Purpose**:** To eliminate the potential loss of Company owned assets through the trash removal process.

Policy

All trash, including recycle bins, must be inspected by the Selling Manager on Duty, prior to being removed from the Store. Trash must be removed from the Store at either the beginning or end of the day when coverage permits; every day the Store is open.

Trash removal must be compliant with Mall, Landlord and local laws so as to avoid unnecessary fines. In some cases, trash containers must be locked and secured to the building. Issues with trash containers (such as dumpsters) that cannot be locked properly or secured to the building must be brought to the attention of Facilities in the form of a Service Channel request.

Procedure

Trash must be removed from all Stores at least once daily (see s03. Back Door Security Policy).

* 1. Cardboard – Break all cardboard containers down to a flat profile before disposal.

Note: Cardboard containers may be reused if all labels are removed or blacked out completely

* 1. All shoe boxes must be broken down prior to disposal. Under no circumstances are shoe boxes to be removed from the Store during trash removal, which has not been broken down prior to disposal.
  2. Broken down shoe boxes must have the receipt # and transaction date clearly marked on them prior to being disposed of.
  3. Bagged refuse – All trash must be disposed of in clear plastic bags. The Selling Manager on Duty must inspect the contents of each bag to ensure that no Company property or pertinent paperwork is included.
  4. Clear trash bags can be ordered through the monthly Supply Orders. (See Supplies).
  5. Managers should seek to vary the times that trash is removed from the Store, in order to avoid potential security risks associated with predictable schedules of when the back door will be opened.

Recycling:

* PUMA encourages store participation in local recycling programs.
* Office paper, cardboard, glass, aluminum, plastics, and any other recyclable materials may be recycled wherever possible.