All Arabs University

Policy Theme	Sourcing Ethics

Policy Code:	P(12R)05	Date of Issue:	26/4/2022
Version:	1/6	Confidentiality Level:	General
Quality Council Approval:	17/4/2022	Policy Created Date:	026/4/2022
Deans Council Approval:	Resolution No. 14/99, Date: 20/4/2022		
Date of last Revision:	1/3/2025	Next revision Date: 1/3/2027	

Responsibilities:

Implementation:	Tender and Procurement Department.
Partners:	All Administrative departments + Academic Faculties.
Supervision:	Internal Control and Audit department.
Review and Development:	Quality Assurance and Accreditation Office + Internal Control and Auditing Department + Tender and Procurement Department + Vice President.

Policy Statement:

The university implements a long-term policy, based on continuous improvement through providing the best quality of materials, food and supplies that satisfy university predetermined code of ethics in order to protect students, employees and other related parties' health and life as a result for that. Not to procure and consume inferior food or supplies. Such conditions must be clearly stated and should be specified in the contracts signed between the university and suppliers.

Policy Objectives:

No.	objective
1.	Guaranteeing healthy environment.
2.	Providing High Quality of food and Material.
3.	Protecting peoples` Health.
4.	Developing ethical practices.

Related Procedures:

No.	Procedure
1.	Perform Payments Accounting **QP (06 FIN) 10**.
2.	Warehouse Accounting Procedure **QP (07 FIN) 10**.
3.	Photocopying Centers Accounting **QP (08 FIN) 10**.
4.	Financial Planning **QP (11 FIN) 10**.
5.	Examination and delivery of supplies **QP (01 RSS) 13.**

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6.	Entry Bills **QP (02 RSS) 13.**
7.	Storage Methods **QP (03 RSS) 13**.
8.	Discharge Voucher **QP (04 RSS) 13**.
9.	Supplies Register **QP (05 RSS) 13**.
10.	Transfer Bill **(06 RSS) 13**.
11.	Item Return Document **QP (07 RSS) 13**
12.	Mechanization and Application Processes with Computer **QP (08 RSS) 13**
13.	Tendering **QP (01 TP) 12**
14.	Bidding **QP (02 TP) 12**
15.	Direct Purchase **QP (03 TP) 12**
16.	Supplier Evaluation **QP (04 TP) 12.**
17.	Conducting an internal audit **QP (01 IAD) 08.**
18.	Assurance of Physical Resources Readiness **QP (03 IAD) 08**.
19.	Kiosks **QP (04 IAD) 08**.
20.	Medicines dispensing **QP (03 MSHI) 19**.
21.	Distribution of laborers and workers on the university buildings **QP (01 SD) 20.**
22.	Materials Needed for building cleanliness **QP (02 SD) 20.**
23.	Providing Support services **QP (06 SD) 20.**

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