



## WASTE MINIMISATION AND RECYCLING POLICY

### ***1. General statement***

It is our policy to ensure a high level of commitment to good environmental practice throughout our activities. This document expands on that policy as it relates to waste minimisation and recycling.

It is intended to develop the existing Environmental Policy by minimising the production of waste through good purchasing practice, reuse and economic recycling.

To help ensure we give proper consideration to our environmental management responsibilities, and to assist in the minimisation of waste and the recycling of materials wherever practicable, systems and procedures will be implemented to encourage the recycling and reuse of materials with a view to minimising the overall levels of waste produced by this organisation. All staff is expected to abide by the following procedures and cooperate with management in the execution of this policy.

### ***2. Specific aims***

As part of our commitment to protecting the environment and reducing the level of waste, we have adopted the following specific aims:

- Cultivate a work ethic with a high level of awareness of waste minimisation and recycling
- Promote economy in the use of paper and the selection of print formats and document styles in line with this
- Encourage the purchase of recycled materials and those which are suitable for disposal by recycling
- Favour suppliers who operate according to sound environmental principles
- Minimise waste by encouraging the exchange, and re-use of equipment and materials amongst departments
- Develop a waste management strategy which accommodates recycling procedures and initiatives
- Develop a wide range of recycling schemes
- Encourage departments to establish local recycling schemes which are relevant to their individual activities.

### ***3. Paper-based products***

Almost any type of cardboard or paper, from daily newspapers to brown lunch paper bags, from normal office photocopier/printer paper to catalogues or from cardboard wine cases to paper potato bags can be recycled.

It is essential to avoid any synthetic materials such as plasticised papers, tinfoil's, waxed papers or any other plastic or metal binders or wrappings, e.g. crisp bags, sweet/biscuit wrappers and milk/juice cartons. Such materials should go into normal waste bins.

Clearly identified cardboard bins or trays will be placed in each office for collection of all suitable waste paper.

Only paper suitable for recycling should be placed in these containers.

Cleaning staff will empty these containers on a daily basis and take the waste paper to centrally located collection points. All cleaning staff will be notified of these collection points. The central waste paper skip will be uplifted and emptied on a monthly basis.

### ***4. Future recycling***

We are committed to expanding our Recycling Policy. Procedures for recycling other wastes will be developed and implemented over time.

Other schemes which the company will investigate include:

- Composting of organic and bio-degradable materials
- Recovery and recycling of ferrous-based products
- Collection of and recycling of glass-based products
- Recycling of materials, including timber products, aggregates and excavated material.