



Recycling Policy Paddington Sports Club

General Statement

It is our company policy to ensure a high level of commitment to good environmental policies throughout our business activities. It is our intention to develop this policy by minimising the production of waste, through good purchasing practice of materials used throughout the business and reuse and recycle materials whenever practical to do so. To help ensure we give proper consideration to our environmental and waste management responsibilities and to assist in the minimisation of waste and the recycling of materials wherever practicable, systems and procedures will be implemented to encourage the recycling of material with a view to minimizing the overall levels of waste we produce. All staff are expected to abide by the following procedures and co-operate with management in the execution of this policy.

Specific Aims

As part of our commitment to protecting the environment and reducing waste levels, we have adopted the following specific aims:

- Cultivate a work ethic with a high level of awareness of waste management, waste minimisation and a desire to recycle and reuse materials when practical.
- Promote economy in the use of materials generally and in particular paper and the selection of print formats and document styles in our offices.
- Encourage the use of recycled/reclaimed materials; materials from sustainable sources and those that are suitable for disposal by recycling.
- Favour suppliers who actively operate according to sound environmental principles.
- Minimise waste by encouraging the exchange and reuse of equipment and materials amongst departments and on our construction sites.
- Develop waste management strategies that include recycling procedures and schemes.
- Encourage employees in our office and on our sites to promote and establish recycling schemes that are relevant to their individual activities.

Waste and Recycling Policy

Paddington Sports Club Environmental Policy has a commitment towards improving overall environmental performance and includes an aim to 'implement measures to reduce the amount of waste generated through all activities, as well as promoting re-use, and recycling'

The PSC committed to the principles of sustainable waste management through reducing their consumption of materials and the unnecessary use of raw materials.

Actions:

- **Paper:** All paper waste including shredded paper must be recycled

- **Plastics:** All recyclable plastics must be recycled. All non-recyclable plastics should be included in the general waste.
- **Kitchen waste:** Workplace kitchen have provisions for the separation of waste material, so that food waste is kept separate from items which can be recycled (e.g. plastic, paper)
- **Glass:** All glass must be recycled separately from general waste
- **Envelopes and files:** Wherever possible, envelopes should be re-used internally, and in some cases, externally with a new address label. Padded envelopes, wallet files, lever-arch files and similar storage items should be re-used.