

**Prince Sultan University**  
**PSU Policy Management System**  
**Sustainable Ethical Food Sourcing Policy**

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**Policy Code:** GV0015

**Policy Name:** Sustainable Ethical Food Sourcing Policy

**Handling Unit:** PSU Catering Services Unit

**Date of Current Revision:** August 2020

**Approved by:** University Council

**Date of Approval:**02/09/2020

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**Purpose:**

Since its establishment, Prince Sultan University has been committed to sustainability and sustainable development. PSU is adopting strict selection, screening, and vetting ethical food sourcing process. The main purpose of this policy is to formalize and mandate the practice.

**Aims:**

- Adopt green, environment friendly practices or food sourcing and preparation
- Make sure that all providers in the supply chain stick to ethical standards established by the municipality and government agencies
- Prepare food using natural fresh ingredients that has been produced using natural healthy processes
- Avoid all types of chemicals, preservatives, and artificial ingredients
- Minimize the use of plastics in packaging or as containers when serving meals and drinks
- The use of transparent, clean healthy processes to prepare and deliver meals
- Encourage the consumption of vegetables and fruits
- Provide attractive organic vegetarian options
- Use natural vegetable oil for cooking
- Reduce the consumption of energy
- Minimize the emission of carbon
- Local source food as much as possible

**Ethical Food Sourcing**

In addition to the direct food sourcing criteria, PSU uses additional ethical criteria for vetting and selecting providers, which include:

- The transparency of the employment process and the levels of compliance with sustainability standards
- Labor and work practices of the company
- Compliance with health standards
- Compliance with local and international quality standards

**Policy:**

The Catering Services Unit (CSU) is the entity responsible for managing and monitoring food services in the university

- All food services are outsourced in PSU
- The CSU oversees is the vetting and selection process of providers
- The selection process is based on food sourcing criteria, including the sustainability ethical standards set by PSU
- The CSU annually announces and reviews bids from providers and applies a transparent selection process to shortlist and award contracts

**Implementation:**

- The CSU is formed by the and overseen by the office of the Vice Rector for Administration and Financial Affairs
- CSU is responsible for the management, monitoring and evaluation of catering services entities
- CSU reports to the Vice Rector office for Admin and Financial Affairs and the Quality Assurance Office
- The Quality Assurance Office makes sure that all operations, processes