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## Introduction

It is the policy of the Company to ensure that its undertakings comply with current legislation and are accomplished in such a way as to ensure our duty of care responsibilities are fully discharged.

## Policy

The Company will seek to minimise the volume of waste produced by its activities and to ensure that our waste is managed in accordance with current Government waste management strategies and protocols.

The Company embrace a waste minimisation schemes and adopt the following process to ensure that waste is managed responsibly:

- Reduce the volumes of waste generated.
- Reuse wastes, without treatment, where possible.
- Treat wastes to enable recycling or composting.
- Treat wastes to enable energy recovery.
- Disposal of residual wastes responsibly.

This policy will be achieved by:

- Assessing the volume and type of waste that will be produced.
- Establishing an effective means of waste segregation, where practical.
- Arranging for waste to be recycled or reprocessed, whenever practical.
- Producing waste management plans, when appropriate.
- Providing training and information to enable employees to manage waste responsibly.
- Encouraging our clients, suppliers and subcontractors to support us in achieving the successful implementation of this policy.

## Employee Responsibilities

- Use all equipment and control measures in accordance with instruction.
- Report any defects or difficulties with any equipment.
- Attend training when required to do so.
- Take reasonable care of their own health and safety and that of others.
- Inform their manager when they believe that there is a risk.

### Non Compliance

All employees have a role to play in enforcing the policy and are required to deal with any observed or reported breaches. Should employees feel apprehensive about their own safety in regard to addressing any breach, they should seek senior management support.

Failure to comply with this policy may lead to a lack of clarity over job role, learning needs or expected standards of performance, resulting in reduced effectiveness or efficiency, underperformance and putting service delivery at risk.

Any member of staff refusing to observe the policy will be liable to disciplinary action in accordance with the Company's Disciplinary Policy up to and including dismissal.

### Implementation of the Policy

Overall responsibility for policy implementation and review rests with the Company senior management. However, all employees are required to adhere to and support the implementation of the policy. The Company will inform all existing employees about this policy and their role in the implementation of the policy. They will also give all new employees notice of the policy on induction to the Company.

This policy will be implemented through the development and maintenance of procedures for appraisals and one-to-one meetings, using template forms, and guidance given to both managers and employees on the process.

This Policy was approved & authorised by:

Name: **Craig Gault**

Position: **Director**

Date: **04/01/2022**

Signature:



### Monitoring Policy

The policy will be monitored on an on-going basis, monitoring of the policy is essential to assess how effective the Company has been.

### **Reviewing Policy**

This policy will be reviewed and, if necessary, revised in the light of legislative or codes of practice and organisational changes. Improvements will be made to the management by learning from experience and the use of established reviews.

Policy review date: January 2023

### **Policy Amendments**

Should any amendments, revisions, or updates be made to this policy it is the responsibility of the Company senior management to see that all relevant employees receive notice. Written notice and/or training will be considered.

### **Additional Information**

If you require any additional information or clarification regarding this policy, please contact your manager. In the unlikely event where you are unhappy with any decision made, you should use the Company's formal Grievance Procedure.

To the extent that the requirements of this policy reflect statutory provisions, they will alter automatically when and if those requirements are changed.