

Green Policy

A. Purpose

This document describes the Sanjivani Rural Education Society's policies and procedures for conducting their operations and activities in an environmentally responsible and sustainable manner.

B. Background

The Sanjivani Rural Education Society created the Environmental Policy to officially declare a commitment to the protection of the environment and responsible use of natural resources. As proactive keepers of the public health and the environment, the Sanjivani Rural Education Society embraces pollution prevention and sustainable development while continually seeks to reduce resource consumption.

The Sanjivani Rural Education Society environmental policy establishes the following important commitments:

- Compliance with all environmental laws and regulations.
- Prevention of pollution by minimizing the generation of wastes wherever possible, reducing consumption, recycling materials, and disposing of wastes in an environmentally responsible manner.
- Integration of environmental and health considerations into decision-making processes.
- Reduce the environmental impact of staff commuting to and from work and transportation of staff between facilities on and off the campus.

All Sanjivani Rural Education Society employees are responsible for being aware of the environmental and health impacts of their jobs and for continually striving to minimize these impacts as outlined in this policy.



C. Policy

Sanjivani Rural Education Society is committed to protecting public health by conducting our operations and activities in an environmentally responsible and sustainable manner. We are committed to complying with all applicable laws and regulations. We recognize that reducing and, wherever possible, eliminating the environmental impacts of our activities is an important part of our green policy. We strive to be a leader in achieving environmental excellence and will work with our employees and other internal and external entities to establish and follow principles, in conjunction with the Environmental Policy of the **AICTE**.

The Sanjivani Rural Education Society guiding principles and practices to achieve resource conservation, waste reduction, and sustainability are summarized below:

- Comply with mandatory requirements and conduct our activities and operate our facilities within applicable environmental laws and regulations
- Compulsory use of green energy power generated on the campus using solar energy.
- Conserve energy and other natural resources
- Maximize use of star rated energy efficient appliances wherever possible and as and where required. (Like All in one PC's/ Mini Computers)
- Encourage startups to manufacture efficient appliances like LED bulbs
- Encourage employees to use mass transit, bicycles, use an electric vehicle, share bike and car for commuting
- Install EV chargers on campus for charging electric vehicles through solar energy generated on the campus.
- Encourage use of video conferencing instead of commuting wherever possible
- Reduce, reuse, and recycle to reduce waste
- Whatever organic waste matter is generated on campus (Mess/ Canteen) to be compulsorily sent to the STP unit on the campus.
- Water and organic solid waste to be reused in gardening work and wherever possible.



- Encourage the use of stainless steel and glass utensils in the canteen and mess to reduce the use of plastic.
- Adopt green procurement practices
- Motivate employees to complete environmental awareness training
- Continue to review and minimize the impacts of our activities on the environment
- Establish Green Club and conduct relevant programs under it.
- Establish Green Committee to review the campus environment and suggest remedies.
- Compulsory conduct Green Audit and Energy Audit in the campus through the third party.
- Encourage paperless policy through various ways like ERP.

D. Responsibilities

a) Energy Conservation

Employees shall:

1. Turn off lights when not in use and use natural light when possible.
2. Turn off (not just log off) all computers, terminals, speakers, and other office equipment at the end of every workday.
3. Turn off the power strip at the end of every workday.
4. Activate the power down features on computers and monitors to enter into a low-power or sleep mode when not in use.
5. Unplug equipment that drains energy even when, not in use (e.g., cell phone chargers, fans, coffee makers, desktop printers, radios).
6. Use compact fluorescent light bulbs (CFLs) in desk lamps as opposed to incandescent lights whenever possible.
7. Use the stairs when possible.
8. Utilize video conferencing and conference calls as an alternative to travel when possible.
9. Limit the use of air-conditioners.



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b) Reduction of Materials Consumption

Employees shall:

1. Avoid using paper by distributing and storing documents electronically.
2. Print and photocopy only what is required and double side jobs when possible.
3. Tell staff and colleagues that you prefer double-sided documents.
4. Use the backside of old documents for faxes, scrap paper, or drafts.

c) Reduce Fossil Fuel Consumption and Air Pollution

Employees shall:

1. Ride mass transit or other alternative forms of transportation, whenever possible.
2. Use carpools or vanpools, when possible, over single-use cars.
3. Use bicycles once a week for short travels.

d) Minimize Waste and Increase Recycling

Employees shall:

1. Use durable reusable beverage containers, plates, and utensils.
2. Reduce the amount of toner in documents that will be printed when possible.
3. Print documents in black and white or grayscale whenever possible.
4. Recycle plastic and paper products. Plans for implementing such recycling will be developed by the Green Club.
5. Donate used furniture and electronics.




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e) Minimize Toxic and Hazardous Waste

Employees shall:

1. Not pour toxic or hazardous substances down the drain.
2. Reduce the use of toxic chemicals and use fewer toxic alternatives wherever possible.
3. Not use or purchase mercury or mercury-containing equipment, unless approval has been obtained.
4. Design experiments, when possible, to use less toxic or hazardous substances.
5. Purchase chemicals in the smallest quantities needed to avoid over-ordering.
6. Dispose of hazardous chemicals appropriately.

f) Commitment to Green Purchasing

Employees shall:

1. Purchase copier and printer paper that contains at least 30% post-consumer recycled content.
2. Purchase office supplies and furniture that contain the highest percentage of recycled and non-toxic content whenever possible.
3. Purchase products that contain biobased content whenever possible.
4. Purchase Energy Star office equipment.
5. Use the Electronic Product Environmental Assessment Tool (EPEAT) to identify computers and monitors with environmental attributes and purchase computers and monitors with at least a Bronze rating.

g) Increasing Awareness of Impact on the Environment and Public Health

Employees are expected to participate and complete the environment-related awareness training course.




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