

KARADENİZ TECHNICAL UNIVERSITY - SAFE AND SUSTAINABLE FOOD MANAGEMENT POLICY -

PURPOSE OF THE POLICY

This policy has been prepared to guarantee food safety, healthy nutrition, environmentally friendly practices and inclusive service approach in the food and nutrition services offered to students, staff and visitors in all campuses of KTU. Policy aims to ensure food hygiene, adopt sustainability principles in nutrition services and contribute to public health.

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 (Food security and nutrition)
- SDG 3: Healthy Individuals
- SDG 12: Responsible Production and Consumption
- SDG 13: Climate Action

Relevant Metrics:

- THE Impact Rankings
- UI GreenMetric

SCOPE OF POLICY

Policy covers all dining halls, kitchens, canteens, cafeterias, food vending machines, on-campus food production facilities, Farabi Hospital kitchen and food services, and food and catering services offered at events organized by the university. In addition, food purchases, storage, preparation, cooking, presentation, consumption and waste management processes are all covered by this policy. All students, academic and administrative staff, contracted employees, subcontractors and visitors within the university are subject to this policy.

Target Audience: KTU students, academic and administrative staff, visitors, subcontractors and suppliers are among the target audience of this policy.

Application Areas: The principles of this policy are applied in all dining halls, kitchens, canteens, cafeterias, food vending machines, on-campus food production facilities, units providing kitchen and food services, food and catering services offered at events organized by the university, and in all purchasing processes carried out by the university.

BASIC PRINCIPLES AND LEGAL BASES

KTU is committed to the following basic principles regarding safe and sustainable food management:

- **Food Safety and Hygiene:** The hygiene procedure in the units that provide food services in the campuses and how food hygiene and food safety will be ensured in the kitchens are clearly declared for the entire target audience. Hygiene measures are taken in areas such as dining, service halls, kitchens, etc.; Service equipment is kept clean and routine spraying is followed. Food and water samples are regularly analyzed, and the results are recorded.
- **Healthy and Balanced Nutrition:** Food menus are prepared by the food engineer and dietitian, considering the energy and nutritional needs of the students; nutritional properties are considered according to the seasons. Menu variety is increased, and the adequacy of portions is controlled.
- **Sustainability and Environmental Awareness:** Foodstuffs are sourced from local, seasonal and environmentally friendly producers whenever possible; preference for organic and fair-trade products. Waste oils are given to licensed companies and reported to the relevant institutions; In accordance with the Waste Regulation, food waste is separated, and composting projects are supported.

- **Inclusive and Accessible Nutrition:** For people with food-related diseases such as celiac disease, gluten-free products are available in canteens and food vending machines to access gluten-free products, and gluten-free menus are planned to be prepared in cafeterias. Suitable menu options are also developed for individuals with vegetarian, vegan, halal, diabetes and other special dietary needs.
- **Legal Compliance:** The policy is based on the provisions of the Veterinary Services, Plant Health, Food and Feed Law No. 5996, the Higher Education Law No. 2547, the Implementation Regulation of the Department of Medico-Social Health, Culture and Sports Affairs, the Nutrition Services Directive and the relevant Turkish Food Codex. Compliance with national and international legislation and standards is ensured in all planning, production, delivery and waste management processes of nutrition services.

RESPONSIBILITIES AND ROLES

Implementing Units:

- **Department of Health, Culture and Sports (SKS): Responsible** for the execution of nutrition services; plans food menus, makes service procurement tenders, works in coordination with food engineers and dietitians; inspects all units providing food services.
- **Nutrition Services Board of Directors:** Meets at least once a month and supervises the execution of services; decides on meal participation fees, scholarship amounts and menus.
- **Food Engineer and Dietitian:** Responsible for preparing healthy and balanced menus, inspecting food and cleaning materials, controlling storage and cooking processes, and monitoring hygiene practices.
- **Control Organization and Inspection-Acceptance Commission:** Inspects the compliance of service procurement and food production processes with technical specifications; approves or rejects the contractor company personnel, controls the payment and progress payment processes.
- **Kitchen Team in Dining Halls:** Responsible for the safe and hygienic preparation of the meals served and compliance with the hygiene rules of the production areas.
- **Disadvantaged Groups Unit:** Provides accessibility and suitability conditions in nutrition services for individuals with disabilities and special dietary needs; coordinates the collection and implementation of requests for gluten-free menu service.
- **Environmental Problems UYGAR and Zero Waste Coordinatorship:** Manages the processes of separation of food waste, composting and evaluation of organic wastes in energy production; ensures that waste oils are given to licensed companies and documents are forwarded to the relevant institutions.

