NGU Supplier Sustainability Policy

Policy Name	Supplier Sustainability 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 goods from external suppliers, including IT and electrical equipment, laboratory and medical supplies, stationery and office supplies, furniture, cleaning products, food and drinks, and building, construction, and renovation works. Much of the plastic, packaging, and disposable materials that arrive on campus come through these supply chains. NGU's commitments to plastic and disposable items can only succeed if its suppliers share them. This policy therefore extends the NGU Plastic Minimization Policy and the NGU Disposable Items Minimization Policy, together with NGU's waste policies, to all suppliers of goods and works and to their supply chains.

2. Purpose and Scope

This policy aims to:

- Make sure that suppliers to NGU help to minimize plastic, packaging, and disposable items in the goods and works they deliver
- Make these requirements binding through tenders, purchase orders, framework agreements, and contracts
- Extend the requirements to the manufacturers, distributors, and subcontractors in each supplier's supply chain
- Encourage suppliers to take back packaging, used products, and equipment at the end of their life
- Monitor supplier compliance and take action where requirements are not met

This policy applies to all suppliers of goods and works to NGU and its schools, offices, laboratories, NGU Hospital, and clinics, including suppliers of:

- IT, audio-visual, and electrical equipment
- Laboratory, medical, dental, and pharmaceutical supplies and equipment
- Stationery, printing, paper, and office supplies
- Furniture and fittings
- Cleaning and hygiene products
- Food, drinks, and catering supplies bought directly by NGU
- Uniforms, promotional items, and merchandise
- Building, construction, renovation, and maintenance contracts, including materials

Outsourced services delivered on campus, such as catering and cleaning, are covered by the NGU Outsourced Services Sustainability Policy.

3. Definitions

3.1 Outsourced Supplier

A supplier of goods to NGU, including but not limited to equipment, stationery, and building contracts.

3.2 Supply Chain

The manufacturers, distributors, and subcontractors from which a supplier obtains the goods, materials, and services it delivers to NGU.

3.3 Take-Back

An arrangement under which the supplier collects packaging, pallets, used products, or equipment at the end of its life from NGU for reuse, refurbishment, or recycling.

3.4 Covered Policies

The NGU Plastic Minimization Policy, the NGU Disposable Items Minimization Policy, the NGU Waste Measurement, Recycling, and Landfill Diversion Policy, the NGU Hazardous Materials Waste Disposal Policy, and the NGU Ethical and Sustainable Sourcing Policy.

4. Policy Statement

NGU requires its suppliers to support the Covered Policies by reducing plastic, packaging, and disposable items in the goods and works they deliver. These requirements are included in all tenders, purchase orders, framework agreements, and contracts, and are part of the NGU Supplier Code of Conduct. Suppliers must pass the requirements on to their own supply chains. Where products and suppliers offer similar quality and value, NGU will prefer those with less plastic and packaging, longer life, and take-back arrangements.

5. Requirements for All Suppliers

- Deliver goods with the minimum packaging needed to protect them, and avoid plastic packaging, polystyrene, and plastic film wherever an alternative exists
- Use recyclable, recycled, reusable, or returnable packaging, and consolidate deliveries to reduce packaging and transport
- Take back packaging, pallets, and crates for reuse or recycling when requested by NGU
- Offer reusable, refillable, durable, and repairable products in preference to disposable ones
- Provide information on the materials and packaging of the products supplied when requested
- Comply with Egyptian environmental and waste laws, and dispose of any waste generated on NGU premises in line with the Covered Policies
- Pass these requirements on to their manufacturers, distributors, and subcontractors

6. Requirements by Category

6.1 IT, Audio-Visual, and Electrical Equipment

- Supply energy-efficient, durable, and repairable equipment with spare parts available
- Deliver equipment in bulk or minimal packaging, without unnecessary plastic accessories
- Take back equipment, batteries, and printer cartridges at the end of their life for reuse, refurbishment, or recycling through licensed recyclers

6.2 Laboratory, Medical, Dental, and Pharmaceutical Supplies

- Offer reusable alternatives, such as glassware and sterilizable instruments, where these are safe and meet clinical and laboratory requirements
- Supply consumables in bulk or reduced packaging where sterility and safety allow
- Take back packaging, cold-chain boxes, gas cylinders, and unused or expired stock where possible

