

KARADENİZ TECHNICAL UNIVERSITY - ETHICAL SOURCING AND SUSTAINABLE SUPPLY POLICY -

PURPOSE OF THE POLICY

This policy has been prepared to ensure that ethical, transparent, environmentally friendly and socially responsible practices are adopted in all goods and services purchases and catering services carried out at KTU. The policy ensures that public resources are used in the most efficient way, honesty and impartiality are maintained in procurement processes, procurement is made from local and sustainable sources, and human rights and environmental standards are observed in the supply chain. It also provides guidance for the provision of healthy and sustainable nutrition services in campus dining halls.

RELEVANCE OF THE POLICY

Relevant Sustainable Development Goals (SDG) Criteria: This policy is primarily related to the following goals from the United Nations Sustainable Development Goals:

- SDG 2: Zero Hunger
- SDG 3: Healthy Individuals
- SDG 12: Responsible Production and Consumption
- SDG 13: Climate Action
- SDG 16: Peace, Justice and Strong Institutions

Relevant Metrics:

- THE Impact Rankings
- UI GreenMetric

SCOPE OF POLICY

This policy covers the procurement of goods and services, food and canteen services, construction and maintenance works, procurement of research materials and sponsorship purchases carried out in all campuses and units affiliated to KTU. In addition, the supply of food and consumables for social facilities, practice hotels and health facilities such as Farabi Hospital is also within this scope.

- **Target Audience:** All academic and administrative units, student clubs, subcontractors, suppliers and contractors are within the target audience of this policy.
- **Application Areas:** The principles of this policy are applied in all procurement processes carried out by KTU.

BASIC PRINCIPLES AND LEGAL BASES

KTU adheres to the following basic principles regarding ethical sourcing and sustainable procurement:

- **Compliance with Ethical Principles:** The University observes ethical principles against discrimination in all purchases of goods and services; it does not allow employees to discriminate based on characteristics such as language, religion, philosophical belief, political opinion, race, gender or disability and use their decisions by deviating from the principle of impartiality.
- **Conflict of Interest and Anti-Corruption:** Personnel and managers involved in procurement processes do not accept gifts, scholarships, travels or treats from companies that have a business relationship with the faculty or university; do not use public resources for the benefit of their personal or close circle. When risks of conflict of interest arise, it is ensured that this situation is immediately reported in writing, and the relevant personnel are withdrawn from the evaluation processes.
- **Transparency and Accountability:** Requests are evaluated in terms of stock and budget control, and reports are provided to managers to increase transparency. To make product prices instantly accessible in campus canteens and restaurants, price lists are clearly declared, and feedback

surveys are applied. All procurement requests, announcements and tenders are recorded through the university's Procurement Management System and followed publicly.

- **Supplier Code of Ethics and Audit:** The university requests the suppliers to sign the "Code of Ethics Supplier Code". This code; It mandates fair wages, safe working conditions, environmental management and the protection of workers' rights. In case of violation of the code, the university can terminate the contracts and report the violations to the ethics commission.
- **Responsible Use of Public Resources: Employees** use public resources efficiently while performing their duties, and carry out all financial transactions and payments in accordance with the legislation and on time. Asset declarations are made completely and accurately; The use of public resources for personal purposes is strictly prohibited.
- **Legal Compliance:** Policy; It is compatible with the Public Procurement Law No. 4734, Food and Feed Law No. 5996, Environment Law No. 2872, Energy Efficiency Law No. 5627, Occupational Health and Safety Law No. 6331, Turkish Commercial Code No. 5174 and Higher Education Law No. 2547. In addition, ILO conventions, the United Nations Global Compact and the European Union's sustainable public procurement guidelines are taken into account.

