



# waste management

STRATEGY

# goals and objectives

Detailed below are our short, medium and long term goals in waste management.

## long term goals

- » Continue to be a 0% waste to landfill company by use of our waste collection company
- » Reduce, reuse and recycle in all areas of the business to minimise the amount of waste we produce
- » Offer our customers a take back programme for used toners to be recycled

## medium term goals

- » Engage employees to actively participate in the continual improvement of Heatons environmental impact

## short term goals

- » Implement waste efficient behaviour in the office
- » Weekly vehicle inspections, guaranteeing vehicles are operating efficiently to maximise the lifespan of tyres
- » Where possible reuse packaging in warehouse for sending out goods to customers

# key performance indicators

To track our progress in waste management towards our Environmental, Social and Governance Policy and ensure alignment with our goals and objectives, the following are used:

## reuse



- » Reuse packaging from suppliers to send on items to our end user
- » Reuse toners by use of the office basics brand where around 75% is recycled/remanufactured

## reduce



- » Reduce the use of single use packaging and disposable items within the workplace
- » Reduce road miles and tyre usage by delivering orders complete and error free

## recycle



- » Recycle over 15,000kg of cardboard each year
- » Recycle over 500kg of stretch-wrap each year
- » Recycled paper is used for our catalogues wherever possible
- » Recycle all toners and office papers at each of our sites

# accountability

Various roles within our business have been assigned responsibility in certain areas of the waste management strategy:

- » Circulating the strategy to employees – waste management champion
- » Determining the actions that are required to achieve each goal – waste management champion
- » Keeping track of the key performance indicators – waste management champion
- » Reviewing and signing waste management strategy – senior management

Training our teams inhouse regularly to develop a culture of waste reduction and sustainability, this in turn will minimise our environmental footprint but also generate new ideas for waste reduction initiatives.

Signed:

  
David Fielding

Position:

Managing Director

Date:

21/02/24

Date of Review:

01/05/27

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