ETHICAL AND SUSTAINABLE SOURCING OF FOOD AND SUPPLIES POLICY

ISO 21001:2018 EOMS | THE SDG 12 – Responsible Consumption and Production

I. Policy Statement

Misamis University (MU) commits to sourcing food, supplies, materials, equipment, and outsourced services in a lawful, ethical, safe, environmentally responsible, transparent, and economically sound manner. Procurement decisions shall consider life-cycle value and the social and environmental impacts of production, transport, use, and end-of-life management, in addition to quality, price, fitness for purpose, availability, and delivery performance.

MU shall give preference, where technically suitable, verifiable, available, and financially reasonable, to local and regional producers; micro, small, and medium enterprises; products with credible environmental or social certifications; recycled, reusable, refillable, repairable, energy-efficient, non-toxic, biodegradable, responsibly harvested, and low-carbon alternatives; and suppliers that protect workers, communities, animals, and ecosystems. No supplier may be selected solely on a sustainability claim that cannot be substantiated.

This policy is binding on University units and shall be incorporated into solicitation documents, purchase orders, contracts, concession agreements, and service-level agreements, including those for canteens, catering, cleaning, security, laboratories, construction, events, and other outsourced campus services.

II. Purpose

1. Establish uniform ethical and environmental requirements throughout the University supply chain.
2. Support ISO 21001:2018 controls on externally provided processes, products, and services; legal compliance; risk-based planning; performance evaluation; and continual improvement.
3. Provide public and auditable evidence for THE SDG 12 operational measures, particularly ethical sourcing of food and supplies and the extension of waste-minimization requirements to outsourced services and suppliers.
4. Protect learners, personnel, consumers, workers, communities,

animals, and the environment while achieving best overall value for the University.

III. Scope

This policy applies to all MU campuses, colleges, offices, laboratories, clinics, food outlets, dormitories, events, projects, and auxiliary operations; all employees and committees involved in planning, requesting, specifying, evaluating, approving, receiving, using, or disposing of purchases; and all suppliers, contractors, concessionaires, caterers, tenants, and their subcontractors. It covers food and beverages, office and instructional supplies, ICT and electrical equipment, furniture, uniforms and textiles, cleaning products, laboratory chemicals, construction materials, packaging, promotional items, and outsourced services.

Where a purchase is financed by government funds or a grant or agreement that invokes public procurement rules, the applicable requirements of Republic Act No. 12009 and its implementing rules shall be followed. For purchases using private University funds, those rules serve as good-governance benchmarks unless a specific provision is voluntarily adopted or contractually required.

IV. Definitions

Term	Definition
Ethical sourcing	Obtaining goods and services responsibly so that workers are safe and treated fairly and environmental and social impacts are considered throughout sourcing.
Sustainable procurement	Procurement that obtains best life-cycle value while reducing adverse environmental, social, and economic impacts.
Life-cycle value	Total value considering acquisition, operation, maintenance, durability, repair, reuse, disposal, and environmental or social costs—not purchase price alone.
Local/regional source	A supplier, farmer, fisher, producer, processor, or distributor operating within Ozamiz City, Misamis Occidental, Northern Mindanao, or another nearer feasible source, consistent with competition and quality requirements.
Credible certification	A current certification, label, chain-of-custody record, license, or equivalent evidence issued or recognized by a competent authority or reputable independent body.
High-risk procurement	A category with elevated food-safety, labor, environmental, hazardous-material, animal-welfare, reputational, or supply-chain risk.
Outsourced service	A contracted campus service, including canteen/catering, cleaning, security, transport, maintenance, waste handling, and construction.

V. Guiding Principles

1. Compliance and integrity: obey applicable laws, permits, standards, contracts, and MU conflict-of-interest and anti-fraud rules.
2. Best life-cycle value: balance cost, quality, safety, accessibility, performance, reliability, environmental impact, and social responsibility.
3. Due diligence and traceability: apply requirements proportionate to category risk and retain sufficient evidence to trace material claims.
4. Fair opportunity: use objective criteria and avoid requirements that unnecessarily exclude qualified local or small-scale suppliers; provide reasonable guidance for compliance.
5. Precaution and continual improvement: prevent pollution and harm, set progressive targets, verify results, and improve requirements based on performance data.
6. No greenwashing: environmental, labor, welfare, and fair-trade claims must be specific, relevant, current, and verifiable.

