



## KARADENİZ TECHNICAL UNIVERSITY

### APPLICATION OF THE POLICY TO OUTSOURCED SERVICES AND THE SUPPLY CHAIN

#### PURPOSE OF THE POLICY

This policy extends Karadeniz Technical University's (KTU) approach to waste prevention, reduction of single-use products and unnecessary packaging, efficient resource use, reuse and recycling to outsourced services and the supply chain. For procurements of goods, services and works, environmental sustainability provisions are incorporated into technical specifications, contracts, service controls and supplier communication in a measurable and traceable manner, in accordance with procurement and contract legislation and the principles of competition and equal treatment.

#### RELEVANCE OF THE POLICY

**Relevant Sustainable Development Goal (SDG) Criterion:** This policy is primarily related to the following United Nations Sustainable Development Goals;

- SDG 12 (Responsible Consumption and Production)
- SDG 8 (Decent Work and Economic Growth)
- SDG 13 (Climate Action)
- SDG 17 (Partnerships for the Goals)

#### Relevant Metrics:

- THE Impact Rankings - 12.2.7 (single-use product policies extended to outsourced services) and 12.2.8 (waste/single-use reduction policies extended to suppliers)
- UI GreenMetric - indicators on waste reduction, recycling, resource efficiency and sustainable campus practices

#### SCOPE OF THE POLICY

The policy covers goods, services and works procured through the KTU budget, revolving funds or other lawful sources where the University may set conditions; outsourced catering/food, canteen-cafeteria, cleaning, maintenance-repair, security, IT, printing, transport and similar services; and contracted activities of contractors, subcontractors, suppliers and campus operators. Without retroactively changing existing contractual terms, the provisions apply, as permitted by public procurement legislation, to new or renewed tender/procurement documents and applicable contractual obligations.

#### FUNDAMENTAL PRINCIPLES AND LEGAL BASIS

- **Waste Prevention and Resource Efficiency:** Reduce procurement needs; use existing stock and reusable products; and, when purchasing is necessary, consider service life, repairability, reusability and waste reduction.
- **Reduction of Single-Use Products and Packaging:** Where not technically or hygienically required, reduce single-use products and unnecessary packaging and consider reusable, refillable, recyclable or recycled-content options.
- **Compliance with Procurement Law and Proportionality:** Environmental criteria must relate to the procurement, be measurable and verifiable, and must not unnecessarily restrict competition, indicate a specific brand/supplier or breach equal treatment.
- **Supply Chain Responsibility and Traceability:** Contractors and suppliers communicate applicable environmental and waste requirements to subcontractors and provide licence, transport/delivery, recovery and disposal records where required.



- **Waste Hierarchy and Separate Collection at Source:** For outsourced-service waste, apply prevention, reduction, reuse, recycling/recovery and disposal as the last option; separate waste at source in line with the KTU Zero Waste Management System.
- **Legal Framework:** Environmental Law No. 2872, Public Procurement Law No. 4734, Public Procurement Contracts Law No. 4735, Public Financial Management and Control Law No. 5018, the Waste Management Regulation, Zero Waste Regulation, Regulation on the Control of Packaging Waste, other relevant environmental/procurement legislation and the KTU Zero Waste Directive apply.

## RESPONSIBILITIES AND ROLES

- **Rectorate and Senate:** Approve the policy, oversee institutional implementation and assess necessary revisions.
- **Administrative and Financial Affairs Department:** For tenders, direct procurement, State Supply Office purchases, material supply and support services within its remit, supports inclusion of lawful sustainability provisions in requests/specifications and monitoring of contracts/deliveries.
- **Financial Transactions Support Unit - Procurement Branch:** Supports traceable handling of TYS and other procurement/service requests, including need justification, review of existing resources and integration of relevant sustainability criteria.
- **Zero Waste Coordination Office:** Coordinates University implementation of waste legislation under the KTU Zero Waste Directive; informs units and, when needed, service providers; maintains waste records and annual zero-waste reporting.
- **Health, Culture and Sports Department:** For catering and related canteen/dining services, includes applicable provisions on single-use products, packaging, food waste and waste vegetable oils in tender/specification and control processes and monitors the service.
- **Construction and Technical Affairs Department:** For works, maintenance-repair, material and service procurements within its remit, applies and monitors tender provisions on waste reduction, separation, recovery and resource efficiency.
- **Spending Units:** Reflect this policy, as appropriate to each procurement, in requests, technical specifications, inspection/acceptance and contract monitoring, and retain relevant evidence.
- **Contractors, Suppliers and Campus Operators:** Comply with environmental duties in tender documents, contracts and legislation; pass waste-reduction and separate-collection practices to employees/subcontractors; and provide requested evidence.

