

 ABDULLAH GÜL ÜNİVERSİTESİ	Ethical Sourcing Policy	Doküman No	POL-06
		Yayın Tarihi	17.05.2019
		Revizyon No	3
		Revizyon Tarihi	20.10.2023

1. Purpose

Abdullah Gül University (AGU) is dedicated to ensuring that food, materials, and other procured products are sourced responsibly and sustainably. This policy upholds the fair and ethical treatment of workers involved in production and emphasizes the consideration of social and environmental impacts throughout the sourcing process. AGU is committed to advancing sustainability in ethical sourcing within the campus, local community, and globally.

2. Principles of Ethical Sourcing

In its sourcing practices, AGU prioritizes the health, safety, and well-being of employees, students, the public, and suppliers, promoting fair and transparent relationships while embracing diversity, inclusion, and equal opportunity. Confidentiality and respect for privacy are also key standards in AGU's ethical sourcing framework.

3. Compliance with Public Procurement Regulations

AGU conducts procurement in accordance with **Public Procurement Law No. 4734**, **Public Financial Management and Control Law No. 5018**, and the **General Savings Measures Circular** published in Official Gazette No. 31527. Open bidding procedures, managed by AGU's Administrative and Financial Affairs Department, contribute to the economic sustainability and transparency of procurement processes. AGU has established specific technical specifications, such as those for **Food Services**, **Furniture Procurement**, **Staff Transportation Services**, **Stationery Procurement**, and **Pest Control Services**, and procures goods and services in line with these criteria. AGU also values inter-institutional cooperation, prioritizing material acquisition from the State Supply Office in tender procedures.

4. Oversight and Responsibility

The **Procurement Department** under the Directorate of Administrative and Financial Affairs is responsible for managing all procurement processes and ensuring compliance with ethical standards. A **Sensitive Task List** has been prepared and shared with procurement staff to guide activities that require particular diligence. Procurement personnel undergo annual training on **Public Procurement Law No. 4734** to maintain up-to-date knowledge on regulations and enhance ethical sourcing awareness.

5. Health and Safety Compliance

AGU ensures that its suppliers meet ethical sourcing standards for their employees, specifically in compliance with **Occupational Health and Safety Law No. 6331**. Tender specifications mandate that contractors assume full responsibility for providing health and safety protections for their employees, including appointing occupational safety experts, medical staff, and other necessary personnel as per the law. AGU also monitors contractor compliance with **Social Security Law No. 5510**, ensuring that suppliers document all employees with the Social Security Institution, thus preventing uninsured labor.

6. Employee Training and Safety

AGU's Occupational Health and Safety Coordination Unit provides all personnel with **Occupational Health and Safety Training** and **Basic First Aid Training** annually. These trainings are integral to

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promoting a culture of safety and ensuring that ethical standards are upheld within AGU and among its contractors.

7. Digital Management of Procurement Processes

To enhance transparency and efficiency, AGU manages all procurement processes electronically. This approach enables the university to streamline procurement, improve service quality, and support environmental, economic, and social sustainability in a timely manner.

8. Commitment to Sustainable Resource Management

AGU's core objective in resource management is to execute its services and activities effectively and efficiently. By preventing waste, prioritizing public benefit, and maximizing the use of allocated funds, AGU ensures that human, financial, and material resources are utilized optimally in line with regulatory requirements. The university adheres to a structured expenditure plan, prioritizing bulk purchasing and competitive conditions to deliver services cost-effectively and transparently.

9. Sustainable Procurement Practices

To promote sustainable procurement, AGU integrates environmental, social, and economic considerations in a synergistic manner, with an emphasis on the lifecycle of products. This includes actions for managing material waste, maximizing usage durations, and implementing necessary measures for end-of-life materials, ensuring that sustainability is central to every stage of AGU's procurement process.