

Minimization of Plastic and Other Forms of Disposable Waste

Effective Date: 30/06/2018

Reviewed (Ver 2.0): 30/07/2026

1.0 Purpose

- 1.1 Sunway University has been consistently advocating for a plastic-free campus ever since it became a full-fledged University in 2011. To this end, the Single-Use Plastic Policy was introduced to facilitate the plastic and other forms of waste minimization campaigns that started way back in 2012.
- 1.2 The policy aims to assist the Sunway community to take on a more unified and collective approach when handling plastic waste, moving completely away from single-use plastics to promoting reusable alternatives, in order to reduce waste as a whole.
- 1.3 The effectiveness of this policy will require structured and coordinated efforts from all parties involved to identify and reduce single-use plastics and switch to reusable alternatives wherever possible.

2.0 Sunway University's Plastic and Other Forms of Disposable Waste Reduction Campaigns

Year	Campaign	Campaign Description
2012 – 2016	No Polystyrene & Plastic Bags	The University's maiden effort in encouraging all food & beverage tenants to stop providing polystyrene for takeaway food.
2018	The Last Straw Campaign – No Plastic Bottles	Through this campaign, Plastic bottles were not allowed to be sold by all food & beverage tenants & vending machines. Staff & students were strongly encouraged to bring their own reusable mugs and tumblers. Water stations were made available across campus for all to refill water.
2019	The Last Straw Campaign – No Plastic Straws	The 2 nd phase of the Last Straw Campaign focused on the removal of straws from being

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		distributed with beverages. Instead, straws made of metal or bamboo were made available for sale in campus souvenir stores.
2022	The Last Straw Campaign – No Plastic Food Containers / Cutleries Campaign	The 3 rd phase continued with the target to reduce and eliminate the use of plastic food containers, cutleries etc.

The minimisation of plastic use and other forms of disposable items is extended to the entire Sunway Community which includes all its suppliers, all tenants, all staff and students, all third-party vendors, as well as all visitors. It is further extended to all outsourced service providers, suppliers of equipment and stationery, and contractors engaged in building, construction and renovation works, as set out in Section 3.0. The services provided by the University to its stakeholders are also governed by this document. This document is to be read together with the *No Single Use Plastic Policy and Waste Separation Policy*.

3.0 Extension to Outsourced Services, Suppliers and Building Contracts

- 3.1 Outsourced services.** Service providers engaged by the University, including catering, cleaning, facilities management, security, logistics, printing and event management, shall minimise the use of disposable items in delivering their services, use refillable or reusable products and containers wherever possible, and shall not provide single-use plastic items to the University or its community.
- 3.2 Suppliers of equipment.** Suppliers of equipment and furniture shall minimise packaging, avoid polystyrene packaging where alternatives are available, and take back packaging upon delivery where requested by the University.
- 3.3 Suppliers of stationery and materials.** Suppliers of stationery, office consumables and merchandise shall offer refillable or recycled-content products where available and avoid individually plastic-wrapped items.
- 3.4 Building contracts.** Contractors engaged in building, construction, renovation and fit-out works shall minimise packaging and disposable materials on site, segregate site waste for recycling, and submit a site waste management plan to the University before works commence.
- 3.5 Contract requirements.** Compliance with this Policy shall be included as a condition in all new and renewed tenancy agreements, service contracts, purchase orders and building contracts. Suppliers and contractors shall sign a declaration of compliance upon registration with the University.

4.0 Monitoring and Enforcement

4.1 The Sustainability Office shall coordinate the implementation and monitoring of this Policy, supported by Facilities Services Department, Procurement and the Deputy Deans, Sustainability of each faculty and school.

4.2 Monitoring of this Policy shall include:

- (a) quarterly checks of food & beverage tenants, campus stores and vending machines;
- (b) checks on events held on campus;
- (c) an annual waste audit on campus;
- (d) periodic reporting by service providers and building contractors on packaging and waste generated; and
- (e) an annual report on compliance to the University's sustainability committee.

4.3 Non-compliance by tenants, vendors, service providers, suppliers and contractors shall be addressed progressively through:

- (a) verbal advice, recorded by the Facilities Services Department;
- (b) written notice to rectify the non-compliance within 7 days;
- (c) written warning and a corrective action plan;
- (d) penalties as provided in the relevant tenancy agreement, contract or purchase order; and
- (e) non-renewal or termination of the agreement, and/or exclusion from future procurement.

4.4 Non-compliance by staff or students may be referred for action under the relevant University code of conduct or disciplinary rules.

4.5 Any member of the Sunway community may report non-compliance with this Policy to the Sustainability Office.