# Responsible Purchasing Policy

## Introduction

EDHEC's purchasing policy is part of an engaged and responsible approach geared to responding to the major issues of tomorrow. It reflects our desire to incorporate social, environmental and economic issues into the way we operate and thus to enhance the School's current and future overall performance.

Our responsible purchasing approach is comprehensive (systemic, long term and partnership-oriented) and incorporates a continuous improvement process that seeks to instil a rationale that is more than just transactional and to encourage greater collaboration and innovation, and thereby to reduce the negative impacts generated by activities and to maximise their positive impacts.

The policy is addressed to all actors involved in the purchasing process and aims to ensure our purchases are made in an ethical and economic manner and in a way that responds to social and environmental issues.

## Scope of application

This policy applies to purchases of food, equipment, materials and supplies across all EDHEC campuses. It covers purchases made directly by EDHEC and purchases made on its behalf through outsourced services, including catering, cleaning, security and facilities management. Its requirements also apply to suppliers of equipment and office supplies, construction contractors, and the subcontractors and supply chains involved in delivering these goods and services.

## Main principles:

### Ethics:

Ensure responsible purchasing behaviour in supplier relationships, by employing an impartial, transparent and equitable purchasing procedure.

### Economic efficiency:

Contribute to the economic competitiveness of the eco-system, by encouraging open and collaborative innovation and sobriety in terms of energy and resources.

### Social and environmental issues:

A responsible purchase is one whose environmental and social impacts are as positive as possible throughout the life cycle.

# Our commitments:

Each actor involved in EDHEC's purchasing process agrees to:

- Apply and ensure others apply the United Nations Guiding Principles on Business and Human Rights. These Principles clarify the procedure for respecting the principles contained in the Universal Declaration of Human Rights and the Conventions of the International Labour Organization (forced labour, child labour, modern slavery, human trafficking).
- Respect the laws and regulations pertaining to business ethics and the principle of loyalty, by rejecting corruption in all its forms, illicit actions or actions liable to create conflicts of interest.
- Maintain respectful and honest relationships, conducive to the development of collaborative relations that incorporate environmental, social and economic performance criteria adapted to the market.
- Ensure a responsible financial relationship vis-à-vis suppliers.
- Identify and manage situations of mutual dependency.
    - Select suppliers in an impartial and transparent manner. The evaluation of suppliers permits equitable treatment and assigns equal weightings to the following criteria:
    - Quality of the product or service
    - Overall cost and competitiveness *(Responsible purchasing requires an approach framed in terms of cost rather than in terms of price)*
    - CSR engagements

# Ethical sourcing of food and supplies

EDHEC requires ethical sourcing criteria to be incorporated into the selection and evaluation of food, equipment, materials and supplies, including those purchased by service providers on its behalf.

These criteria cover respect for workers' rights throughout the relevant supply chains, including the prevention of forced labour and child labour, fair treatment, and safe and healthy working conditions. Environmental criteria address the impacts of production, resource use, packaging and end-of-life management.

For food procurement, EDHEC and its catering providers prioritise traceable products from responsible sources, including independently certified sustainable or fair-trade products where relevant. For equipment, materials and supplies, priority is given to durable, repairable, reusable, recycled or refurbished products.

Compliance is assessed through supporting information proportionate to the purchasing category and its risks, such as supplier questionnaires, product traceability records, recognised certifications or equivalent evidence.

***EDHEC's ESG commitments urge all stakeholders in the purchasing process to:***

- Prioritise local purchases.
- Foster the purchase of products and services that respect the environment: sustainable, recycled, reconditioned materials and/or materials emanating from fair trade, along with innovative solutions that favour reuse, reduction and recycling.
- Prioritise products and services possessing a recognised environmental certification.
- Minimisation of plastics and disposable items in outsourced services

EDHEC's requirements to minimise plastic use and disposable items apply to outsourced campus services, including catering, cleaning, security and facilities management, and to the subcontractors and supply chains involved in these services.

Service providers must prioritise reusable items and refillable systems, reduce unnecessary packaging, and minimise single-use products. Catering providers must prioritise reusable tableware, cutlery and beverage containers. Cleaning providers must prioritise refillable containers and reusable cleaning materials where compatible with hygiene and safety requirements.

Exceptions must be justified by health, safety or technical requirements and reviewed by the EDHEC department responsible for the service. These requirements are included in service specifications and contractual documents and reviewed during service performance monitoring.

- Minimisation requirements for suppliers and construction contractors

EDHEC's requirements to minimise plastic use and disposable items also apply to suppliers of equipment, materials and office supplies, and to construction contractors, including the subcontractors and supply chains involved in fulfilling EDHEC contracts.

Suppliers and contractors must minimise unnecessary packaging and single-use protective materials, prioritise reusable or returnable delivery containers, and offer durable, repairable or refillable alternatives where relevant. Packaging take-back and reuse arrangements are included in purchasing specifications where applicable.

These requirements are communicated through procurement specifications and contractual documents. Suppliers and contractors must communicate the applicable requirements to their relevant subcontractors and provide evidence of compliance upon request. Any exceptions must be justified and approved by the EDHEC department responsible for the purchase.

***EDHEC's ESG objectives are consistent with the United Nations 17 sustainable development goals designed to eradicate poverty, protect the planet and guarantee prosperity for all by 2030.***

- Support current suppliers and contractors in their continuous improvement processes regarding the social, environmental and economic criteria associated with their products and services, so as to frame relations from an enduring perspective and thus construct genuine partnerships.

# Conclusion

EDHEC's Responsible Purchasing Policy embraces the three pillars of societal responsibility, i.e. environmental, social and economic. It also echoes the School's "Impact Future Generations 2025 strategic plan", focused on a project that entails an extensive transformation of the School and places sustainable development at the heart of strategy.

EDHEC's Purchasing Department acts as a guarantor for this policy and supports all of the School's actors in respecting the commitments associated with the policy.

## Implementation and monitoring

The Purchasing Department, together with the departments responsible for each contract, oversees implementation of these requirements. Relevant ethical sourcing and minimisation criteria are incorporated into tender documents, supplier assessments and contracts. Supporting evidence is retained, compliance is reviewed during supplier and service provider evaluations, and corrective actions are requested where gaps are identified.