



## Waste Management Policy

Recent legislation in the form of the EU Landfill Directive has changed the way we dispose of waste. The directive's main aim is "to prevent or reduce as far as possible negative effects on the environment, in particular the pollution of surface water, ground-water, soil and air, and on the global environment, including the greenhouse effect, as well as any resulting risk to human health, from the landfilling of waste, during the whole life-cycle of the landfill".

The Company is therefore committed to the protection of the environment through the implementation of an effective waste management programme that meets or exceeds all legislative and regulatory requirements placed on it.

### Principles of Waste Management

Aluline will apply the principles of the Waste Management Hierarchy to ensure that waste is dealt with in a way that impacts least on our environment.

#### Waste Management Hierarchy

##### 1. Reduction

Since all waste disposal options have some impact on the environment, the only way to avoid impact is not to produce waste in the first place. Aluline will therefore endeavour to reduce waste by judicious purchasing.

##### 2. Reuse

Before discarding an item check that someone else cannot make use of it. Examples include furniture, computers and Peripherals.

##### 3. Recovery

Wherever possible Aluline will recycle. Staff and visitors need to be fully engaged in this process to ensure that the recycling units are used and that only waste that cannot be recycled goes into the bins - and therefore to landfill.

##### 4. Disposal

Waste sent to landfill is the worst option in environmental terms and Aluline will strive to keep this to a minimum.

### Responsibilities

#### Property & Facilities

The Managing Director is responsible for the development and initial implementation of the policy. All facilities staff are responsible for the operation of the policy and for staying up to date with waste legislation affecting the company. Increasingly more elements within the waste stream are prohibited by legislation from entering the general company waste stream and should there be any doubt about how a particular item(s) should be dealt with, the Managing Director should be contacted on ext. 109.

#### Members of Staff

All members of the company have a personal responsibility for the way their conduct impacts on the environment and should ensure that they think about all new purchases guidelines are adhered to.





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### What is Waste?

#### General Waste

General waste, i.e. neither hazardous nor clinical, should be deposited into skips and mobile bins provided and will be collected by the designated contractors.

Note: items that are not general waste will incur a cost recovery disposal charge.

#### Confidential Waste

Particular care must be taken in the disposal of all confidential waste. All waste should be shredded and should then enter the relevant waste stream (e.g. paper recycling etc).

#### Hazardous Waste

Any hazardous waste must be disposed of according to the relevant legislation: The WEEE (Waste Electrical and Electronic Equipment) Directive aims to conserve landfill and support more sustainable development by providing an impetus to boost recycling.

The RoHS (Restriction of Hazardous Substances) legislation aims to reduce environmental impacts of waste and improve recyclability.

Hazardous waste includes:

- IT and telecommunications
- Consumer equipment
- Lighting equipment
- Electrical and electronic tools
- Leisure and sports equipment
- Medical devices
- Monitoring and control devices
- Automatic dispensers

#### Recycling

All other waste should be recycled. Containers clearly marked with what can be disposed of are sited throughout company properties and can be used to recycle:

- Paper
- Newspapers
- Envelopes
- Cardboard
- Cans and glass

Please do not place any other items in the bins as this can lead to the contamination of an entire recycling load, which will then be taken to landfill!

Toner and printer cartridges can be recycled via our current suppliers. Please return them to the IT department to arrange this. Furniture can be re-used or recycled.