VI. Responsibilities

Responsible Office/Party	Key Responsibilities
University President / approving authority	Approve policy and major sustainability targets; provide resources; act on material noncompliance.
Procurement/Purchasing Office	Embed requirements in specifications and contracts; conduct due diligence; maintain supplier register and procurement records.
Procurement Committee / designated evaluation body	Apply weighted, documented evaluation; manage conflicts; recommend awards and sanctions.
Campus Sustainability / Environmental Committee	Develop criteria and annual targets; review environmental performance and THE evidence; recommend improvements.
Canteen Management / Student Affairs / Security, Clinic and General Services.	Monitor food vendors, menus, sourcing records, food safety, packaging, and contract compliance.
Requesting Colleges, departments /laboratory in-charge and students	Define justified requirements; avoid unnecessary purchases; evaluate life-cycle alternatives; verify delivered goods and service performance.
Accounting Office	Verify supporting documents and approved terms before payment; retain payment and purchasing records.
Safety, laboratory, facilities, and waste officers	Review hazardous, chemical, equipment, construction, packaging, and end-of-life requirements within their competence.
Quality Assurance Office / Internal Auditors	Audit implementation, verify records, track corrective actions, and report results through Management Review.
Suppliers and contractors	Comply with the Supplier Code of Conduct, disclose material risks, provide evidence, cascade requirements to subcontractors, and correct violations.

VII. Procedure

Procurement Planning and Need Review

a. The requesting unit shall first determine whether the need can be avoided, reduced, shared, repaired, refurbished, rented, refilled, reused, or met from existing inventory.
b. For recurring and high-risk categories, Procurement and the Sustainability/Environmental Committee shall establish specifications, risks, minimum requirements, preferred attributes, documentary evidence, evaluation weights, and contract monitoring measures.
c. Specifications shall be functional and non-discriminatory and shall not name a brand unless technically justified and permitted by applicable rules.

Minimum Supplier Code of Conduct

All suppliers and outsourced service providers shall sign or contractually accept requirements to:

a. Prohibit forced labor, trafficking, child labor, harassment, discrimination, retaliation, and unlawful recruitment fees; comply with wages, benefits, hours, freedom of association, and other applicable labor standards.
b. Provide safe and healthy working conditions, hazard controls, training, protective equipment, incident reporting, and legally required social protection.
c. Comply with environmental permits and requirements; prevent pollution; manage chemicals and wastes responsibly; conserve water and energy; and reduce unnecessary packaging and single-use items.
d. Supply safe, authentic, legally sourced, accurately labeled, and fit-for-purpose goods; maintain required FDA, sanitary, veterinary, fisheries, agriculture, or other permits and traceability records.
e. Avoid bribery, collusion, fraud, conflicts of interest, falsified documents, greenwashing, and improper gifts; protect confidential and personal information.
f. Respect applicable animal-welfare requirements and avoid illegally harvested, threatened, endangered, or unlawfully traded species and materials.
g. Permit proportionate document review or site verification and promptly report material violations, product recalls, food-safety incidents, environmental releases, or labor abuses.
h. Apply substantially equivalent requirements to relevant subcontractors and upstream suppliers.

Local and Sustainable Sourcing Criteria

After all mandatory quality, safety, technical, legal, and budget requirements are satisfied, evaluation shall award documented preference points, where appropriate, for:

a. Local or regional production and shorter, traceable supply chains that can reduce transport impacts and support livelihoods.

b. Credible fair-trade, organic, sustainable forestry/fisheries, recycled-content, energy-efficiency, cruelty-free, ecolabel, or equivalent independently verifiable attributes.

c. Durable, repairable, reusable, refillable, recyclable, take-back, minimal-packaging, low-toxicity, biodegradable, energy- or water-efficient, and climate-resilient products.

d. Suppliers with measurable labor, inclusion, community, carbon, waste, water, and environmental-management practices.

e. Reasonable participation of local farmers, fishers, cooperatives, social enterprises, and MSMEs, without compromising food safety, quality, competition, or legal requirements.

