

## Policy Statement

All organisations produce waste and are increasingly required to ensure that they deal with that waste in an environmentally acceptable way that is compliant with the law. It is, therefore, Regency's policy to minimise the waste generated by its activities through increased use of reuse and recycling. Regency expects all staff to adhere to the following policies on the reuse and recycling of waste.

## Background

All modern organisations are under increasing pressure to adopt environmentally acceptable waste management policies and to reduce the amount of waste that they produce. The world cannot continue to dispose of huge quantities of waste to landfill or incineration and must make better use of waste reduction strategies, including recycling schemes.

Regency recognises its need to function in a sustainable and environmentally friendly way and views the reduction of waste as a key aim. In this context, Regency will apply the principles of the "waste hierarchy" in all of its processes and operations.

The waste hierarchy sets out, in order of priority, the waste management options that a business should consider as follows.

1. Prevent the waste being produced.
2. Reuse the waste.
3. Recycle the waste.
4. Recovery, eg energy recovery.
5. Disposal.

## Waste Reduction

Regency understands the "waste hierarchy" to describe how effective some approaches to dealing with waste are when compared to others, principally that the prevention of the creation of waste in the first place is the best option and is more effective than recycling, while recycling is preferable to disposing of waste to landfill or incineration.

Therefore, Regency will:

- cut down on the number of disposable or throwaway products used and adopt a policy of reuse wherever possible
- cut down on excess packaging and ensure that biodegradable packaging is used wherever possible
- purchase recycled paper and supplies wherever possible
- use durable products that last longer
- repair and refurbish broken or worn items where practicable
- support a recycling scheme.

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## Recycling

Regency understands recycling to be a relatively simple and direct way for everyone in the organisation to contribute to environmental savings and expects staff to adhere to the following.

- Regency aims to recycle as much of its waste as possible.
- Recycling containers for paper, cans, glass and plastic bottles will be placed in convenient locations throughout the premises.
- Staff are asked to dispose of their waste paper, cans, glass and plastic in the appropriate container.
- Any confidential paper waste should be shredded and should not be placed in the recycling paper container.
- To ensure compliance with health, safety and welfare procedures:
  - waste paper awaiting collection must not present a fire hazard
  - entrances, corridors and means of escape must not be obstructed by the collection of stored materials
  - stacked materials, either awaiting collection or in the process of being transferred to bottle or paper banks, must not cause a trip hazard
  - there should be no broken glass in the vicinity of bottle banks
- All white goods, (fridges, microwaves etc.) will be recycled via WEEE Solutions.
- Office furniture and household furniture will re-distributed to local charities and homeless organisations.
- Clothing and bedding will be donated to local charities.
- Collections will be scheduled with sufficient frequency to avoid an undesirable build-up of waste materials
- All waste electronic equipment, batteries, toners and ink-jet or fax cartridges etc. will be recycled back to the company of origin wherever possible. If this is not possible then the materials or equipment will be disposed of via an appropriate recycling handler. All IT equipment will be donated to Schools For Africa.

## Review

This policy should be regularly reviewed in conjunction with the local authority waste management officer.

<b>Signed:</b>	<i>Janie Meginn</i>
<b>Date:</b>	18/01/2022
<b>Policy review date:</b>	18/07/2022