



**THE SUPERIOR UNIVERSITY**  
**OFFICE OF THE REGISTRAR**

17 KM Raiwind Road, Lahore (Pakistan)

Ref # SU/REG/2021/P-10  
Dated: 10<sup>th</sup> November, 2021

**Notification**

It is hereby notified that the Competent Authority has approved the Ethical Sourcing Policy of the University with immediate effect.

(Mudassar kamran )  
REGISTRAR

**Distribution:**

- Rector Secretariat
- Pro-Rectors
- All the Deans
- All the Chairman's of the Departments
- Controller of Examinations
- Director, Quality Enhancement Cell
- Director ORIC
- Registrar File



SUPERIOR UNIVERSITY

# Ethical Sourcing Policy

## Contents

1. Preamble.....	1
2. Scope of Policy .....	1
3. Definitions.....	1
4. Applicability .....	1
5. Guidelines for Ethical Sourcing .....	2
6. Roles & Responsibilities of various Functionaries .....	2
7. Conflict Resolution .....	3
8. Repeal .....	3

## 1. Preamble

The Superior University has destined itself to become the leading university of the country. Therefore, efforts are being made in all directions to promote high quality practices through community of the university. As part of the collective efforts so exerted, this policy has been sets forth Ethical Sourcing targeting a useful and ethical sourcing. The basis of this policy has been set on the university code as a baseline. It is expected that with the application and implementation of this policy, staff will be able to understand and contribute to the ethical sourcing of the University.

## 2. Scope of Policy

This policy strives to ensure that the goods being sourced are obtained in a sustainable and responsible manner, that the individuals employed in their production are safe and treated fairly, and that environmental and social impacts are measured during the sourcing process. The sourcing by the Superior University fall under the scope of this policy. This policy prescribes the SOPs for outsourcing for the University.

## 3. Definitions

Unless anything repugnant in the subject or context, the meanings assigned to the terms shall have the meanings given hereunder;

- i. **“University”** means the Superior University, Lahore constituted under the Superior University, Lahore Act, 2004.
- ii. **“Rector”** means the Rector of the Superior University.
- iii. **“Registrar”** means the Registrar of the Superior University.
- iv. **“Procurement Team”** means the employees working in the Procurement department of the Superior University.
- v. **“Act”** means, the Superior University Act, 2004.

## 4. Applicability

The policy is designed to deal with ethical sourcing for compliance with environmental sustainability and come into force at once with effect from the date of notification by the Registrar of the University.

## **5. Guidelines for Ethical Sourcing**

- 5.1.** The concerned office shall prioritize locally sourced and seasonal products, to support sustaining the local economy and reduce environmental impacts.
- 5.2.** The concerned office shall comply with all applicable, current environmental legislation and good practice norms, and be prepared to fulfill imminent statutory obligations whenever possible.
- 5.3.** The university will reduce the impact of activities on the environment by selecting and choosing appropriate items and packaging.
- 5.4.** The university shall assess its environmental practices, taking into consideration if practicable, before consulting a supplier.
- 5.5.** The university will engage farmers that have committed themselves to practicing excellent environmental stewardship.
- 5.6.** The university will incorporate sustainability into supplier contracts with the help of the procurement team, making sure that vendors adhere to their carbon emission and packaging commitments.
- 5.7.** The university will promote ethical and fair-trade commerce across the supply chain.
- 5.8.** The university shall make sure that all suppliers can prove their climate action through the application of policy and, at the very least, adhere to all applicable legal obligations.

## **6. Roles & Responsibilities of various Functionaries**

### **6.1.Registrar Office**

It shall be responsible for the following:

- a) providing any kind of support in sourcing;
- b) complying with the sourcing with environmental sustainability goals.

### **6.2.Procurement Team**

He shall be responsible for making sure of the compliance of all sourcing with environmental sustainability goals.

## **7. Conflict Resolution**

**7.1.**In case of any conflict upon under/process, the concerned shall only use case studies/precedence set by the university and refrain to act as a judge of the conflict.

**7.2.**In case of any misconduct the concerned shall be held accountable and will be dealt with under the research integrity policy.

## **8. Repeal**

The previous version of this policy shall stand repealed upon approval of this policy unless otherwise mentioned herein or any ensuing conjunction or correlation explicitly mentioned. However, the procedures implemented and actions undertaken in accordance with the previous version of the policy leading to conclusive outputs or approvals stand validated with the provision that any revision thereto shall be undertaken in the light of this policy upon approval and shall carry the same validation as per the approved policy thereby quelling any objections raised with respect to the approval of the same.