

#### Environmental Training

1. All waste paper, junk mail, documentation etc. must be returned to the office via your Supervisor for recycling in the most appropriate way that does not compromise the integrity of our clients, employees or company.
2. Arrange for all printer cartridges, toners etc. to be returned to the supplier or designated agent in the envelopes provided for re-cycling.
3. Promote the use of re-cycling banks for bottles, cans, paper and other waste materials that employees may bring into their place of work.
4. Ensure any packaging supplied with any equipment is disposed of in methods that support this policy.
5. Switch off your computer before leaving.
6. Seek professional advice to adopt further practices that result in generating less paper and less waste.
7. Adopt where possible the use of alternative non fossil fuels for company vehicles This policy is promoted throughout our company and communicated to all staff via effective training and leadership.

Print Name: fullName

  
  
Signature:

Date: envDate

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