

Head Office

Creative Office Solutions Ltd
Unit 5, Edison Village
Nottingham Science Park
Nottingham
NG7 2RF

Email

sales@creativeofficeltd.co.uk

Web

www.creativeofficeltd.co.uk

Tel

0800 043 3241

Waste Disposal Policy

Creative Office Solutions LTD (the Company) is committed to implementing and maintaining an effective and eco-conscious waste disposal and management system that complies with U.K. legislation and prevents unnecessary damage to the environment. The Company recognises that if wastes are not segregated properly or disposed of in a responsible manner, they can present avoidable damage to the environment and pose health and safety risks.

The Company is committed to operational and supply chain sustainability through our participation in the Weaver sustainability programme. The waste impacts of the company's operations mainly include packaging materials which are re-used to send out products to customers from HQ. Anything that does not get reused is discarded into the mixed recycling bin, which is collected once a week by Business Waste. Anything that cannot be recycled or reused is put into the general waste bin. If unsure, all employees can check with the Waste Management Champion (Millie McFarlane). Millie is responsible for ensuring that the policy is implemented. However, all employees have a responsibility in their area to ensure that the aims and objectives of the policy are met. Employees will help the Company to achieve its goals by:

- Partaking in monthly training to ensure understanding of the importance of managing waste.
- Actively allocating our own stock to fulfil orders when sending from HQ.
- Suggesting and sending tips to customers on how to reduce waste via emails and social media.
- Continuing to procure recycled paper for in-house jobs.
- Utilising the water cooler instead of single use plastic bottles.
- When placing orders for customers, making an effort to find a recyclable alternative to products where possible.
- Encouraging employees to suggest new ideas on how to reduce waste.
- Maintaining legal compliance with existing and future waste management legislation.

Company Commitments:

The Company commits to providing regular and updated training to employees to ensure that they are kept informed and included in its waste management activity. New staff receive waste management training as part of their induction. Additionally, the Company agrees to communicate with its contractors and suppliers to promote ways on how they can support its environmental objectives and targets.

The Creative Office Solutions LTD Environmental Policy is issued in compliance with requirements of the Environmental Protection Act 1990. The policy is made available to employees and will be reviewed and revised on an annual basis.

Signed : *N. Owen*

Nick Owen

Managing Director

22/02/223