Monitoring Units and Responsibilities:

- **Rectorate and Senate:** Gives official approval of the policy and conducts necessary audits. It ensures that the objectives of the policy are achieved in accordance with institutional priorities.
- **Research Coordinatorship:** Monitors the progress of the implementation of the policy, collects and reports data on performance indicators. The Sustainability Unit compiles the necessary data for sustainability indices such as UI GreenMetric and THE Impact Rankings. It also analyzes the results of the activities carried out within the scope of the policy and develops improvement suggestions.

APPLICATION STEPS

1. **Risk Assessment and Inventory:** Food safety risk analysis is carried out in all cafeterias and canteens; existing infrastructure, stock management, personnel training, supply chain and waste management processes are evaluated.
2. **Menu Planning and Sustainable Supply:** Monthly meal lists are prepared by food engineers and dietitians, considering their nutritional properties and seasonal product variety. The ratio of local and organic products on the menus is increased; vegetable protein sources are included in addition to animal proteins; Sustainable seafood is preferred.
3. **Hygiene and Food Safety Trainings:** Food hygiene and safety training is given to all kitchen

and dining hall staff at least twice a year; The hygiene procedure prepared for Farabi Hospital is adapted and applied throughout the campus.

4. **Special Diet and Inclusion Program:** Menus are created for individuals with special dietary needs such as celiac patients, diabetes, vegetarian and vegan diets, and gluten-free products are provided; forms are prepared for sick students and demand evaluations are made.
5. **Waste Management and Composting: Organic** waste from meal preparation processes is separated and sent to composting facilities; food waste is reduced through portion control and order management; vegetable waste oils are given to licensed companies and reporting is made.
6. **Water and Energy Saving:** Water and energy efficiency projects (low-flow faucets, energy-efficient cooking equipment) are implemented in kitchens; waste heat recovery systems are evaluated.
7. **Inspection and Analysis:** At least once a month, food and water samples are taken and analyzed in authorized laboratories; the results are filed by the Nutrition Services Unit and necessary measures are taken.
8. **Awareness and Feedback:** Menus, sustainable food principles and nutritional recommendations are announced on the university's website and in the cafeterias; user feedback is collected and evaluated by organizing satisfaction surveys for nutrition unit and menu formation.
9. **Collaboration and Continuous Improvement:** Community-supported agriculture, food donation programs, and food waste recovery projects are carried out in collaboration with local producers, municipalities, and non-governmental organizations; the policy is reviewed every two years in line with food safety and sustainability standards.

PERFORMANCE INDICATORS

| Indicator | Goal | Source of Verification |
|---|---|--|
| Seasonal and local product content of cafeteria menus | By 2030, 60% will be local and seasonal products | Purchase records |
| Number of gluten-free and special diet menus | At least 1 option per day in all dining halls by 2030 | Nutrition services reports |
| Non-conformity rate in the analysis results of food and water samples | Reduction to 0% by 2030 | Laboratory analysis reports |
| Composting/recovery rate of food waste | At least 50% recovery rate by 2030 | Environmental Problems UYGAR and Zero Waste Coordination Office data |
| Proportion of personnel participating in food hygiene and sustainability training | At least 60% by 2030 | SKS records |
| Participation and satisfaction rate in feedback surveys | At least 70% satisfaction by 2030 | Survey results |
| The rate of regular delivery of waste oils to licensed companies | Reporting at least 80% by 2030 | Nutrition services 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 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.

EFFECTIVE 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.