



REDUCE, REUSE, RECYCLE POLICY

It is our company policy to ensure a high level of commitment to good environmental policies throughout our business activities.

It is our intention to develop this policy by minimising the production of waste, through good purchasing practice of materials used throughout the business and reuse and recycle materials whenever practical to do so.

To help ensure we give correct consideration to our environmental and waste management responsibilities and to assist in the minimisation 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.

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

- Cultivate a work ethic with a high level of awareness of waste management, waste minimisation and a desire to recycle and reuse materials when practical.
- Encourage the use of recycled/reclaimed materials; materials from sustainable sources and those that are suitable for disposal by recycling.
- Minimise waste by encouraging the exchange and reuse of equipment and materials.
- Develop waste management strategies that include recycling procedures and schemes.
- Encourage employees in our office to promote and establish recycling schemes that are relevant to their individual activities.

Future Recycling

We are committed to expanding our recycling policy, procedures for recycling wastes and sourcing recycled products will be developed and implemented in the future, these may include:-

- Favour suppliers who actively operate according to environmental principles.
- Promote economy in the use of materials generally and in particular paper and the selection of print formats and document styles in our offices.
- Source recycled products and supplies to replace non-recycled products and supplies.
- Purchase individual containers for separation of refuse and organise a contract for regular collection.
- Recycling of batteries and pens.

The Reduce, Reuse and Recycle Policy is updated regularly in order to ensure its continuing suitability.

Review Date: February 2024

This policy has been approved & authorised by:

Name: Gavin Milligan
Position: Managing Director
Date: 01/02/2023
Signature:



Revisions

Version	Date Created	By	Reason for change
1	1 st Feb 2023	Gavin Milligan	New document
2		Gavin Milligan	