on ethical and sustainable sourcing, set annual targets, and promote awareness across the University

10.6 Suppliers and Contractors

- Comply with this policy and the Supplier Code of Conduct, and ensure their subcontractors do the same

11. Training and Communication

- This policy and the Supplier Code of Conduct are published on the NGU website and shared with all suppliers
- Staff involved in purchasing receive training on ethical and sustainable procurement
- Students and staff are informed about ethical food choices on campus through menus, labeling, and awareness campaigns

12. Record Keeping and Monitoring

The Procurement Department reports each year to the University Council on:

- The percentage of suppliers that have signed the Supplier Code of Conduct
- The share of spending with local suppliers, and the share of food that is locally produced
- The number of supplier evaluations and inspections carried out, breaches found, and corrective actions taken
- Progress in reducing single-use plastic and food waste in catering

13. Review

This policy will be reviewed every two years, taking into account monitoring data, changes in Egyptian law, and feedback from staff, students, and suppliers, to ensure that NGU's sourcing remains ethical, sustainable, and in line with international good practice.