



Centurion
UNIVERSITY

Shaping Lives...
Empowering Communities...

ETHICAL SOURCING POLICY 2023

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2023



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CENTURION UNIVERSITY OF TECHNOLOGY AND MANAGEMENT
ODISHA

FOREWORD



At Centurion University of Technology and Management, we are committed to fostering a culture of responsibility, sustainability and ethical governance in every aspect of our operations. As a progressive institution, we recognize that the choices we make in sourcing goods and services have a profound impact—not only on our immediate academic and residential environment but also on the broader social, economic and ecological systems in which we operate.

The Ethical Sourcing Policy is a reflection of this commitment. It provides a structured framework for integrating principles of ethical procurement, fair labor, local engagement, environmental stewardship and food safety into the university's supply chain and purchasing processes. By aligning our procurement practices with values such as transparency, fairness and sustainability, we aim to lead by example in the higher education sector.

This policy will guide all departments, schools, centres and procurement stakeholders to make informed and responsible decisions. It also reinforces our collective responsibility to support local communities, uphold human rights and contribute meaningfully to the Sustainable Development Goals (SDGs).

I encourage all members of the university community—faculty, staff, students and partners—to uphold the spirit and standards of this policy, ensuring that our sourcing practices reflect the core values of Centurion University.

A handwritten signature in blue ink, reading "Supriya Pattanayak".

Prof. (Dr.) Supriya Pattanayak
Vice-Chancellor
Centurion University of Technology and Management

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Ethical Sourcing Policy

1. Purpose

The purpose of this policy is to define the University's approach to ensuring that all goods and services are sourced in a manner that upholds ethical, social and environmental standards. It reflects the university's commitment to responsible procurement, human rights, fair labor practices, sustainability and transparency across its supply chains. This policy promotes accountability, regulatory compliance and ethical awareness among all stakeholders involved in the procurement process.

2. Scope

This policy applies to all entities and activities associated with ethical sourcing at Centurion University. Specifically, it covers:

- **All departments, schools and centres** of the University, across all campuses, involved in the acquisition or use of goods and services.
- **All categories of procurement**, including food and beverages, stationery, furniture, uniforms, equipment and other consumables, whether for academic instruction, administrative operations, student services or residential facilities.
- **All vendors, suppliers and service providers** who conduct business with the university, either directly or through third-party arrangements and are expected to align with the ethical standards outlined in this policy.

This comprehensive scope ensures that ethical sourcing principles are integrated into every aspect of the university's purchasing and supply chain practices.

3. Policy Objectives

The Ethical Sourcing Policy of Centurion University aims to achieve the following objectives:

- **Promote sustainable and responsible consumption** practices throughout all academic, administrative and residential operations.

- **Encourage the procurement of goods and services** from local, environmentally sustainable and fair-trade vendors and producers.
- **Minimize the environmental footprint** associated with the university's purchasing activities by prioritizing eco-friendly products and services.
- **Ensure transparency, integrity and accountability** in all sourcing and procurement processes, fostering ethical decision-making at every level.

4. Guiding Principles

a. Sustainability

- Preference will be given to suppliers who demonstrate sustainable agricultural, manufacturing and packaging practices.
- Encourage the use of biodegradable, recyclable or reusable materials.

b. Local Sourcing

- Prioritize procurement from local farmers, artisans and MSMEs to reduce transportation emissions and support the local economy.

c. Fair Trade & Ethical Labour

- Engage with suppliers who uphold fair wages, safe working conditions and do not engage in exploitative practices including child labour or bonded labour.

d. Animal Welfare

- Ensure animal-derived products (e.g., dairy, poultry) are sourced from vendors following humane practices.

e. Food Safety & Nutrition

- Procure food items that meet national food safety standards (FSSAI compliance) and encourage healthy, nutritious options in canteens and hostels.

5. Implementation Mechanisms

a. Sustainable Procurement Guidelines

- Procurement and Accounts departments shall adopt clear ethical sourcing guidelines based on this policy.
- Each purchase order must include a sustainability and ethics compliance checklist.

b. Approved Vendor List

- A pre-qualified list of vendors with ethical sourcing credentials will be maintained and reviewed annually.

c. Awareness & Training

- Staff involved in procurement and food services shall be trained on ethical sourcing principles.
- Students and staff will be sensitized through campaigns and workshops on sustainable consumption.

d. Monitoring & Evaluation

- An annual audit of sourcing practices will be conducted by the Internal Quality Assurance Cell (IQAC) or a designated Sustainability Committee.
- KPIs may include percentage of local/organic/fair-trade purchases, reduction in plastic packaging, etc.

6. Non-Compliance & Corrective Action

The University is committed to upholding the highest ethical standards in its sourcing practices. To ensure adherence to this policy:

- **Suppliers or service providers found in violation** of the university's ethical sourcing standards may be subject to sanctions, including removal from the approved vendor list and disqualification from future procurement opportunities.

- **Internal departments or units that fail to comply** with this policy will be required to submit a detailed corrective action report outlining the nature of the non-compliance, remedial steps taken and measures to prevent recurrence.

The university reserves the right to review and monitor compliance periodically and take appropriate action where necessary.

7. Conclusion

Centurion University is committed to integrating ethical, sustainable and socially responsible practices into all procurement activities. This policy serves as a framework to ensure that sourcing decisions uphold environmental stewardship, human rights and institutional integrity. Active engagement from all stakeholders is essential to achieving the university's ethical sourcing goals and fostering long-term positive impact.

8. Policy Ownership

The **Sustainability & Procurement Committee**, in coordination with the **IQAC**, will be responsible for oversight and implementation.

9. Approval and Review

This policy has been approved by the university administration and will be reviewed periodically to ensure its effectiveness and compliance with current laws and best practices. Any amendments to the policy will be communicated to the university community.



Dr. Anita Patra
Registrar

Centurion University of Technology and Management



REGISTRAR
Centurion University of
Technology & Management
ODISHA



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CAMPUSES:

Paralakhemundi Campus

Village Alluri Nagar
P.O. – R Sitapur, Via- Uppalada
Paralakhemundi, Dist.- Gajapati
Odisha, India. PIN– 761211

Bhubaneswar Campus

Ramchandrapur
P.O. – Jatni, Bhubaneswar
Dist.- Khurda, Odisha,
India, PIN– 752050

Balangir Campus

Behind BSNL Office
IDCO land, Rajib Nagar
Dist.- Balangir, Odisha
India, PIN-767001

Rayagada Campus

IDCO Industrial Area
Pitamahal, Rayagada
Dist.-Rayagada, Odisha
India, PIN-765001

Balasore Campus

Gopalpur,
P.O.-Balasore
Dist.-Balasore, Odisha
India, PIN-756044

Chatrapur Campus

Ramchandrapur,
Kaliabali Chhak,
P.O-Chatrapur, Dist.-Ganjam
Odisha, India, PIN-761020