Food and Catering Requirements

a. Canteens, caterers, concessionaires, and event organizers shall purchase from licensed and traceable sources and comply with food-safety, sanitation, storage, temperature-control, allergen, labeling, and recall requirements.
b. Menus and purchasing plans shall progressively increase seasonal local/regional produce, responsibly sourced fish and seafood, verified fair-trade products where available, and plant-based or lower-impact options.
c. Where available and feasible, preference shall be given to cage-free eggs and animal products supported by lawful and credible animal-welfare practices. No threatened, endangered, illegally caught, or unlawfully traded species may be purchased.
d. Vendors shall prevent food waste through demand planning, appropriate portions, safe donation or redistribution where lawful, segregation, and measurement. Used cooking oil and organic waste shall be transferred only through approved channels.
e. Single-use plastics, sachets, expanded polystyrene, unnecessary disposables, and excessive packaging shall be eliminated or progressively reduced in line with University directives and local ordinances. Reusable, returnable, refillable, or genuinely recyclable alternatives shall be prioritized.
f. Monthly purchase logs, invoices, delivery receipts, origin/certification evidence, menu records, and waste data shall be available for audit.

Non-Food Supplies and Hazardous Materials

a. Paper and printed materials: prioritize reduced consumption, digital workflows, duplex printing, credible recycled content, and responsibly managed fiber.
b. Cleaning and laboratory products: select the least hazardous effective option; require labels and safety data sheets; avoid prohibited or unregistered substances; and provide safe storage, use, spill control, and disposal.
c. ICT, appliances, lighting, and equipment: consider energy efficiency, expected life, repairability, upgradeability, warranties, spare parts, take-back, and responsible e-waste management.
d. Furniture, textiles, construction, and promotional items: consider durability, low-emission or non-toxic materials, certified or legal sources, recycled content, local production, modularity, and end-of-life recovery.
e. Packaging: require right-sized, minimal, reusable, returnable, recyclable, compostable where locally manageable, or recycled-content packaging; prohibit misleading environmental claims.

Solicitation, Evaluation, Award, and Contracting

a. Procurement documents shall distinguish mandatory requirements from rated preferences and specify acceptable evidence and consequences for false declarations.

b. A standardized Vendor Ethical and Sustainability Assessment shall form part of accreditation and bid evaluation. Weighting shall be proportionate to risk; technical suitability and legal compliance remain mandatory.

c. Contracts shall include the Supplier Code of Conduct, sustainability deliverables, reporting frequency, record-access rights, incident notification, corrective-action timelines, subcontractor obligations, and remedies.

d. Lowest price shall not automatically prevail when an approved best-value or life-cycle evaluation demonstrates superior total value, subject to applicable University or funding rules.

e. No employee or evaluator may accept gifts or benefits that impair—or reasonably appear to impair—independent judgment.

Receiving, Verification, and Payment

a. Receiving personnel shall verify quantity, quality, condition, expiry, origin where required, packaging, labels, certifications, safety documents, and contract sustainability requirements before acceptance.
b. Material deviations shall be documented through a nonconformity or supplier corrective-action request. Payment may be withheld or adjusted only in accordance with the contract and applicable procedures.
c. Falsified certification, unsafe goods, unlawful sourcing, severe labor abuse, bribery, or deliberate concealment shall be escalated immediately.

Monitoring, Audits, Corrective Action, and Sanctions

a. High-risk and strategic suppliers shall be reviewed at least annually; other active suppliers shall be reviewed according to a risk-based schedule.
b. Verification may include questionnaires, document review, invoice and purchase-log sampling, product inspection, certification validation, interviews, and announced or risk-justified site visits.
c. Nonconformities shall be classified as minor, major, or critical. Corrective actions shall identify root cause, responsible person, due date, and effectiveness verification.
d. Available remedies include coaching, corrective-action plans, rejection or replacement, suspension, non-renewal, contract termination, disqualification, recovery of losses, and referral to authorities, consistent with due process and contract terms.
e. Critical issues involving imminent danger, forced or child labor, food adulteration, serious pollution, fraud, or illegal sourcing may require immediate suspension pending investigation.

