

Coffee Pod Recycling Policy

Effective Date: 1st June 2023

Policy Statement:

Airwave Europe Ltd. recognises the importance of reducing waste and promoting sustainable practices in the workplace. With the aim of minimising the environmental impact associated with coffee pods, this policy outlines our commitment to coffee pod recycling. By implementing proper recycling procedures, we strive to contribute to a more sustainable future and encourage responsible waste management.

Scope:

This policy applies to all employees and departments within Airwave who handle office waste.

Policy Guidelines:

Coffee Pod Recycling:

- a. All employees are required to use the designated green Podback bags provided in the kitchen for the collection of used coffee pods.
- b. Empty coffee pods must be rinsed before placing them in the Podback bags to prevent contamination.
- c. Employees should avoid using non-recyclable coffee pods and opt for recyclable or compostable alternatives whenever possible.

Podback Collection and Recycling:

- a. Once the Podback bags are full, they should be securely tied to prevent spillage and stored in a designated collection area.
- b. Facilities Management will coordinate the collection of full Podback bags with Horsham District Council on a regular basis.
- c. Horsham District Council will ensure the proper recycling of the collected coffee pods following their recycling guidelines.

Employee Awareness and Engagement:

- a. Regularly communicate and raise awareness about the importance of coffee pod recycling to all employees.
- b. Provide educational materials, such as posters or email reminders, to inform employees about the correct recycling process and its environmental benefits.
- c. Encourage employees to actively participate in the coffee pod recycling initiative and promote a culture of environmental responsibility.

Monitoring and Evaluation:

- a. Regularly monitor the implementation and effectiveness of the coffee pod recycling program.
- b. Assess the quantity of coffee pods recycled and track progress towards waste reduction goals.
- c. Evaluate the efficiency of the collection and recycling process and make necessary improvements to enhance the program's impact.

Continuous Improvement:

- a. Seek opportunities to collaborate with coffee suppliers or recycling organizations to explore more sustainable coffee pod options and recycling initiatives.
- b. Stay updated on advancements in coffee pod recycling technologies and strive to adopt more environmentally friendly practices when feasible.

By following this policy, Airwave aims to reduce waste, conserve resources, and contribute to a more sustainable environment through responsible 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