

# Waste Management and Reduction Policy

**Effective Date:** June 30, 2024

**Approved By:** Management Team

## 1. Purpose

The purpose of this policy is to establish guidelines for reducing, reusing, and properly disposing of waste generated by our organization. The goal is to minimize waste sent to landfills, reduce environmental impact, and improve operational efficiency.

## 2. Scope

This policy applies to all employees, contractors, and visitors at all company-operated facilities.

## 3. Policy Statements

- All employees are required to reduce waste generation where possible by reusing supplies and materials.
- Recyclable materials such as paper, plastics, glass, and metals must be separated and placed in designated recycling bins.
- Hazardous waste must be handled and disposed of in accordance with local regulations and company guidelines.
- Food waste should be minimized, and composting practiced where feasible.
- Single-use items should be avoided unless necessary for health or safety reasons.
- Procurement decisions will prioritize products made from recycled materials or those with minimal packaging.

## 4. Responsibilities

**Employees:** Comply with all aspects of this policy and participate in waste reduction initiatives.

**Managers:** Monitor implementation and provide necessary training and resources.

**Facilities Team:** Regularly collect and divert waste as per guidelines and ensure availability of appropriate bins.

## 5. Monitoring & Review

The policy will be reviewed annually, and waste audits may be conducted to track progress. Feedback is encouraged for continuous improvement.

## Important Notes

- Always tailor the policy to comply with local laws and industry standards.
- Communicate changes and updates clearly to all staff.
- Supporting procedures and training may be required for effective implementation.
- Periodic measurement helps track progress and identify areas for further improvement.
- Management support is crucial for the success of the policy.