6.3 Stationery, Printing, and Office Supplies

- Supply recycled paper
- Offer refillable pens, markers, and toner, and reusable folders and files, instead of disposable products
- Avoid plastic wrapping, plastic folders, and laminating unless specifically requested

6.4 Furniture and Fittings

- Supply durable, repairable furniture, preferably made with recycled or sustainable materials
- Deliver furniture in reusable blankets or returnable packaging, and remove packaging after installation
- Take back old furniture for reuse or recycling when replacing it

6.5 Cleaning, Hygiene, Food, and Catering Supplies

- Supply cleaning products in concentrated form and large refillable containers
- Supply food and drinks in bulk, returnable, or recyclable packaging, and avoid individual portions, sachets, and single-use plastic bottles
- Offer compostable catering items instead of single-use plastic

6.6 Uniforms, Promotional Items, and Merchandise

- Supply durable products made from sustainable materials, without single-use plastic wrapping
- Do not supply plastic giveaways or other short-life promotional items

6.7 Building, Construction, Renovation, and Maintenance Contracts

- Minimize packaging and disposable materials on site, and use reusable formwork, protection, and site equipment
- Separate construction and demolition waste on site and send concrete, metals, wood, and other materials for reuse or recycling

- Use materials with recycled content and low environmental impact where they meet technical requirements
- Report the weight of construction waste generated, recycled, and sent to landfill
- Keep sites free of single-use plastic bottles and food packaging, and provide workers with water dispensers

7. Procurement Process

7.1 Tenders and Supplier Selection

- Specifications and tender documents include the requirements of this policy relevant to the goods or works being bought
- Bidders must explain how they will reduce plastic, packaging, and disposable items, and whether they offer take-back; this is scored as part of the evaluation

7.2 Contracts and Purchase Orders

- These requirements are part of the NGU Supplier Code of Conduct, which every supplier signs before receiving a contract or purchase order
- Existing suppliers are asked to comply now and are brought fully into line at contract renewal

7.3 Supply Chain

- Suppliers must make sure that their manufacturers, distributors, and subcontractors meet the same requirements for goods supplied to NGU

8. Monitoring and Compliance

- The Procurement Department checks deliveries for excess or non-compliant packaging and records problems
- Key suppliers are evaluated at least once a year, including on their compliance with this policy
- Suppliers in high-volume categories report each year on the packaging delivered and the items taken back
- Where a supplier does not meet the requirements, NGU first agrees a corrective action plan with clear deadlines; serious or repeated failures are taken into account in future tenders and may lead to termination of the contract

9. Responsibilities

9.1 University Council

- Approve this policy and review the annual report on supplier compliance

9.2 Procurement Department

- Apply this policy in all tenders, contracts, and purchase orders, collect signed declarations, evaluate suppliers, and keep records

9.3 Facilities Management and Projects

- Apply this policy in building, construction, renovation, and maintenance contracts, and monitor contractors on site

9.4 Schools, NGU Hospital, Laboratories, and Offices

- Include plastic and packaging requirements when specifying goods, buy through approved procurement channels, and report non-compliant deliveries

9.5 Sustainability Committee

- Advise on sustainable products, review supplier reports, and report progress to the University Council

9.6 Suppliers

- Comply with this policy and the NGU Supplier Code of Conduct, report to NGU when requested, and pass the requirements on to their supply chain

10. Communication

- This policy is published on the NGU website and shared with all current suppliers and with all bidders
- Staff involved in purchasing receive guidance on applying this policy

11. Reporting

The Procurement Department reports each year to the University Council:

- The number and share of suppliers that have signed the Supplier Declaration
- The number and share of contracts and tenders that include the requirements of this policy
- The take-back arrangements are in place, and the items are taken back by suppliers
- The weight of construction waste recycled and sent to landfill
- Supplier evaluations carried out, non-compliances found, and corrective actions taken

12. Review

This policy will be reviewed every two years, together with the Covered Policies, taking into account monitoring data, market developments, feedback from suppliers, staff, and students, and changes in Egyptian law, to ensure that NGU's commitments regarding plastic and disposable items are fully applied across its supply chain.