MEDHAVI SKILLS UNIVERSITY
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Medhavi Skills University

Ethical Sourcing Policy for Food and Supplies

W.e.f.: 29th October 2024

The University is committed to the responsible and sustainable procurement of food, supplies, goods and services in a manner that respects human rights, animal welfare and environmental sustainability. This Policy establishes the principles and standards governing the University's purchasing decisions, with an emphasis on ethical sourcing, environmental responsibility, resource efficiency and fair business practices.

This Policy applies to the procurement of food, beverages, stationery, equipment, furniture, building materials, textiles and other goods and services by all faculties, constituent colleges, hospitals, hostels, canteens, offices and other University units. It also covers purchases made on behalf of the University through contractors, vendors, suppliers and outsourced service providers, ensuring that ethical and sustainability considerations are incorporated throughout the University's procurement process.

Definition

Ethical sourcing: The process of ensuring the products being sourced are obtained in a responsible and sustainable way, that the workers involved in making them are safe and treated fairly, and that environmental and social impacts are taken into consideration during the sourcing process.

Principles

1. **Legal compliance.** The University shall buy only from suppliers that comply with applicable law, including labour, food safety, environmental and tax laws.

2. **Fair and safe labour.** Suppliers shall not use child labour or forced labour, shall pay at least the statutory minimum wage, shall provide safe and healthy working conditions, and shall not discriminate on grounds such as gender, caste, religion or disability.

3. **Environmental responsibility.** The University shall prefer goods that are durable, energy-efficient, made from recycled or responsibly sourced materials, and low in packaging and plastic.

4. **Social responsibility.** The University shall consider local suppliers, farmers, women-led enterprises and small businesses where they offer comparable quality and value.
5. **Transparency.** Purchases shall be made through documented, fair and competitive procedures.

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Food Sourcing

Food for canteens, hostel mess and University events shall be bought from licensed or registered food businesses that meet the Food Safety and Standards Act, 2006. The University shall prefer fresh, seasonal and locally produced items, and shall encourage purchase directly from farmers and farmer groups so that producers receive a fair return. Organic or sustainably grown produce shall be preferred where available at reasonable cost. Fish, meat and dairy products shall come from licensed sources that observe animal-welfare and hygiene rules. The Food Security, Safety and Standards Squad shall advise on supplier hygiene and quality.

Supplies Sourcing

For stationery, equipment, furniture and building materials, the University shall prefer certified or recycled paper, legally sourced timber, energy-efficient appliances and products that can be repaired, refilled or recycled. Electronic equipment shall come from producers that comply with the E-Waste (Management) Rules, 2022. Where products carry recognized labels such as BIS standards, BEE star ratings or organic certification, these shall be considered.

Supplier Expectations

Suppliers and contractors shall:

- Accept and follow this Policy, and sign a supplier declaration confirming compliance;
- Provide, on request, licenses, registrations and certificates relevant to their goods;
- Allow reasonable visits and checks by the University;
- Inform the University promptly of any breach, complaint or incident affecting workers or the environment.

Monitoring

Purchasing committees shall check supplier declarations and documents before selection and at each renewal. Where a risk is found, such as unsafe working conditions or unlicensed operations, the University shall ask the supplier to correct it within a set time. Suppliers that fail to correct serious breaches shall be removed from the approved list and their contracts may be terminated.

Raising Concerns

Staff, students and suppliers' workers may report concerns about unethical sourcing to the Registrar's office or through the Student Grievance and Redressal Cell, where relevant. Reports shall be handled confidentially, and no one shall suffer for raising a concern in good faith.

Review

This Policy shall be reviewed at least once every three years, or earlier if required due to changes in applicable legislation, regulatory requirements, University operations or identified needs for improvement.

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