**Waste management policy**

Blakes Workplace Solutions Limited is a workplace supplies reseller and a member of the Office Friendly business community.

We recognise the importance of operational and supply chain sustainability through our participation in the sustainability programme.

We are committed to minimising the environmental impact, increasing the sustainability of our operations, and complying with all relevant waste legislation. We are already fully compliance with he new government regulations ready for 31 March 2025.

At Blakes Workplace Solutions Limited, the waste impacts of our operations include, excess amounts of cardboard, packaging, used toners and general waste and this is disposed of by using the relevant labelled bins provided in the office and are then transferred to the larger recycle bins stored outside together with any cardboard/papers and toners being recycled or reused as necessary.

**Rachel Walker** is responsible for ensuring that the waste management policy is implemented correctly.

However, all employees have a responsibility in their area to ensure that the aims and objectives of the policy are met.

Waste management is a key pillar of operational and supply chain sustainability.

To meet our goals in waste management, we will:

* Recycling all cardboard, plastics, glass, paper, mixed card, and cans by either taking to the recycling centre and also collections every 2 weeks.
* Recycling all food waste and collected 2 weekly.
* Reusing, packaging, boxes, and plastics by resending out our customers.
* Recycling crates/pallets and delivering to local business so they can reuse.
* Recycling toners and rolling out this service to our customers.
* Recycling of batteries and other materials
* Confidential waste shredding service both internally and also rolled out to customers.
* Supply recycled paper and eco-friendly alternative products
* All staff are trained regarding our waste management procedures and reminded of these procedures in our monthly staff meetings. Any updates are also sent via email each time a new procedure is implemented, together with an annual email reminded them of our procedures.
* We will reduce the use of paper in the office by only printing what is required by law and HMRC Procedures and will only print if urgent. We have also implemented dual screens to all staff members whom cross reference figures/forms & documents in order, to reduce printing.
* We are fully compliant with all existing and future waste management legislations and we dispose of all waste both correctly and in accordance with all safety procedures and guidance.

An action plan will be communicated to our employees **and** will also be rolled out to our customers and suppliersthrough use of ourwebsite, general communications, marketing flyers, social pages and in regular staff meetings.

This waste management policy will be made available to all members of staff so they can see our commitments, initial actions and the subsequent results.

A full review of this policy will take place on an annual basis.

We provide regular training to our staff to ensure that they are kept informed and included in our waste management activity.

All new staff receive waste management training as part of their induction.

*In addition, we will communicate with our contractors and suppliers to agree how they can support our environmental objectives and targets.*

**Signed:** A blue line drawn on a white surface

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**Position: Director**

**Date: 21/7/25**