



**INTERNATIONAL EDUCATIONAL  
CORPORATION LLP**

**SUSTAINABLE PROCUREMENT POLICY**

**SUSTAINABLE PROCUREMENT POLICY**  
**of the International Educational Corporation LLP**

**Almaty**



## International Educational Corporation LLP SUSTAINABLE PROCUREMENT POLICY

2 from 7

### CONTENTS

Section No.	Section title
1	General provisions
2.	Policy objectives
3.	Scope
4.	Terms and definitions
5.	Principles of sustainable procurement
6.	Requirements for suppliers
7.	Supplier evaluation and selection procedures
8.	Monitoring, reporting, and control
9.	Training and awareness raising
10.	Accountability
11.	Final provisions
12.	Change registration sheet
13.	Information sheet



## **1. General**

**1.1.** This Sustainable Procurement Policy of International Educational Corporation LLP (hereinafter referred to as IEC LLP) defines the objectives, principles, and requirements aimed at implementing sustainable practices in procurement activities.

**1.2.** The Policy has been developed in accordance with the legislation of the Republic of Kazakhstan, the internal regulations of IEC LLP, as well as international principles of sustainable development covering environmental, social, and ethical aspects.

**1.3.** Sustainable procurement is understood as a set of measures and decisions aimed at purchasing goods, works, and services that minimize negative impact on the environment, support social responsibility, and comply with ethical standards.

**1.4.** The requirements of this Policy apply to all employees of IEC LLP involved in procurement, as well as to suppliers engaged in the performance of contractual obligations.

**1.5.** This Policy serves as the basis for organizing the procurement process, developing internal procedures, and making decisions in the field of sustainable procurement.

## **2. Policy Objectives**

**2.1.** The main objective of the Policy is to integrate sustainable development principles into the procurement process of IEC LLP.

**2.2.** The main objectives are:

- improving the quality and efficiency of procurement activities;
- reducing the environmental impact of procurement;
- ensuring social responsibility in the selection of suppliers;
- eliminating corruption and unfair practices;
- creating a transparent and accountable procurement system.

## **3. Scope**

**3.1.** The policy applies to all purchases of goods, works, and services made by IEC LLP, regardless of the source of funding.

**3.2.** The policy is mandatory for:

- employees and departments planning and carrying out procurement;
- suppliers and contractors participating in tenders and performing contracts.

**3.3.** The policy covers all stages of the procurement process:

- planning requirements;
- preparation of technical specifications;
- development of selection criteria;
- supplier evaluation;
- contract execution;



- monitoring and evaluation of results.

#### **4. Terms and definitions**

**Sustainable procurement** — procurement based on environmentally sound, socially responsible, and economically sound approaches.

**Environmental sustainability** — minimizing environmental impact throughout the entire product life cycle.

**Social sustainability** — respecting workers' rights, occupational safety, ensuring equality, and supporting local development.

**Ethical standards** — norms that promote honesty, transparency, freedom from corruption, and respect for human rights.

### **5. Principles of sustainable procurement**

#### **5.1. Priority of sustainability**

- applying sustainability criteria when evaluating purchases;
- preference for goods and services that meet sustainability standards;
- minimizing the use of hazardous and harmful substances.

#### **5.2. Environmental responsibility**

- choosing products with a low carbon footprint, high energy efficiency, and reduced negative impact on the environment;
- cooperation with suppliers who have environmental certificates.

#### **5.3. Social responsibility**

- Commitment of suppliers to labor standards and workers' rights;
- support for local suppliers and social enterprises.

#### **5.4. Economic efficiency**

- focus on the life cycle cost of products, not just the price;
- ensuring the durability, quality, and reliability of purchased goods.

#### **5.5. Ethics and transparency**

- Prevention of corruption and unfair practices;
- exclusion of conflicts of interest;
- evaluating suppliers for compliance with ethical requirements.

### **6. Requirements for suppliers**

**6.1.** Suppliers must comply with the environmental, social, and ethical requirements of IEC LLP.

**6.2.** Suppliers are required to:

- provide accurate information about their products and activities;
- comply with occupational health and safety, employee rights, and environmental safety standards;
- confirm compliance with requirements through certification or documentation.



**6.3.** IEC LLP has the right to refuse to cooperate with suppliers who violate the established requirements.

## **7. Supplier evaluation and selection procedures**

**7.1.** The following criteria are taken into account when evaluating proposals:

- environmental friendliness of products;
- availability of sustainability certificates and standards;
- company social responsibility;
- economic efficiency of the proposal;
- absence of human rights and labor law violations.

**7.2.** Supplier selection procedures ensure fair competition and transparency.

## **8. Monitoring, reporting, and control**

**8.1.** IEC LLP monitors compliance with the Policy and the effectiveness of sustainable procurement.

**8.2.** Annual reports are prepared, including indicators, achievements, and recommendations for improvement.

**8.3.** IEC LLP has the right to conduct audits of suppliers for compliance with environmental, social, and ethical standards.

## **9. Training and awareness raising**

**9.1.** Employees involved in procurement are provided with training on the principles of sustainable procurement.

**9.2.** IEC LLP conducts seminars, training sessions, and informational events to improve staff competencies.

## **10. Responsibility**

**10.1.** The management of IEC LLP is responsible for implementing and monitoring compliance with the Policy.

**10.2.** Employees are required to comply with the requirements of the Policy when making purchases.

**10.3.** Suppliers are responsible for complying with the terms of contracts, including sustainability requirements.

## **11. Final provisions**

**11.1.** The Policy is subject to regular review, taking into account changes in legislation, the strategic objectives of IEC LLP, and international standards.

**11.2.** Changes and additions shall be approved by the management of IEC LLP.

**11.3.** The policy shall enter into force on the date of its approval and shall remain in force until a new version is adopted.



## 12. CHANGE REGISTRATION SHEET



# **International Educational Corporation LLP**

## **SUSTAINABLE PROCUREMENT POLICY**

7 from 7

## 13. INFORMATION SHEET