VIII. Performance Measures and Annual Targets

The Sustainability/Environmental Committee and Procurement Office shall recommend annual targets based on the baseline, market availability, affordability, and risk. At minimum, MU shall measure:

Indicator	Suggested Measure / Evidence	Frequency
Supplier coverage	% of active/contracted suppliers accepting the Supplier Code of Conduct	Annual
Supplier screening	% of new and high-risk suppliers assessed before award/renewal	Quarterly/annual
Local sourcing	% of addressable food spend sourced locally/regionally	Quarterly
Preferred food	Spend or volume for local produce, verified fair-trade goods, sustainable seafood, cage-free eggs, and plant-based alternatives	Quarterly

Sustainable non-food purchases	% of addressable spend/items meeting approved recycled, ecolabel, low-toxicity, efficiency, durability, or take-back criteria	Semiannual
Plastics and disposables	Units or spend avoided/reduced; vendor compliance rate	Quarterly
Supplier performance	Assessment score, nonconformities, closure rate, repeat violations	Quarterly/annual
Food and packaging waste	Mass or volume generated, recovered, recycled/composted, and sent to disposal	Monthly/annual
Transparency	Current public policy, review date, implementation evidence, and sustainability results	Annual

IX. Records and Documented Information

a. Approved policy, revision history, public webpage or publication record, and related resolutions or minutes.
b. Annual sustainable procurement plan, category risk assessments, specifications, bid documents, evaluation worksheets, conflict-of-interest declarations, and award approvals.
c. Supplier Code acknowledgments, due-diligence forms, permits, licenses, certificates, audit reports, corrective actions, sanctions, and approved supplier register.
d. Contracts and sustainability agreements for canteens, caterers, concessionaires, cleaners, contractors, and other outsourced services.
e. Purchase orders, invoices, delivery receipts, food origin and certification records, product labels, safety data sheets, take-back records, and waste data.
f. Vendor scorecards, committee minutes, KPI dashboards, Management Review records, internal audit reports, and improvement plans.
g. Records shall be controlled, protected, retained, disposed of, and made accessible in accordance with the University's documented-information, records-retention, data-privacy, finance, and audit requirements. Public evidence shall exclude confidential commercial information and personal data.

X. Communication, Training, and Public Disclosure

The policy and Supplier Code shall be communicated during supplier accreditation, solicitation, contracting, onboarding, and renewal. Relevant personnel and vendors shall receive periodic orientation on ethical sourcing, food safety, environmental criteria, documentation, conflicts of interest, and reporting. A current approved copy of this policy and suitable implementation evidence shall be publicly accessible on the University website to support accountability and THE reporting.

XI. Reporting Concerns and Protection from Retaliation

Employees, learners, suppliers, and stakeholders may confidentially report suspected violations through authorized University grievance, whistleblowing, quality, safety, or administrative channels. Reports shall be assessed promptly, fairly, and confidentially to the extent permitted by law. Retaliation against a good-faith reporter or participant in an investigation is prohibited.

XII. Monitoring, Review, and Continual Improvement

The Procurement Office and Sustainability/Environmental Committee shall review implementation at least annually and report significant results, risks, supplier performance, complaints, audit findings, legal changes, and recommended targets to Management Review and the appropriate governing body. The Quality Assurance Office shall include the policy in the internal audit program.

The policy shall be reviewed at least once every three years, or earlier when laws, ISO requirements, THE methodology, supply risks, or University priorities change.

XIII. Related Documents and References

1. ISO 21001:2018, particularly organizational context and interested parties; risks and opportunities; operational planning and control; control of externally provided processes, products, and services; performance evaluation; nonconformity and continual improvement.
2. Times Higher Education Impact Rankings Methodology 2025, SDG 12: indicators 12.2.1, 12.2.5, 12.2.6, 12.2.7, and 12.2.8.
3. United Nations Sustainable Development Goal 12, including Targets 12.4, 12.5, 12.6, and 12.7.
4. Republic Act No. 10611 (Food Safety Act of 2013) and applicable FDA, Department of Agriculture, sanitation, and local requirements.
5. Republic Act No. 9003 (Ecological Solid Waste Management Act of 2000), as amended; Republic Act No. 11898 (Extended Producer Responsibility Act of 2022); Republic Act No. 6969 (Toxic Substances and Hazardous and Nuclear Wastes Control Act of 1990); and applicable implementing rules.
6. Republic Act No. 11058 (Occupational Safety and Health Standards Law), Labor Code of the Philippines, Republic Act No. 9231 on the worst forms of child labor, and applicable labor issuances.
7. Republic Act No. 8485, as amended by Republic Act No. 10631 (Animal Welfare Act); Republic Act No. 8550, as amended by Republic Act No. 10654 (Philippine Fisheries Code); Republic Act No. 10068, as amended by Republic Act No. 11511 (Organic Agriculture Act).
8. Republic Act No. 7394 (Consumer Act), Republic Act No. 9711 (FDA Act), Republic Act No. 12009 (New Government Procurement Act, when legally or contractually applicable), and applicable Ozamiz City ordinances.
9. MU Procurement Policy, Waste Management Policy, Single-Use Plastic Reduction Policy, Food Safety and Canteen Guidelines, Environmental Sustainability Policy, Risk Management Framework, Data Privacy Policies, Documented Information Control Procedure, and Corrective Action Procedure.

