

Recycling & Waste management Policy

CONDITIONS:	SUBJECT:
1	Introduction
2	Reduction of furniture and associated products
3	Reuse of furniture and associated products
4	Recycling of furniture and associated products
5	Agreement

Recycling & Waste management Policy

1. Introduction

At Workplace Group we have a fundamental policy of 'No Land Fill' and therefore are committed to the protection of the environment through the implementation of an effective recycling and waste management programme. We aim to ensure we give proper consideration to our environmental and waste management responsibilities and to assist in the minimisation of waste and the recycling of materials wherever practicable

We have cultivated a work ethic with a high level of awareness of waste management, waste minimisation and a desire to recycle and reuse materials when practical and to promote economy in the use of materials generally. All our staff are aware and have a personal responsibility for the way their conduct impacts on this policy and will take reasonable care to ensure that a responsible and approved disposal system is in place before undertaking any activity that results in the production of waste.

Workplace Groups recycling and waste management policy is based on the following principals of



We have looked at our own workplace environment first and have adopted the 3 "R"s. we "reduce" by maximising IT and becoming less reliant on paper, We "Reuse" office furniture in our own office and use scrap paper for note pads, we "Recycle" all our end waste where ever it is practicable

2. Reduction of furniture and associated products

External from our office environment, we look to suppliers who have suitable environmental policies and practices in place and who can provide product from sustainable environments that are not overly packaged and then only in materials that are easily recyclable. We do this so as to avoid unnecessary journeys to specialist disposal sites. We also arrange for the maximum amount of product to be delivered in the minimum amount of journeys avoiding double handling

Quality Manual 9001: 2015		Amendments authorised by: Mr S. Fasulo	
Document reference: PS26	Issue: 1	Revision: 1	Effective date: 17/04/2017

Recycling & Waste management Policy

3. Reuse of furniture and associated products

In partnership with our clients we will seek opportunities for the re-use of furniture and associated products within the client's organisation.

We will repair or take used furniture and components into our own warehouse for future use and seek opportunities for the re-use of these products or components in a suitable project. There is a major focus on the reuse of existing product either through direct sales or for re-use within charities, schools, churches, doctors surgeries, or other good causes.

Before discarding an item, we will ensure that it is at the end of its useful life and that someone else cannot make use of it, examples may include furniture, computers and peripherals, books, medical equipment and more.

4. Recycling of furniture and associated products

We will, separate components and group for removal to approved recycling facilities.

- Laminates, chipboard and melamine will be taken or sent for reprocessing.
- Metals will be taken or sent for recycling into raw materials.
- Paper, card, packaging and similar waste will be sent for correct treatment.
- Plastics will be sent for reprocessing
- All electrical equipment will be taken to an approved WEEE processor.

5. General Waste

This element accounts for a less than 5% of our activities and will be taken to a registered Waste Transfer Station for further treatment. Workplace Group are committed to its environmental responsibilities, not solely because of regulation but because we firmly believe in its local and global value.

Quality Manual 9001: 2015		Amendments authorised by: Mr S. Fasulo	
Document reference: PS26	Issue: 1	Revision: 1	Effective date: 17/04/2017



"The Interior Experts"

Recycling & Waste management Policy

6. Approval for this statement

This statement was approved by the Managing Partner Mr Philip Leathwhite

Signature

A rectangular box containing a handwritten signature in black ink that reads "P.A. Leathwhite .".

Date 14/04/2016

Quality Manual 9001: 2015		Amendments authorised by: Mr S. Fasulo	
Document reference: PS26	Issue: 1	Revision: 1	Effective date: 17/04/2017