

Waste and Recycling Policy Statement

As part of the ongoing development of the business Visual Interiors & Partitions Ltd is committed to reducing its impact on the environment.

The company has a corporate and social responsibility to ensure it operates in an economically, socially and environmentally responsible manner.

The objectives are to minimise adverse impacts the company's activities could have on the environment. It is important that all employees are made aware of the objectives and how they will be achieved and implemented within the company.

This policy applies to Visual Interiors & Partitions Ltd (collectively "the Company"), employees, suppliers, vendors, and contracting partners.

This policy applies to the Company's operations in all jurisdictions in which it operates.

Everyone has a part to play in reducing the company's impact on the environment from products sold by the company, to reducing wastage of materials and energy across the business.

Waste from Office Activities:

In order to minimize the amount of waste generated by the Company's office activities, the Company will:

- Instill a high level of awareness among its employees and in-office contractors regarding waste management and minimization, and a desire to re-use and recycle commonly used materials;
- Reduce or eliminate disposable products used in break areas and promote the utilization of re-usable goods where possible;
- Purchase recycled paper and supplies wherever possible;
- Encourage employees to minimize the amount of paper used for office functions and promote the use of electronic files where possible;
- Develop messaging for use with employees that encourages the recycling of waste materials;
- Make recycling bins readily available for use by employees, separated by material type, to ensure that all commonly used recyclable materials may be deposited; and
- Reduce excess packaging and purchase goods with biodegradable packaging.



Waste from Operations:

The Company will take the following actions in order to reduce the amount of waste produced by its operations:


- Be aware of any site-specific rules on the disposal of waste
- Reduce material wastage where possible
- Reuse and recycle materials
- Keep noise levels to a minimum
- Report spillages as soon as possible, if liquids used, spill kits to be made readily available
- Ensure hazardous substances are stored and transported correctly
- Ensuring tools are not defective or damaged – to be reported if they are and removed
- Machinery to be turned off when not in use and at the end of the working day
- **Golden Rules are:**
 - **Prevent** – Avoid producing waste in the first place.
 - **Reuse** – Use items as many times as possible (where safe and appropriate to do so) (e.g. hoardings, off-cuts).
 - **Recycle** – Recycle what you can, only after you have reused it.
 - **Recover** – Send what cannot be recycled to an alternative treatment facility for energy recovery.
 - **Dispose** – As a last resort, send the waste to landfill for disposal.
- **Responsibilities**
 - Aim to source all services and consumables for the business from companies that are also environmentally friendly, look for ISO 14001 certification.
 - Report any item of concern that could potentially become an environmental incident immediately.
 - All personnel to come forward with any ideas or suggestions on how the company can improve its environmental performance.
 - All personnel to help us to minimize our environmental impacts, everybody can contribute and make a difference.
 - All personnel are asked to separate waste into the appropriate waste disposal facility so that recyclable waste ends up being recycled and not sent to landfill

The Policy will be reviewed annually as a minimum from implementation.



VIP VISUAL INTERIORS & PARTITIONS LTD

White Post Farmhouse, Laindon Common Road, Little Burstead, Essex CM12 9SY
 Telephone: 01277 658517
www.vipartitions.com - enquiries@vipartitions.com

<p>Date of Issue: November 2024</p>	<p>Signed:</p> 
<p>Date of Next Review: November 2025</p>	<p>Print Name: Philip Barker</p>

Issue: 02 Nov 24

