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## Institute Policy for Sustainable Purchases

### **Institute vision statement**

To be an academic institution in dynamic equilibrium with its social, ecological and economic environment striving continuously for excellence in education, research and technological service to the nation.

### **Institute mission statement**

1. To create and sustain a community of learning in which students acquire knowledge and learn to apply it professionally with due consideration for ethical, ecological, and economic issues.
2. To pursue research and disseminate research findings.
3. To provide knowledge-based technological services to satisfy the needs of society and the industry.
4. To help in building national capabilities in science, technology, humanities, management, education and research.

### **Preface**

Indian Institute of Technology Madras (IITM, referred to as “the Institute” hereafter) has been recognized as an Institute of Eminence by the Govt. of India. We are proud to work on the cutting edge of research and teaching, particularly in the area of sustainability, climate change, and environmental protection.

The Institute has always promoted and encouraged the highest ethical standards in the professional and personal conduct of all its stakeholders. All our stakeholders must be committed to integrity in all aspects of their activities and comply with all applicable laws, regulations and internal policies. The Institute strives to ensure all its operations (academic, administrative, social, cultural and other) are in accordance with these highest standards of conduct.

One of the dimensions of ethical conduct is sustainability. It is, therefore imperative that the Institute practices sustainable practices in all areas of functioning – including the products and services it purchases for various purposes. This document describes the Institute’s Sustainable Procurement Policy (SPP).

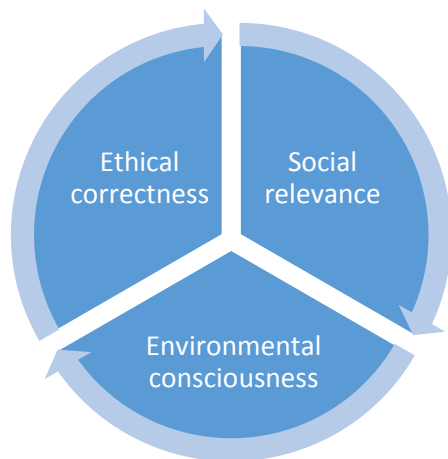
It is expected that all the stakeholders follow the SPP – the employees of the Institute, the students, and the suppliers.

The Institute reserves the right to review the SPP as and when it deems fit. The latest copy of the policy will be made available to all the stakeholders.

### **The Sustainable Procurement Policy (SPP)**

The SPP rests on the following three pillars

1. Ethically correct
2. Socially relevant
3. Environmentally conscious



#### **1. Ethical correctness**

The Institute expects all the stakeholders to exhibit ethically correct conduct always. This includes honesty, integrity, transparency and moral conduct. This also includes strict adherence to a FAIR Purchasing policy. Fairness in purchasing encompasses the following elements:

##### **1.1 Integrity**

The stakeholders (including our suppliers) are expected to show integrity in all transactions. This may be reflected in ethically correct practices such as total ban on child labor and discrimination.

##### **1.2 Confidentiality**

It is also expected that the stakeholders (including our suppliers) uphold all the agreements about confidentiality that may have been signed, and at the same time be transparent about all the relevant information that may be required to execute a contract.

##### **1.3 Anti-bribery**

The stakeholders (including our suppliers) are expected to demonstrate honesty through business practices that completely eliminate any possibility of corruption, bribery and gifts.

##### **1.4 Regulatory requirements**

The Institute expects all stakeholders (including our suppliers) to strictly follow all applicable rules and regulations. The law of the land should be meticulously applied and upheld.

For example, current government regulations require use of the government e-marketplace for institutional purchases (<https://gem.gov.in/>) (GeM portal). Such mechanisms shall be followed as per the central and state laws.

## **2. Socially relevant**

The stakeholders are expected to be aware of the society in which we operate and conduct themselves accordingly.

### **2.1 Serving the society**

The stakeholders are expected to find opportunities to serve the society in all the ways possible. This could be demonstrated through a diverse workforce, inclusive design and development, encouraging cultural diversity.

### **2.2 Developing local communities**

The practices and transactions of the stakeholders are expected to be such that the local community benefits through the process. This may be demonstrated through preferences given to locally made products and services, without compromising the quality and rigor of the process. For example, there are specific guidelines regarding selection of suppliers which have local contents in their product and services. Those guidelines shall be followed as per the law.

## **3. Environmentally conscious**

The environment needs to be protected at all costs, for this is the best gift one can give to the next generation. All the stakeholders are expected to be conscious of the impact our actions have on the environment. The stakeholders are expected to build procurement processes such that climate is protected and adverse consequences of climate change are minimized.

### **3.1 Waste reduction**

All stakeholders are expected to find ways to reduce waste, and practice the three R's – Reduce, Recycle and Reuse. For a procurement policy, this could mean finding ways to return the old products to reduce waste – the stakeholders may be encouraged to design buyback contracts wherever possible.

### **3.2 Efficient systems and processes**

All stakeholders are expected to engage and design efficient systems. Such efficient systems that last longer are expected to provide long-term benefits and reduce total lifecycle costs. Appropriate weightage may be given in the procurement process to such efficient designs wherever possible.

### **3.3 Renewable energy**

Preference may be given to procure products that are built using renewal energy or promote renewable energy. An appropriate procurement process may be designed to achieve this.