



Sustainability Policy

Our Sustainability Policy aims to address:

- A commitment to prevent and reduce environmental impact
- A commitment to compliance with relevant legal requirements
- A dedication to continuously improving on sustainability performance
- An assurance that the policy will be well communicated and managed

Because the core of our business is collecting bulky waste for disposal, we spend every day looking to increase recycling, increase re-use, reduce fuel costs and therefore our CO2 footprint.

As part of our standard operations, our Operations Manager and our Bookings Team work hour by hour trying to reduce our impact on the environment in line with our core business.

Below outlines each area that is affected by our Sustainability Policy.

Employment Practices

It's important to encourage employees to help with your initiatives (research has proven that engaged employees work harder as a result).

- We have subsidised gym membership for all staff at Bridge Park Community Leisure Centre
- We will always look to engage in some voluntary work or donations to/ for charities/ our local community (we have and will continue to donate things to local Nurseries and to charities and vulnerable people in need of furniture).
- We encourage the cycle to work scheme.
- We are also open to suggestions by employees.

Purchasing Responsibly

WCJ Ethical Trading Policy:

We will always assess where we buy products from; what they are made of; who has made them and what will happen to them when we are finished are all issues which need to be considered.

Responsible procurement is about determining whole life costs, and considering whether you need the product/service in the first place; whether the amount of packaging could



be reduced; if transport can be reduced; if the product is part of an ethical production process; and, ensuring that work is contracted out to organisations that demonstrate they are environmentally and ethically responsible as well.

Key questions to ask when making purchasing decisions are:

- Do we need this product/service?
- Can the need be met in another way?
- Is the quantity requested essential?
- Can the requirement be met by renting or sharing instead?
- Is the current specification the correct one for the purpose?
- Can the product serve a useful purpose after its initial use?

Vehicles & Equipment:

We consider the environmental impact of purchase, usage and disposal of all assets.

1. We consider the “upstream” / purchasing impacts of all vehicles and equipment. eg: Using the current equipment for its full lifetime is part of reducing CO2 emissions.
2. Whilst using: Careful maintenance, cautious driving of trucks (we measure Co2 emissions and fuel), storage and transport of waste / fuelled equipment to avoid spillages.
3. End of life / downstream impact: Recycle items and replace petrol equipment with battery operated tools.

Buying Green

Recycled Goods

For recycling to be successful we also need to buy back recycled products, thereby closing the ‘recycling loop’. Buying recycled not only means less waste ends up in landfills, but also means that less energy will be expended to create new products from raw materials.

Recycled paper can use up to 90% less water and 50% less energy than making it brand new from trees. MOST of our stationery is 100% recycled - and comes from clearances done by our truck teams. As well as paper, pens, pencils, and sometimes: light bulbs, hygiene and cleaning products.

Paper

The average office worker uses up to 100 sheets of paper each day. Reducing your impact of printing and photocopying is mostly about reducing your use of paper, so what can you do?

Actions:



- Email whenever you can. Even if it's then printed out, at least you have saved an envelope and the additional energy consumed sending a letter in the first place. If you want to share information, you can post it online for download instead of sending multiple letters.
- When sending outgoing mail, make sure your mailing list is up-to-date, removing duplicate addresses. Encourage your recipients to inform you of duplicate mailings.
- Can you reduce the amount of mail you receive? Does anyone else in the office get the same publications as you? Do you get junk mail that you could easily unsubscribe from? Generally, try to print only when necessary. For internal use, reduce the font size or print margins so less paper is needed.
- Try to print double sided wherever possible too. If you haven't got a printer with this facility, reuse the paper for note taking or designate a paper tray to print on the other side of the used paper for less important print-outs.
- Do you have a lot of filing?
 - Then try to avoid repetition by having a centralised filing system. Better yet, could you go paperless by storing data on a computer network instead? Not only will this reduce your need for paper, but things will be far easier to find too.
 - For used paper PLEASE add it to the recycling box in your office. Usable paper is used by the bookings team when taking notes.

Computers & Screens

A monitor left on overnight wastes enough energy to laser-print 800 A4 pages.

Actions:

- Don't power your computer system up until you really need it - a personal computer uses about one second of running-time energy when starting up. It is far more cost effective to turn it off when not in use.
- Switch off your PC system over lunch and whenever you are away from your desk for any length of time - computer manufacturers have stated that you can switch off up to three times a day without reducing the lifetime of the computer.
- Turn off your screen when you're not using it too, monitors use 10% of energy when the computer is on stand-by but use almost nothing when switched off at the front.

Did you know a computer left running 24/7 will cost some £70 to run? Try multiplying that by the numbers of computers in your building. It soon adds up! A computer left running only during office hours will cost you just £15 a year to run in comparison.

