

## Office Waste Recycling Policy

Effective Date: 1<sup>st</sup> 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 general office waste recycling program to reduce waste and promote recycling. This policy outlines the procedures and guidelines for office waste recycling within our organisation.

### Scope:

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

### Policy Guidelines:

#### Office Recycling Bins:

- a. Multiple recycling bins will be strategically placed in various locations throughout the office premises.
- b. Employees are encouraged to utilise these recycling bins for the disposal of recyclable materials, including paper, cardboard, plastic, glass, and metal.

#### Recycling Materials:

- a. Paper: Employees must recycle all paper waste, including used office paper, newspapers, magazines, and cardboard packaging.
- b. Plastic: Employees should recycle plastic containers, bottles, and packaging materials that are eligible for recycling.
- c. Glass: Employees are encouraged to recycle glass bottles and jars.
- d. Metal: Employees should recycle metal cans, including aluminium and steel.

#### Proper Sorting:

- a. Ensure that recyclable materials are properly sorted into the designated recycling bins based on their respective categories (e.g., paper, plastic, glass, metal).
- b. Promote awareness among employees regarding the importance of proper sorting and the impact of contamination on the recycling process.

#### Education and Awareness:

- a. Conduct regular training sessions to educate employees about the importance of recycling and the specific guidelines for office recycling.
- b. Communicate recycling practices and updates through various channels, such as email, posters, intranet, and team meetings.

#### Waste Minimisation:

- a. Encourage employees to minimize waste generation by practicing double-sided printing, utilising electronic documents and communication whenever possible, and reducing unnecessary paper usage.

## Compliance:

- a. All employees are expected to adhere to this policy and actively participate in the office recycling program.
- b. Managers and supervisors should ensure that employees receive proper training and support to comply with the recycling guidelines.
- c. Monitor compliance with this policy and address any non-compliance through appropriate channels.

## Continuous Improvement:

- a. Periodically review and assess the effectiveness of the office recycling program, including the placement and capacity of recycling bins.
- 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 office 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: 1<sup>st</sup> June 2023

Next Review: 31<sup>st</sup> May 2024