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| Category | Campus Services | Policy Number | SUP-CAM-302 |  جامعة زايد ZAYED UNIVERSITY |
| Distribution | Internal | Version | 4.0 | |
| Responsible Office | CAFO | Policy Owner | CPDS | |
| Date Approved | 4 October 2020 | Effective Date | 4 October 2020 | |
| Date Last Reviewed | 30 September 2020 | Due Date for Next Review | 30 September 2023 | |

POLICY

Campus Retail Services

1. Purpose

The purpose of the Campus Retail Services policy is to efficiently and effectively provide necessary and desired retail products and services to the Zayed University community.

2. Application

This policy is applicable to all university faculty and staff.

3. Policy

- 3.1 Zayed University will provide campus retail services as per available retail space and as needed by its community.
- 3.2 Contracts for retail services are reviewed on an annual basis by the Contracts and Procurement Department in conjunction with the Campus Physical Development and Services Department (CPDS).
- 3.3 CPDS is responsible for ensuring that service standards are maintained and that the conditions of contracts are met.
- 3.4 CPDS will involve the university community in assessing the quality and standards provided by retailers.
- 3.5 The ZU Retail Committee will oversee the vendor management and will be the sole authority for the following:
 - a) Vendor/Retailer contract renewal;
 - b) New vendor / retailer selection;
 - c) Initiate any disciplinary action on contracted vendor / retailer upon contractual violations.

4. Related Policies and Laws

- SUP-CNP-101 Procurement and Warehouse Management
- SUP-HSE-101 Health and Safety
- SUP-HSE-103 Environment

5. Administration

This policy is administered by the Campus Physical Development and Services Department.

6. Revision History

| Date | Revision |
|-------------------|---|
| 1 March 2023 | Administrative changes: <ul style="list-style-type: none">• Updated the information header and related policy numbers.• Updated the policy number from SUP-CPDS-54 to SUP-CAM-302. |
| 4 October 2020 | President's Decree issued (PD #90 of 2020). |
| 30 September 2020 | Approved by the University Council. |
| 7 April 2020 | Revisions: <ul style="list-style-type: none">• Section 3 updated with Article 3.5 concerning the responsibility of the ZU Retail Committee;• Section 4 updated with the Environment, and Health and Safety policies;• Added Distribution requirement. |
| 7 January 2020 | Updated the policy number from ADM-CAM-04 to SUP-CPDS-54. |
| 17 January 2018 | Minor revisions and non-substantive changes approved by the President. |
| 27 March 2012 | Policy approved. |
| 18 March 2007 | Revised policy approved. |
| 1 October 2000 | Policy approved. |