



RECYCLING & WASTE MANAGEMENT POLICY

To help ensure we give proper consideration to our environmental and waste management responsibilities and to assist in the minimization of waste and the recycling of materials wherever practical, systems and procedures will be implemented to encourage the recycling of material with a view to minimizing the overall levels of waste we produce. All staff are expected to abide by the following procedures and co-operate with management in the execution of this policy.

Policy Aims:

- Cultivate a work ethic with a high level of awareness of waste management, waste minimization and a desire to recycle and reuse materials when practical.
- Promote economy in the use of materials generally and in particular paper and the selection of print formats and document styles in our offices.
- Encourage the use of recycled/reclaimed materials; materials from sustainable sources and those that are suitable for disposal by recycling.
- Encourage businesses to contribute to a more sustainable economy by building waste reduction into design, offering alternative business models and delivering new and improved products and services.
- Encourage a culture of valuing resources by making it easier for people and businesses to find out how to reduce their waste, to use products for longer, repair broken items, and enable reuse of items by others.
- help businesses recognize and act upon potential savings through better resource efficiency and preventing waste, to realize opportunities for growth.
- support action by central and local government, businesses and civil society to capitalise on these opportunities.
- Minimize waste by encouraging the exchange and reuse of equipment and materials amongst departments and on our construction sites.
- Develop waste management strategies that include recycling procedures and schemes.
- Encourage employees in our office and on our sites to promote and establish recycling schemes that are relevant to their individual activities.

We are committed to expanding our recycling policy and our procedures for recycling in the future.