

Cardboard Recycling Policy

Effective Date: 1st June 2023

Policy Statement:

At Airwave, we are committed to environmental sustainability and responsible waste management practices. As part of our efforts, we have implemented a cardboard recycling program to reduce waste and promote recycling. This policy outlines the procedures and guidelines for cardboard recycling within our organisation.

Scope:

This policy applies to all employees and departments within Airwave who handle cardboard materials.

Policy Guidelines:

Cardboard Recycling Process:

- a. Instead of disposing of cardboard in industrial waste bins, employees must place all cardboard materials in designated recycling areas or cardboard bins.
- b. Utilise a compactor to compress cardboard materials, optimising space and efficiency.
- c. Palletise compressed cardboard according to the provided guidelines, ensuring safe and organised storage.

Collection and Disposal:

- a. Contract with a local registered recycling centre to collect the palletised cardboard waste on a weekly basis.
- b. Ensure the recycling centre is compliant with environmental regulations and practices responsible recycling methods.
- c. Maintain regular communication with the recycling centre to address any issues or changes in collection schedules.

Training and Awareness:

- a. Conduct training sessions to educate employees on the proper procedures for cardboard recycling, including compactor usage, palletisation techniques, and recycling centre guidelines.
- b. Raise awareness through communication channels (e.g., emails, posters, intranet) to inform employees about the importance of cardboard recycling and the environmental benefits.

Compliance:

- a. All employees must adhere to this policy and actively participate in the cardboard recycling program.
- b. Managers and supervisors are responsible for ensuring that employees receive adequate training and support for proper cardboard recycling practices.
- c. Regularly monitor compliance with this policy and address any non-compliance through appropriate channels.

Continuous Improvement:

- a. Periodically review and assess the effectiveness of the cardboard recycling program to identify areas for improvement.
- b. Encourage employees to provide feedback and suggestions to enhance the efficiency and effectiveness of the recycling process.

By following this policy, Airwave aims to reduce waste, conserve resources, and contribute to a more sustainable environment through responsible cardboard recycling practices. Compliance with this policy is essential for all employees to ensure the success of our recycling program.

Policy Owner: Mike Maidens, Head of Operations

Review Date: 1st June 2023

Next Review: 31st May 2024