

WASTE MANAGEMENT POLICY

Skye Direct Limited is a stationery supplier and a member of the Office Friendly business community. We recognise the importance of operational and supply chain sustainability through our participation in the Weaver sustainability programme. We are committed to minimising the environmental impact, increasing the sustainability of our operations and complying with all relevant waste legislation.

At Skye Direct, the waste impacts of our operations are minimal due to our orders being shipped direct from our suppliers but include paper, cardboard and envelopes, food and drinks wrappers, empty toners and cleaning product bottles. Most of this is disposed of via the general waste bins provided by the landlord on the business park. The exception is the cardboard and paper which are both recycled. The cardboard is placed in a recycle bin which again is provided by the landlord and the paper is shredded and recycled by Restore Datashred.

Talor Sargent is responsible for ensuring that the waste management policy is implemented. However, all employees have a responsibility in their area to ensure that the aims and objectives of the policy are met.

Waste management is a key pillar of operational and supply chain sustainability. To meet our goals in waste management, we will:

- Reduce the amount of general waste by providing and monitoring recycle stations in all areas.
- Encourage the use of the recycling stations by removing individual desk bins.
- Reuse any packaging received into the office where possible
- Return empty water cooler containers back to the supplier for them to be reused or recycled.
- Install hand dryers to remove the use of paper towels.

Reduce the amount of paper in the office by asking suppliers to go paperless for billing, promoting bank transfer rather than cheque payments, moving to electronic holiday requests & offering digital payslips to all employees.

An action plan will be communicated to our employees by email and meetings. This waste management policy will be made available to all members of staff so they can see our commitments, initial actions and the subsequent results. A full review of this policy will take place on an annual basis.

We provide regular training to our staff to ensure that they are kept informed and included in our waste management activity. New staff receive waste management training as part of their induction.

Signed:

Position:

Date:

Date of Review: