

## WASTE SEGREGATION POLICY - 2018

### OBJECTIVES

- To reduce the amount of general waste by 1% (using 2016 – kg / unit as the baseline), with additional recycling / recovery of the remaining general waste
- To divert the wood waste generated during the summer months for recycling or as fuel for 'off site' power generation
- Ensure all functions adhere to the waste streams already put in place
- Further segregation of high value waste streams
- Evaluate alternative recycling routes for wood waste

We intend to achieve these objectives by

- Redundant stock to be sold or 'up cycled' through Moore's business streams, charities, or community projects
- Future Kaizen events, incorporating representation from all departments, to incorporate environmental initiatives to reduce general waste and identify opportunities to improve waste segregation for recycling (identification of opportunities & implementation)
- Working with our waste management company to identify further opportunities for reducing waste / implementing additional waste streams
- The SHE Forum members promoting the use of the existing waste segregation streams and identifying waste improvement initiatives, e.g. diverting additional recyclable waste from the general waste stream or identifying a new waste stream
- Departmental Managers to actively apply the principles of the Waste Hierarchy: '**Eliminate – Reduce – Re-use – Recycle / Recover**' with disposal the last resort
- Delivering 'roadshows' - altering people's perceptions and encouraging responsible employee habits; behaviours and environmental good practice
- Publicising proactive environmental measures and achievements using, e.g. briefs; the company information screens; the Intranet and Internet

### TIMESCALES

- Waste reductions / diverting wood waste during the summer months to be achieved as outlined above
- Employee awareness and monthly reporting to be continued
- All other actions to be achieved by 31<sup>st</sup> December 2018

### RESPONSIBILITIES

The Environmental & Quality Systems Manager will take responsibility for the above, allocating tasks and resources as appropriate.



M I Grainger  
Environmental & Quality Systems Manager (Management Representative)

