Khazar University

Responsible Consumption and Waste Management Policy

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1. Purpose, Scope and Definitions

1.1 This Policy establishes a university-wide framework for ethical sourcing, reduction of avoidable consumption, safe handling of hazardous and non-hazardous waste, waste minimisation and the measurement of disposal and recycling outcomes.

1.2 It applies to all campuses, facilities, academic and administrative units, laboratories, food-service areas and events controlled by Khazar University. Staff, students and other campus users shall comply with relevant operational instructions. Outsourced service providers, suppliers and contractors are covered through applicable procurement and contractual requirements.

1.3 The University shall apply the waste hierarchy: prevent waste first, then reduce, reuse and recycle suitable materials, and use compliant treatment and final disposal only when higher-value options are not feasible. Hazardous waste is subject to separate safety and legal controls.

1.4 For this Policy, disposable items are goods intended for a single or limited use, regardless of whether they are made from plastic, paper, aluminium or another material. The supply chain includes suppliers of food, equipment, stationery, building materials and construction works, as well as their relevant subcontractors.

2. Ethical Sourcing of Food and Supplies

2.1 The University shall incorporate ethical, social and environmental criteria into the purchase of food, beverages, consumables, stationery, equipment, materials, construction works and contracted services, alongside quality, fitness for purpose, price, life-cycle costs and legal compliance.

2.2 Food and catering procurement shall consider food safety and traceability, responsible production, environmental impacts, food loss and waste, worker health and safety, labour rights and animal welfare where relevant. Suppliers shall provide reasonable supporting information when requested.

2.3 For other supplies, the University shall favour durable, repairable, reusable, energy- and resource-efficient goods with reduced packaging and credible end-of-life options where available and proportionate to operational needs.

2.4 Procurement personnel shall communicate applicable ethical-sourcing criteria in specifications, supplier assessments and contracts. Selection and contract management shall consider compliance with labour, environmental and anti-corruption requirements and address material non-compliance through established procedures.

2.5 Ethical-sourcing requirements shall also apply to outsourced catering and food suppliers serving University events and premises, and to suppliers of equipment, stationery and building services within the University's contractual authority.

3. Waste Segregation and Hazardous Materials

3.1 The University shall prevent unnecessary waste and provide for segregation of recoverable waste wherever facilities and collection routes permit, including paper, cardboard, plastics, metal, food-related waste and electronic waste. General residual waste shall be managed separately.

3.2 Hazardous waste shall be identified and classified before disposal. This may include laboratory chemicals, solvents, contaminated materials, batteries, certain lamps, electrical components and other wastes classified as hazardous by applicable law. Such waste shall not be placed in ordinary mixed-waste bins.

3.3 Hazardous materials shall be segregated by compatibility, clearly labelled and kept in secure, suitable containers and designated temporary storage areas. Unauthorised drain discharge, mixing with general waste or unapproved treatment is prohibited.

3.4 The responsible academic, laboratory or facilities unit shall arrange for hazardous waste to be collected and transferred to appropriately authorised handlers when required by law; documentation identifying the type, quantity, collection date, transfer and treatment/disposal destination shall be retained where obtainable or legally required.

3.5 Personnel handling hazardous waste shall receive role-appropriate instructions and have access to incident procedures. Spills, leaks and unsafe storage shall be reported promptly and managed using the University's applicable health, safety and emergency arrangements.

3.6 Waste from contractors, maintenance and construction projects shall be segregated and disposed of safely, with hazardous fractions identified and handled separately and disposal evidence requested where appropriate.

4. Waste Measurement, Recycling and Landfill Reporting

4.1 The University shall maintain a documented process to measure waste generated by its operations, including relevant waste handled by outsourced service providers. The process shall define campus coverage, waste streams, reporting periods, responsible units and data sources.

4.2 For each calendar year, the responsible facilities or administrative unit shall compile, at minimum, the total mass of waste generated, the mass confirmed as recycled and the mass confirmed as sent to landfill, in kilograms or metric tonnes. Where applicable, hazardous, food-related and construction waste shall be reported as separate streams without double counting.

4.3 Records shall be supported wherever possible by weighbridge tickets, invoices, collection logs, transfer notes or written statements from waste contractors or recycling facilities. Where direct measurement is not available, a documented estimation method may be used; all estimated values shall be identified as estimates.

