



Waste Management and Circular Economy Policy

1. Purpose

The Institute of Business Management (IoBM) is committed to minimizing waste generation, promoting responsible resource consumption, and supporting a circular economy through sustainable waste management practices.

This Policy establishes a framework for reducing waste, maximizing resource recovery, promoting recycling and reuse, and minimizing the environmental impact of university operations.

2. Objectives

The objectives of this Policy are to:

- Reduce waste generation across campus.
- Promote responsible consumption practices.
- Encourage reuse and recycling of materials.
- Divert waste from landfills.
- Improve environmental awareness among campus stakeholders.
- Ensure safe handling and disposal of hazardous waste.
- Support compliance with environmental regulations.
- Contribute to national and international sustainability benchmarks.

3. Scope

This Policy applies to:

- Students
- Faculty
- Staff
- Visitors
- Contractors
- Service providers

and covers all waste generated through academic, administrative, operational, residential, event, and campus activities.

4. Guiding Principles

Waste management activities at IoBM shall be guided by the following principles:

Reduce

Avoid unnecessary consumption and waste generation.

Reuse

Extend the useful life of materials and products.

Recycle

Recover resources wherever practical.

Responsibility

All members of the University community share responsibility for proper waste management.

Continuous Improvement

The University shall continuously improve waste management systems and performance.

5. Waste Hierarchy

IoBM adopts the following hierarchy in managing waste:

Priority 1 – Prevention

Avoid generating waste wherever possible.

Priority 2 – Reduction

Reduce material consumption and packaging.

Priority 3 – Reuse

Reuse materials and equipment whenever feasible.

Priority 4 – Recycling

Recover recyclable materials.

Priority 5 – Recovery

Recover value from waste through composting or other approved methods.

Priority 6 – Disposal

Dispose of residual waste responsibly and only when alternatives are not feasible.

6. Waste Segregation

IoBM shall implement a waste segregation system across campus.

Waste shall be separated into categories including:

Recyclable Waste

Examples:

- Paper
- Cardboard
- Plastic bottles
- Metal cans
- Glass

Organic Waste

Examples:

- Food waste
- Garden waste
- Landscaping waste

General Waste

Materials that cannot currently be recycled or composted.

Hazardous and Special Waste

Examples:

- Batteries
- Electronic waste
- Printer cartridges
- Chemicals
- Laboratory waste

Appropriate waste collection points shall be established throughout campus.

7. Paper Reduction Strategy

IoBM shall seek to reduce paper consumption through:

- Digital workflows.
- Electronic approvals.
- Electronic records management.
- Online submissions and assessments.
- Electronic communication systems.

Departments shall be encouraged to adopt paperless practices wherever practical.

8. Single-Use Plastic Reduction

IoBM recognizes access to safe and clean drinking water as a critical component of reducing reliance on single-use plastic bottles.

The University shall continue to provide and expand access to clean drinking water facilities across campus to encourage the use of reusable water bottles and reduce plastic waste generation.

Initiatives may include:

- Maintaining safe drinking water stations throughout campus.
- Expanding the number of water refill stations as campus needs evolve.
- Encouraging students, faculty, staff, and visitors to use reusable water bottles.
- Reducing the use of bottled water at university events where practical.
- Promoting awareness regarding plastic waste reduction.
- Encouraging suppliers and vendors to adopt more sustainable packaging solutions.

The University shall progressively reduce dependence on single-use plastic products through awareness, infrastructure improvements, and sustainable procurement practices.

9. Organic Waste Management

IoBM shall promote sustainable management of organic waste generated on campus.

Initiatives may include:

- Composting programs.
- Landscape waste recovery.
- Food waste reduction initiatives.
- Utilization of compost for campus landscaping.

Where feasible, organic waste shall be diverted from landfill disposal.

10. Recycling Program

The University shall establish recycling initiatives aimed at recovering recyclable materials.

Activities may include:

- Campus recycling collection points.
- Recycling awareness campaigns.
- Partnerships with recycling organizations.
- Monitoring of recycling performance.

Recyclable materials shall be diverted from landfill whenever feasible.

11. Electronic Waste (E-Waste) Management

IoBM recognizes electronic waste as a growing environmental concern.

The University shall:

- Promote responsible disposal of electronic equipment.
- Reuse and refurbish equipment where appropriate.
- Partner with licensed recycling organizations.
- Ensure secure disposal of data-containing devices.

Examples include:

- Computers
- Printers
- Monitors
- Networking equipment
- Mobile devices

12. Hazardous Waste Management

Hazardous waste shall be managed in accordance with applicable environmental, health, and safety requirements.

The University shall ensure:

- Proper storage.
- Safe handling.
- Authorized disposal.
- Appropriate documentation.

Hazardous waste shall not be mixed with general waste streams.

13. Sustainable Events and Campus Activities

University events shall seek to minimize waste generation through:

- Reusable materials.
- Digital registration systems.
- Waste segregation at event venues.
- Reduction of disposable items.
- Sustainable event planning practices.

Event organizers shall be encouraged to incorporate waste reduction measures into planning processes.

14. Circular Economy Initiatives

IoBM shall support initiatives that promote resource efficiency and material reuse.

Examples may include:

- Furniture reuse programs.
- Equipment repurposing.
- Donation of usable materials.
- Student-led upcycling projects.
- Resource-sharing initiatives.

The University shall seek to maximize the useful life of assets before disposal.

15. Awareness and Education

The University shall promote awareness of responsible waste management through:

- Orientation programs.
- Awareness campaigns.
- Signage and educational materials.
- Student engagement initiatives.
- Sustainability events and competitions.

16. Waste Management Targets

By 2030

- Implement campus-wide waste segregation.

- Reduce paper consumption by 50%.
- Reduce single-use plastic consumption by 80%.
- Divert at least 50% of waste from landfill through recycling, reuse, and composting initiatives.
- Establish formal recycling partnerships.
- Implement e-waste collection and disposal procedures.
- Maintain access to safe drinking water facilities across all campus buildings and major student activity areas.
- Increase the availability of water refill stations to support the reduction of single-use plastic bottle consumption.
- Reduce single-use plastic bottle waste generated on campus through the promotion of reusable alternatives.

Progress toward these targets shall be reviewed annually.

17. Monitoring and Reporting

The University shall monitor:

- Total waste generated.
- Waste by category.
- Recycling rates.
- Organic waste recovery.
- Paper consumption.
- Single-use plastic consumption.
- E-waste disposal activities.

Performance shall be reported through the Sustainability Reporting Framework.

18. Responsibilities

Sustainability Office

- Monitor implementation.
- Collect and report performance data.
- Recommend improvements.

Maintenance Department

- Operate waste collection systems.
- Support recycling and waste segregation activities.

Procurement Department

- Support waste reduction through purchasing decisions.

Students, Faculty and Staff

- Follow waste segregation procedures.
- Participate in sustainability initiatives.
- Support responsible consumption practices.

19. Review

This Policy shall be reviewed every three years or earlier if required.

20. Effective Date

This Policy shall take effect upon approval by the President of the Institute of Business Management.

Approved By:  _____

President, Institute of Business Management

Date: December 1st, 2025

Version: 1.0