



Assam
down town
UNIVERSITY

Ethical Sourcing Policy

Version: 2.0

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Assam down town University
Sankar Madhab Path, Gandhi Nagar,
Panikhaiti, Guwahati-26, Assam



Internal Quality Assurance Cell (IQAC)

Gandhinagar, Panikhaiti, Guwahati-26

(Permission Granted Via The ASSAM ACT, NO. VIII OF 2010, Gazette [No. LGLB/2010/11] An ISO 9001:2015 certified & NAAC accredited University)

S.No.	POLICY PARTICULARS:	
1.	Name of the Policy	Ethical Sourcing Policy
2.	Policy Issue/Notification Number/Memo Number	AdtU/IQAC/Pol-2024/07
3.	Date of Release	06-02-2024
4.	Effective From	07-02-2024
5.	Approval Date	07-02-2024
6.	Version	2.0
7.	Policy Title(Required)	Ethical Sourcing Policy
8.	Superseded by	N.A
Approved by		 Prof (Dr) Pranveer Singh Pro Vice-Chancellor Assam down town University 

Ethical Sourcing Policy

Introduction:

The responsibility of all types of organizations is to follow the responsible and sustainable procurement of products they regularly use. This practice indicates the involvement of all the community i.e. students, staffs (teaching & non-teaching), workers, etc. in safe and fair environment. In Present senerio, it is essential to follow the criteria covered under Ethical Sourcing Policy in the procurement of consumable as well as non-consumable items at large. It is one of the primary aspect covers under the act of quality assurance cell in every organization. The quality of food products available in the University campus should ensure that the products are not under the category of infected and contaminated products. Apart from the food supply, it is also essential to follow this policy while using the cleaning solutions like all-purpose cleaners and disinfectants in the University.

Objective:

This policy aims to ensure fair wages and safe working conditions to the workers, process of sourcing the products in sustainable and responsible way. The main objectives of this policy are

- ❖ To support fair labor practices in Assam down town University
- ❖ To make a positive impact in the society
- ❖ To adopt and practicing environmental sustainability
- ❖ To protect the University campus from use of infected and contaminated products.
- ❖ To ensure the use of modern technology in disinfecting the University campus

Obligations & Responsibilities:

The University ensures the implement of Ethical Sourcing Policy and bear the following obligations & responsibilities:

- ❖ The University should strictly follow the objectives defined in the Food Service Policy.
- ❖ The University should procure the modern technology while following standard purity of products using in food items, ingredients, maintaining supply chain, etc.
- ❖ The university should ensure the follow of standard working environment to all the staffs and workers. The use of child labour, labour exploitation, gender discrimination in workplace, etc. should be strictly prohibited in practice.
- ❖ In cleaning & disinfecting the University campus, the University should procure modern technology and protect the University campus from use of infected and contaminated products.
- ❖ The Statutory and Regulatory guidelines, imposed by the Central as well as State Government, should strictly follow by the University, while imposing the obligations and responsibilities in following the clauses covered by the task of Ethical Sourcing Policy.

Application & Management:

In ensuring the consideration of obligations and functioning of the aspects mentioned under Ethical Sourcing Policy the University constitutes a Committee. The Committee is empowered to monitor the effective implementation of the policy.

The Committee is constituted of 6 or more members nominated from the Faculty of Study and Admin Department.

The Committee members are appointing for a term of at three years.