

## **Policy for minimization of disposable items**

### **Recycling and Waste Reduction Program of UCP**

A lot of waste is regularly produced in our offices and at other places. Efforts are made to reduce the production of this waste and its proper disposal.

1. We promote a waste hierarchy of 3 Rs i.e. Reduce, Reuse and Recycle
2. UCP promotes waste minimization and adoption of such measures that reduce wastage
3. We advocate energy production from waste, which gives dual advantage
4. Minimize or eliminate the use of disposable items and promote the use of utensils made of natural materials
5. Segregation of waste materials for recycling, reuse, and disposal

UCP is also initiating a recycling program of the waste produced. We are shifting towards minimum consumption of paper by increasing the use of online communication, double side printing, reusing envelopes, employing UCP academic portal and Moodle for academic activities etc. Further, to properly recycle the waste three different waste bins are placed in the university. We are looking forward to taking more steps to reduce waste by eliminating plastic bags and disposable items.

Our waste reduction and recycling program will consider the following steps:

- Conducting a waste audit
- Identify what is recyclable (already done)
- Decide what to recycle (already done)
- Setting up recycling bins for selected items (already done)
- Creating Awareness (several ways of creating awareness are used such as social media, UCP official website, electronic notice boards, general campaigns etc.)
- Monitor the recycling
- Evaluate results (we plan to evaluate the results of our efforts on regular basis)

The following steps are taken or will be taken to control waste or to recycle it as it will help to protect and save our environment:

- Going paperless (to whatever extent possible we are working on it)
- Keeping a paper recycling bin within arm's reach in offices and keeping enough number of bins at various places in the university
- Printing smarter (by printing only the most important documents)
- Providing real dishes and silverware (by reducing disposable plates, glasses, bottles etc.)
- Buying in bulk
- Reusing binders, file folders, and envelopes
- Creating a recycling center (working on the project and it will start soon)
- Providing Filtered Water and eliminating bottled water
- Giving Employees Reusable Water Bottles