4.4 Recycling shall be recorded only when the destination or recycling outcome is reasonably evidenced. Materials merely collected in a recycling bin, sent for sorting or transferred to a contractor without confirmation shall not automatically be classified as recycled. Landfill, other treatment and unknown destinations shall be distinguished.

4.5 The annual waste balance shall distinguish waste recycled, waste sent to landfill, other recovery/treatment and unknown destinations. The unit shall reconcile these outcomes against total generated waste as far as data allow, explain material gaps and avoid counting the same waste twice.

4.6 Data shall be compiled and reviewed at least annually. The responsible unit shall retain supporting records, identify trends and propose improvements to reduce waste generation and increase verified recycling.

5. Minimisation of Plastics and Disposable Items

5.1 The University shall reduce and, wherever feasible, eliminate avoidable plastic use, particularly single-use plastics, in procurement, catering, meetings, events and routine campus activities, consistent with the existing Policy on Plastic-Free Campus.

5.2 The University shall also minimise disposable items made from any material, including single-use cups, cutlery, plates, takeaway containers, bottled-water packaging, shopping bags and unnecessary promotional materials. Reusable or refillable alternatives shall be preferred when safe and practicable.

5.3 Relevant purchasing and service units shall avoid unnecessary distribution of disposable items, request reduced packaging from suppliers and consider refill stations, reusable serviceware and reusable delivery containers where suitable.

5.4 Where single-use products are genuinely required for laboratory, medical, hygiene, safety or accessibility purposes, the responsible unit shall document the operational reason and ensure correct disposal. Any exception to an otherwise applicable University plastic prohibition requires appropriate formal authorisation; this Policy does not automatically create an exemption.

6. Outsourced Services, Suppliers and Contractors

6.1 This Policy extends to outsourced catering, cleaning, maintenance, landscaping, event management, waste collection and related services performed for the University or on University-controlled premises, to the extent provided by procurement documents and contracts.

6.2 It also extends to suppliers of food, laboratory and office equipment, stationery, consumables, construction materials and building contracts, including relevant subcontractors. Contracting units shall communicate applicable sustainability and waste obligations to these suppliers.

6.3 Relevant new and renewed contracts shall include proportionate requirements for ethical sourcing, reduced unnecessary packaging, avoidance of disposable items, safe handling and segregation of waste, compliant disposal and provision of waste collection, recycling and landfill records when connected with University operations.

6.4 Where applicable, contractors shall be required to pass relevant waste-management and ethical-sourcing requirements to subcontractors and to use appropriately authorised waste handlers. No supplier shall represent waste as recycled without reasonable supporting evidence.

6.5 Procurement and contract managers shall assess compliance proportionately, request corrective action for material breaches and retain relevant procurement specifications, contract clauses, supplier responses, transfer records and other implementation evidence.

7. Responsibilities, Awareness and Compliance

7.1 University management shall provide institutional oversight for the adoption and implementation of this Policy.

7.2 Procurement and contract-management units shall integrate relevant ethical-sourcing, plastic, disposable-item, waste and supplier requirements into purchasing decisions, tenders and agreements.

7.3 Administrative and facilities units shall coordinate collection arrangements, contractor communication and the waste measurement register and shall prepare the annual waste summary. Laboratories and academic units shall ensure that hazardous materials generated by their activities are appropriately managed.

7.4 Students, employees and campus users shall follow waste-segregation instructions and minimise unnecessary consumption. Safety incidents and concerns about improper disposal shall be communicated to the responsible unit for investigation and corrective action.

7.5 The University shall communicate the Policy through its website, relevant staff guidance, procurement documents and appropriate awareness activities, and periodically review practical implementation challenges.

8. Review and Legal Alignment

8.1 This Policy shall be reviewed at least once every two years, or earlier in response to legal changes, material operational developments or identified environmental and safety risks.

8.2 It shall be implemented in accordance with the legislation of the Republic of Azerbaijan, including the Law of the Republic of Azerbaijan “On Waste” (Law No. 514-IQ of 30 June 1998, as amended), and other applicable environmental, public-health, occupational-safety and waste-management requirements.

8.3 The Policy shall enter into force only following approval through the University’s established institutional procedures.