## IMPLEMENTATION STEPS

1. **Needs and Environmental Impact Assessment:** Before procurement, assess quantity needed, available stock/reuse and the service's packaging, single-use and waste load. For TYS requests, stock and need justification are recorded.
2. **Specification and Contract Criteria:** As appropriate, specifications/contracts include reduction of single-use materials, reusable/refillable options, avoidance of unnecessary packaging, source separation, recovery, licensed waste management and reporting. Criteria must comply with public procurement law and be proportionate and verifiable.
3. **Service-Specific Implementation:** Apply suitable reduction and separate-collection provisions to serving/packaging waste and food/waste oils in catering; packaging/consumables in cleaning; material/packaging/construction waste in works and maintenance; and relevant waste streams in other services.
4. **Supplier and Contractor Information:** At contract start, inform the service provider about the KTU Zero Waste Management System, waste separation points and its obligations. The Zero Waste Coordination Office or relevant control unit provides information where needed.
5. **Implementation Monitoring and Evidence Collection:** Monitor contractual environmental conditions during inspection/acceptance, service controls and site checks. Where needed, file



waste-delivery documents, licence/authorization records, product/packaging information, photographs, minutes and similar evidence.

6. **Non-Conformity and Corrective Action:** For non-conformities such as contract-prohibited single-use products, mixed waste or missing mandatory records, apply contractual/tender sanctions or corrective provisions and monitor closure of corrective action.
7. **Annual Evaluation and Continuous Improvement:** Annually review sustainability provisions in applicable procurement/service contracts, supplier compliance, waste records and non-conformities; use results to improve later specifications and procurement processes.

## PERFORMANCE INDICATORS

| Indicator                                                                                  | Target                                 | Verification Source                                          |
|--------------------------------------------------------------------------------------------|----------------------------------------|--------------------------------------------------------------|
| Environmental sustainability clause in applicable new/renewed outsourced-service contracts | 100% by 2030                           | Tender/procurement documents and contracts                   |
| Single-use/packaging reduction criterion in catering, canteen and cafeteria procurements   | 100% of applicable procurements        | SKS specifications and control records                       |
| Needs and resource/stock assessment in new TYS requests                                    | 100% of in-system requests             | TYS records                                                  |
| Suppliers/contractors informed of zero-waste and contract obligations                      | 100% of relevant new/renewed contracts | Unit and Zero Waste Coordination records                     |
| Documented traceability of waste requiring licensed/authorized transfer                    | 100%                                   | Waste delivery/transport and licence records                 |
| Environmental non-conformities closed by corrective action                                 | At least 90% annually                  | Control, inspection-acceptance and corrective-action records |
| Annual supply-chain and outsourced-service review                                          | At least 1 review per year             | Spending-unit and Zero Waste Coordination reports            |

## MONITORING AND REPORTING

- **Monitoring Frequency:** Relevant control units monitor contractual environmental provisions throughout the service period; indicators are reviewed at least annually. Monitoring may be more frequent for high-risk or high-waste services as set by the contract/specification.
- **Reporting Frequency:** Relevant units compile annual verification records for procurement and outsourced services. Suitable aggregated data may support KTU sustainability reporting, THE Impact Rankings and related international indicators.
- **Verification and Audit:** Tender files, specifications, contracts, TYS records, inspection/acceptance and service-control records, waste transport/delivery documents and Zero Waste Coordination Office records are primary evidence and are submitted in authorized audits as required by law.
- **Revision Conditions:** If 60% of indicator targets is missed for two consecutive years, systematic environmental non-conformity is found in procurement/outsourced services, or public procurement/environmental law changes materially, implementing units review the policy and submit revisions to the Senate.

## ENTRY INTO FORCE

This policy enters into force upon approval by the KTU Senate. University units shall apply its provisions to outsourced-service and supply-chain processes within their duties and powers and in accordance with applicable procurement legislation and contracts.