

Table of Contents

- 1.0 Purpose 2**
- 2.0 Scope..... 2**
- 3.0 Definitions and Abbreviations..... 2**
- 4.0 Green Purchasing 2**
 - 4.1 The Importance of Green Purchasing 2**
 - 4.2 Our Focus 2**
 - 4.3 Policy Statements..... 3**
- 5.0 Vendor Selection Criteria 4**
- 6.0 Roles and Responsibilities..... 4**
- 7.0 Document Responsibilities 5**
- 8.0 Approval Details..... 5**

 TAYLOR'S	GREEN PURCHASING POLICY	Doc. Ref. : THE-FIN-POLY-GPP Effective Date : 10 June 2022 Revision : 1.0 Page : 2 of 5
---	------------------------------------	--

1.0 Purpose

1.1 Taylor's acquires goods and services on the best possible terms, and has historically based these on two criteria, price, and quality, with the view to maximizing benefits for the purchasing organization. Green purchasing broadens this framework to ensure that quality criteria include minimal adverse environmental and health impacts. Taylor's aims to promote sustainability and reduce its environmental impact.

2.0 Scope

2.1 This policy is only applicable to Taylor's University and Taylor's College, collectively referred to in this document as Taylor's.

3.0 Definitions and Abbreviations

3.1 "MyHijau" refers to Malaysia's official green recognition scheme.

3.2 "LED" refers to light-emitting diode.

3.3 "ACMV" refers to air-conditioning and mechanical ventilation..

4.0 Green Purchasing

4.1 The Importance of Green Purchasing

Green purchasing is an important element to achieve sustainable development which involves using the Earth's natural resources to fulfil the current needs without affecting the needs of the next generation. The higher cost of green products often deters people from purchasing them, leading them to opt for cheaper products that do not offer significant environmental benefits.

It is important to understand that proper and effective green purchasing doesn't only lead to environmental benefits, but also helps Taylor's reduce cycle costs and thus save money in the long run.

4.2 Our Focus

Cycle costs (financial, environmental and social) of the product will be taken into consideration. The Life Cycle takes into account extraction, production, manufacturing, distribution, operation, maintenance and disposal. Many green products are competitively priced with their conventional counterparts, are of comparable quality, and have one or more of the following attributes:

- High Content from Post-Consumer Recycled Materials
- Low Embodied Energy (consumed to extract, manufacture, distribute and dispose)
- Recyclable or safely disposable
- Non-toxic or minimally toxic

- Highly energy-efficient
- Durable and/or Repairable
- Produced in an Environmentally and Socially Sustainable Manner
- The cause of minimal or no environmental damage during

As a responsible Taylor's committed to sustainable practices, Taylor's recognizes the importance of adopting environmentally conscious purchasing policies. This policy will guide the procurement of goods and services to ensure that they are environmentally sustainable, energy-efficient, and promote the conservation of natural resources.

4.3 Policy Statements

4.3.1 Environmental Considerations:

Taylor's will prioritize the purchase of products with a reduced environmental impact, such as those made from recycled materials or that are easily recyclable.

4.3.2 Preference for Products Meeting Environmental Standards

Preference will be given to products that meet recognized environmental standards such as Energy Star, Green Seal and MyHijau.

4.3.3 Reduction of waste

Taylor's will prioritize the purchase of products with minimal packaging or that use eco-friendly packaging materials. Taylor's will prioritize the purchase of products that are durable and have a longer lifespan.

4.3.4 Priority for Energy-Efficient Product

Taylor's will prioritize the purchase of energy-efficient products, such as appliances, electronics, and lighting.

4.3.5 Local and Social Responsibility:

Taylor's will prioritize the purchase of goods and services from the following categories of vendors, where possible:

- (a) local credible businesses;
- (b) vendors who follow environmentally sustainable practices; and/or
- (c) vendors who provide fair labour practices and promote social responsibility.

4.3.6 Training and Awareness

Taylor's will provide training and education to related procurement staff to increase awareness of environmentally sustainable purchasing practices. Taylor's will promote environmental considerations to staff and students and encourage them to purchase environmentally sustainable products for personal use.

 TAYLOR'S	GREEN PURCHASING POLICY	Doc. Ref. : THE-FIN-POLY-GPP Effective Date : 10 June 2022 Revision : 1.0 Page : 4 of 5
---	------------------------------------	--

5.0 Vendor Selection Criteria

Vendor selection criteria is a set of standards used to evaluate and compare potential suppliers. Apart from standard selection criteria focusing on product and/or service quality and pricing to determine suitability of the vendors, where relevant, the following may be further incorporated into the Vendor Selection Criteria to ensure that Taylor's is procuring goods and services in an environmentally responsible manner.

- 5.1 **Environmental compliance**
The vendor should comply with all relevant environmental laws and regulations. This includes laws governing waste management, air and water pollution, and hazardous materials handling.
- 5.2 **Product Environmental Performance**
The vendor should offer environmentally preferable products that meet Taylor's sustainability requirements. These products should ideally meet environmental standards.
- 5.3 **Supply Chain Management**
The vendor should have a responsible supply chain management system in place that ensures that the environmental impact of its suppliers is considered.
- 5.4 **Transparency and Reporting**
The vendor should be transparent in its reporting on environmental performance and be willing to share this information with Taylor's.
- 5.5 **Community Involvement**
The vendor should have a positive impact on the local community and preferably be involved in local environmental initiatives..
- 5.6 **Price**
The price of the goods or services should be competitive, but not necessarily the lowest, as the university may prioritize environmental performance over price.

6.0 Roles and Responsibilities

- 6.1 Taylor's Finance Purchasing department shall periodically bring together stakeholders to review and update this policy.
- 6.2 All employees of Taylor's should be guided by the policy statements when planning and designing projects, developing project and operations budgets, developing asset management plans, writing product and service specifications or standards, selecting materials, making purchasing or supplier decisions, and developing and managing contracts and price agreements as applicable to their roles and responsibilities and/or to a specific project.
- 6.3 The departmental heads are responsible to take into account this policy requirements when developing departmental and project budgets in order to ensure availability of resources (budget and staff) to effectively comply with the relevant policy statements.

 TAYLOR'S	GREEN PURCHASING POLICY	Doc. Ref. : THE-FIN-POLY-GPP Effective Date : 10 June 2022 Revision : 1.0 Page : 5 of 5
---	------------------------------------	--

7.0 Document Responsibilities

Policy Owner : Chief Financial Officer (CFO)
Policy Delegate : Finance Operation – Finance Purchasing

8.0 Approval Details

	<u>Taylor's University</u>	<u>Taylor's College</u>
Approving Authority :	Executive Management Committee	Executive Management Committee
Approval Date :	11th May 2023	19th May 2023