

ADAS Waste Management and Recycling Policy



Our Aim:

To maximise the amount of waste material that is recycled or sent for recovery and to minimise the amount that goes to landfill, whilst ensuring legal compliance.

Our Action:

- Ensuring that all waste materials (non-hazardous and hazardous) are managed in accordance with legal requirements and ADAS Standard Operating Procedures.
- Using a specialist recycling led waste management contractor to manage waste streams at ADAS office locations where waste management is our responsibility (and not that of landlords).
- Recycling all waste paper and only purchasing recycled paper for office use.
- 'Ban the Bin' scheme implemented at all major office locations to pre-sort recyclable materials prior to collection.
- Actively striving to reduce the amount of waste produced by using recyclable materials.
- Ensuring that waste storage at all ADAS locations complies with relevant legal requirements.
- Taking steps to maintain staff awareness of the need for effective and efficient waste management, including office signage on waste segregation.
- Field-based staff are required to dispose of waste produced by business activities via ADAS offices.
- Encouraging all of our suppliers to use minimal packaging by revising contract specifications in-line with sustainable procurement good practice.
- Working with all central contract suppliers to ensure we do not unknowingly use materials that are not sustainably sourced and which are not capable of re-use or recycling.
- Only upgrading equipment when there is a good business-case or safety case for doing so.
- Ensuring that all used/redundant electrical and IT equipment is returned to central services at the end of its useful life for appropriate transfer in accordance with the Waste Electrical and Electronic Equipment Regulations.
- Encouraging staff to dispose of spent printer and photocopier cartridges at ADAS office collection points or appropriate home worker local collection points for re-use or recycling.
- Ensuring that all office printers and copiers are on a default setting for double-sided copying and that all external reports and bid and tender documents are printed double-sided using the manual setting.
- Re-using envelopes for internal post and re-using files and folders.
- Procuring protective work wear that is fully recyclable.
- Encouraging the composting of office kitchen waste where possible.
- Implementing site emergency response plans to confirm measures to be taken in the event of accidental spillages of waste products to land/water or releases to the atmosphere.
- Keeping up to date with legal requirements and informing staff accordingly.

Performance Monitoring and Reporting:

- Reports from the specialist waste management contractor on waste stream quantities sent for recycling, recovery (e.g. energy generation) and landfill.
- Local monitoring of other waste streams with central overview.
- Periodic completion of waste duty of care checks at the main company locations.
- Waste management performance reported in the company's annual environmental report.

Responsibilities:

We are fully committed to the implementation of this policy, for which I take overall responsibility. We will work with our employees in order to achieve the policy objectives described. The policy is periodically reviewed so that it continues to be effective and relevant to the business.



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Managing Director
RSK ADAS Limited

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