Annex A. Supplier Ethical and Sustainability Declaration

The supplier certifies that the information submitted is true and agrees to comply with the MU Ethical and Sustainable Sourcing of Food and Supplies Policy and the following requirements throughout the contract period.

Declaration Item	Yes	No	N/A	Evidence / Explanation
Valid business, tax, sectoral, product, and operating permits				
No forced labor, trafficking, prohibited child labor, harassment, or discrimination				
Compliance with wages, benefits, working hours, and occupational safety requirements				
Environmental permits and responsible chemical, waste, water, and energy management				
Food/product safety, traceability, accurate labeling, and recall readiness				
Reduction of single-use items and unnecessary packaging; reuse/take-back where feasible				
No bribery, collusion, conflicts, fraud, falsified claims, or greenwashing				
Subcontractors and relevant upstream suppliers subject to equivalent requirements				
Prompt disclosure of material legal, labor, safety, environmental, or sourcing violations				

Authorized representative: _____ Position: _____

Supplier: _____ Date: _____

Signature: _____

Annex B. Vendor Ethical and Sustainability Assessment Checklist

Criterion	**Weight***	**Score (0-5)**	**Weighted Result**	**Evidence Reviewed**
Legal, food/product safety, and traceability compliance	Mandatory			
Fair labor and safe working conditions	20%			
Environmental management and legal compliance	15%			
Local/regional sourcing and MSME/community contribution	15%			
Certified/verified sustainable product attributes	15%			
Packaging, plastic, disposable, and waste reduction	15%			
Life-cycle value: durability, efficiency, repair, reuse, take-back	15%			
Transparency, reporting, and continuous improvement	5%			
TOTAL	100%			

Weights may be adjusted through an approved category strategy. Mandatory legal, safety, and technical requirements are pass/fail. Scoring guide: 0=no evidence/noncompliant; 1=serious gaps; 2=partial; 3=meets; 4=exceeds; 5=leading, verified practice.

Risk classification: Low / Medium / High Recommendation: Approve / Conditional / Do Not Approve

Evaluator(s): _____ Date: ____

Annex C. Ethical Food Sourcing Audit Form

Audit Area	**Verification Sample**	**Conformity / Finding**
Licensing and food safety	Permits, sanitary certificates, FDA/DA records, receiving and temperature logs	
Local/regional produce	Invoices, delivery receipts, farm/cooperative/supplier address and origin records	
Fair-trade or equivalent products	Current certificate, product label, supplier invoice, chain-of-custody evidence	
Seafood and animal products	Species/source record, lawful catch or farm evidence, welfare claim substantiation	
Plant-based/low-impact options	Menus, recipes, purchase logs, availability and uptake data	
Food waste prevention	Forecasts, portion controls, donation/recovery, segregation and measured waste	
Plastics and packaging	Items prohibited/reduced, reusable system, packaging and vendor compliance records	
Contract requirements	Signed sustainability agreement, reports, corrective actions, prior scorecard	

Findings and required action: _____

Responsible party / due date: _____ Verification date: _____

Annex D. Minimum Contract Clause

The Supplier shall comply with the Misamis University Ethical and Sustainable Sourcing of Food and Supplies Policy and Supplier Code of Conduct; maintain accurate supporting records; apply equivalent requirements to relevant subcontractors; promptly disclose material labor, food/product safety, environmental, legal, or sourcing violations; and permit proportionate verification by the University. Failure to comply may result in corrective action, rejection or replacement, suspension, non-renewal, termination, disqualification, or other remedies consistent with due process, the contract, and applicable law.

APPROVED BY:

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