Printers & Photocopiers

- Switch them off overnight and - if possible - when not in use. Every hour less you have it switched on saves 0.5kg of carbon dioxide a week. Even standby consumes energy and costs you money.



- When replacing your printer or copier, we look for good energy efficient ratings and features such as printing in draft mode.
- Don't switch machines on until you really need them - can you agree on times to switch it off? How about not turning it on until 10.00am, or turning it off for an hour at lunchtime?
- When printing, don't use full colour unless necessary. Lighter copies use less toner and that means less cost for you and less toxins on the paper when it eventually gets recycled. Set the default to a tolerable 'light' level or put up a notice that reminds you.
- Shaking the cartridge vigorously from left to right for about 30 seconds often prolongs the active life of the cartridge and means you get extra value for your money. When it does eventually run out, be sure to recycle it in the cartridge recycling box located by the accounts office.

Lighting

Lighting accounts for about one third of the electricity used in the office, so remember to switch off at night. Lighting an empty office overnight wastes enough energy to heat water for 1,000 cups of coffee.

Actions:

- Wherever possible, we use energy efficient bulbs instead of standard light bulbs. As a general light, a fluorescent lamp is the most energy efficient option, but natural light is best.
- Where we have blinds on the windows, we must always open them up before turning lights on.
- Turn off the lights every time you leave a room, such as after a meeting. Contrary to popular belief, the fluorescent lamp does not wear out more quickly or consume more electricity when it is turned on and off.

Heating

Turning down your thermostat by a mere one degree and you will save 10 percent on your heating bill while cutting down on greenhouse gas emissions.

We encourage:

Putting on an extra layer or jumper will keep us warm, we would rather not put the heating on!

Keeping a gap between office furniture and radiators to ensure heat circulates.
Remember to Report faulty equipment, heating, and lighting.

The Kitchen

When purchasing kitchen equipment, we always try to get the smallest size we need and to choose the one with the best energy rating.



One small action that results in a **LARGE** energy saving, is to only fill the kettle with the water you need. Overfilling it means energy is wasted!

Our energy and water consumption is monitored by our bills. An increase in water consumption can signify a hidden leak and should be investigated.

RECYCLING & RE-USE - We get kitchen equipment from jobs, and we have so far RE-USED paper cups from retail / restaurant clearances, tea, coffee pots, mugs and more!

Glass can be endlessly recycled! Amazingly, it can be recycled indefinitely with no loss in quality.

Glass and paper recycling are provided next to the skip in the parking area.

Transport

When it comes to getting to the office in the first place, going green with travel has numerous benefits. Car use is responsible for nearly one quarter of climate change emissions and general air pollution around where we live, work and breathe! Using public transport is easy, and often more convenient (imagine not having the hassle of finding a parking space!), whilst walking and cycling has real benefits for our health as well as reducing our negative impact on the planet.

We can reduce traffic and pollution by:

- Reducing the need to travel
- Encouraging staff to walk, cycle or use public transport
- Using the greenest vehicles and maintaining them rigorously

Travelling to Work

We strongly encourage carpools with colleagues in the local area. It's good for the environment, makes parking easier and you can share running costs so it works out cheaper too! We also encourage getting the bus whenever possible to get cars off the road.

If you're close to work, a typical 4km walk or cycle will save about £250 a year, even more if fuel prices continue to increase! If you need to buy a bike, the Government has set up a tax free incentive if you plan to ride to work. Ask in the office for info on the cycle scheme.

Office Plants



Houseplants are good at ridding the air of pollutants and toxins, as well stimulating ideas and creating a more attractive work environment.

During our re-organisation, we are adding houseplants to the offices. Plants which are particularly good for improving indoor air quality include the peace lily, the rubber plant and the spider plant.

Truck Based Activities

Actions:

- We purchase vehicles with the lowest carbon impact that we can afford (New, improved fuel use vehicles).
- FUEL: We maintain vehicles and our fleet manager controls servicing and maintenance to ensure they produce the lowest CO2 emissions. We also plan the most fuel efficient journeys each day.
- TRAVEL: We always make sure jobs are advertised locally to local people when recruiting - this reduces travel.
- RE-USE: We try to reuse as many of the usable items we clear as possible. This benefits us financially as well as environmentally, which is always the best combination to ensure sustainable outcomes.
- Equipment is locally sourced where possible, as well as considering “recycled” items wherever possible.

Name: Darren Mercer

A handwritten signature in black ink, appearing to read 'Darren Mercer'.

Signed:

Position: Managing Director

Date: 12th April 2023

Name:

PRINTED NAME:

Signature: