

Policy on Extending Disposable-Reduction and Sustainability Requirements to Suppliers and Outsourced Services

(incorporating ethical sourcing principles from uploaded document of mam shane)

I. Rationale

Mountain Province State University (MPSU) recognizes that sustainability does not end at the campus gates. The environmental and social impact of university operations is closely tied to the practices of suppliers, concessionaires, contractors, and service providers.

The University's work on ethical sourcing — especially in ensuring responsible procurement, fair labor practices, and proper food handling — aligns naturally with the goal of **reducing disposable items and promoting sustainable products**. To make sure that disposable reduction, environmental responsibility, and ethical sourcing are implemented consistently, these standards must extend across the entire supply chain.

This policy ensures that all third-party partners support the University's environmental goals, uphold ethical practices, and provide products and services that are safe, responsible, and sustainable.

II. Policy Statement

All suppliers, contractors, concessionaires, and service providers working with MPSU shall:

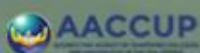
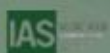
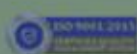
- Minimize the use of disposable and single-use items
- Actively support waste reduction and sustainable packaging
- Comply with ethical sourcing expectations
- Uphold fair, safe, and environmentally responsible practices
- Ensure traceability and transparency in products supplied to MPSU

Compliance with these requirements forms part of a supplier's eligibility to operate within or do business with the University.

III. Scope

This policy covers:

- Food suppliers and campus concessionaires
- Outsourced services (janitorial, security, catering, maintenance)
- Contractors (construction, repair, renovation)





- Laboratory, equipment, cleaning, and chemical suppliers
- Printing, reproduction, and office-supply vendors
- Any individual or company engaged in a business transaction with MPSU

IV. Principles and Commitments for Suppliers

1. Reduction of Disposable and Single-Use Materials

Suppliers shall:

- Avoid Styrofoam and unnecessary plastic packaging
- Use recyclable, compostable, or reusable alternatives
- Minimize the use of sachets and small disposable containers
- Consolidate deliveries to reduce packaging waste

2. Ethical and Responsible Sourcing

Suppliers must ensure that all items provided to MPSU are sourced:

- Without child labor or exploitative labor
- From producers with safe, fair, and humane working conditions
- In compliance with environmental laws and local labor regulations
- With consideration for ethical business operations

Food suppliers should be able to trace the origin of food items—covering production, processing, and distribution—to ensure quality and transparency.

3. Food Safety and Quality Assurance

Food and ingredient suppliers shall:

- Follow proper food safety standards
- Ensure cleanliness and hygiene in food handling
- Avoid selling spoiled or unsafe food items
- Support MPSU's food testing and monitoring practices
- Provide documentation or certification when needed

4. Support for Campus Waste Management and LGU Bontoc landfill system

Suppliers must help reduce waste that the University sends to the LGU-managed sanitary landfill by:

- Observing MPSU's waste segregation system
- Minimizing residual waste from product packaging
- Using environmentally friendly materials
- Cooperating during waste checks and inspections



V. Responsibilities of Specific Supplier Sectors

A. Food Vendors and Concessionaires

Mandated to:

- Avoid disposable cutlery and Styrofoam
- Use reusable trays, plates, and cups when feasible
- Provide eco-friendly packaging alternatives
- Maintain traceability for food items supplied
- Follow ethical sourcing practices

B. Janitorial and Maintenance Service Providers

Expected to:

- Prefer refillable cleaning materials over sachets
- Reduce disposable products in operations
- Handle waste according to university segregation rules
- Ensure cleaning items meet quality and safety requirements

C. Construction and Technical Contractors

Shall:

- Minimize packaging and protective disposables
- Segregate construction waste
- Ensure worker safety and fair labor conditions
- Use materials sourced responsibly

D. Laboratory and Chemical Suppliers

Shall:

- Supply chemicals with proper labeling and documentation
- Promote bulk or refillable product options
- Limit disposable labware to tasks requiring safety compliance
- Follow safety standards in delivery and packaging

VI. Procurement and Supplier Compliance

A. Mandatory Supplier Requirements

All suppliers must sign a **Sustainability and Ethical Sourcing Compliance Commitment**, agreeing to:

- Reduce disposable materials
- Follow ethical sourcing standards
- Support proper waste management
- Cooperate with inspections and audits

B. Evaluation Factors for Accrediting or Renewing Suppliers

The Procurement Office shall assess suppliers based on:

- Environmental responsibility
- Efforts to reduce disposables
- Ethical sourcing and fair labor compliance
- Product traceability
- Packaging and waste impact

C. Grounds for Non-Renewal or Disqualification

Suppliers may be disqualified if they:

- Regularly use prohibited disposable items
- Fail to follow ethical or fair labor standards
- Provide unsafe or untraceable food or materials
- Do not cooperate with MPSU's monitoring activities

VII. Monitoring and Improvement

MPSU shall:

- Conduct periodic checks of supplier practices
- Monitor disposable waste generated by contractors and vendors
- Require corrective actions when needed
- Offer orientation and guidance for new suppliers
- Continuously improve the policy based on performance data