RESPONSIBILITIES AND ROLES

Implementing Units:

- **Department of Administrative and Financial Affairs (IMIDB):** Plans and executes public procurement and procurement works and transactions; It ensures the effective use of the Supply Management System and supervises the implementation of ethical and environmental criteria in the procurement of goods and services.
- **Procurement and Inspection Acceptance Commissions:** Carry out tender and direct procurement processes in a transparent and fair manner; take into account quality, price, local contribution, environmental and social responsibility criteria when evaluating bids; document their decisions with written justifications.
- **Tender Commissions:** Examine ethical violations and discriminatory practices encountered in procurement processes; take preventive decisions in cases of conflict of interest.
- **Environmental Problems Application and Research Center:** Ensures the implementation of energy efficiency, environmentally friendly packaging and recycling criteria in the products to be supplied.

Monitoring Units and Responsibilities:

- **Rector's Office:** It is responsible for approving the policy, providing the necessary resources, monitoring performance indicators and monitoring the procurement processes, sanctioning violations and carrying out penal proceedings when necessary.

APPLICATION STEPS

1. **Risk Analysis and Policy Dissemination:** Ethical and legal risks are assessed in current procurement processes; the policy is announced to all units and suppliers, and ethical compliance commitments are obtained from employees.
2. **Supplier Code of Ethics:** All suppliers who will work with the university sign a code of ethics that includes commitments to the prohibition of forced labor, prohibition of child labor, fair wages, safe working conditions, non-discrimination and environmental protection. We do not work with companies that do not accept the code.
3. **Conflict of Interest Notification and Gift Policy:** Employees participating in the purchasing process fill out a declaration form regarding their relations with suppliers; gifts are not accepted.
4. **Transparency and Digital Recording:** All procurement and tender processes are carried out and recorded through the Procurement Management System; evaluation commission decisions, contract amounts, and tender results are disclosed to the public.
5. **Training and Awareness-raising:** Trainings on ethical procurement, public procurement legislation, environmental and social criteria are organized at regular intervals for procurement commissioners, administrative staff and suppliers; it is included in the orientation program for new employees.
6. **Audit and Feedback:** IMIDB and the Ethics Commission regularly audit procurement processes; analyze tender results, receive and evaluate feedback from canteen and restaurant users on price

transparency and service quality.

7. **Continuous Improvement:** Procurement performance and ethical compliance indicators are presented to the Senate in annual reports and shared with the public; policy is updated by following national and international practices.

PERFORMANCE INDICATORS

Indicator	Goal	Source of Verification
Proportion of suppliers who signed the code of ethics	100% by 2030	IMIDB contract records
Transaction rate carried out through the supply management system	100% by 2030	Supply Management System data
Participation rate in ethics and public procurement legislation training given to procurement personnel	At least 80% of relevant personnel by 2030	Records of personnel trainings
Purchase rate from local and small producers	At least 50% by 2030	IMIDB contract records

AUDIT AND REPORTING

- **Monitoring Frequency:** Performance indicators are evaluated annually; relevant indicators are regularly monitored by the relevant responsible units every year. The changes in the values in the indicators during the year are determined and necessary measures are taken in a timely manner.
- **Reporting Frequency: Annual** data; It is recorded in sustainability reports within six months following the end of the relevant year and shared with the public on the university's website. Four-year data is compiled to form an input for the next strategic planning period. In addition, the relevant data obtained each year is reported to UI GreenMetric and other international sustainability indices.
- **External Verification:** Participation in national and international certification programs is provided in order to certify the performance of the university within the framework of the relevant indicators. The participation program and decision are taken by the senate. The implementation and effects of the policy are verified through audits carried out by independent organizations.
- **Revision Conditions:** In case 60% of the targeted values of the determined performance indicators cannot be reached for two consecutive years or in case of changes in national/international legislation; the policy is reviewed by the implementing units, revision proposals are prepared, and the policy is submitted to the senate for approval again.

VALIDITY DATE

This policy comes into effect from the date it is approved by the KTU Senate. University units are obliged to comply with and implement the provisions of the policy.