

Policy

Waste Management

Version 1.1

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1.0 Introduction

e.surv is committed to reducing its environmental impacts through effective waste management and using the waste hierarchy model outlined below to minimise waste. e.surv aims to divert 100% of its waste from landfill.

e.surv's non-recyclable, non-hazardous waste is transported to incineration plants. The incineration process produces energy in the form of steam, which can they be used for district or industrial heating or converted into electricity.

1.1 Purpose

This policy details e.surv's commitment to responsible waste management and presents the preferred order of waste management practices, ranked from most to least environmentally friendly. This hierarchy serves as a guide for making decisions on how to handle waste in a manner that minimises environmental impact. e.surv is working towards implementing circular economy practices to promote resource recovery and reuse.

1.2 Waste reduction targets

Annually, our parent company, LSL Property Services plc sets specific waste reduction targets aimed at minimizing environmental impact across various waste streams, such as plastics, paper, WEEE waste and organic waste. These targets are regularly reviewed and adjusted to align with the latest government guidelines, ensuring compliance and commitment to effective waste management practices. These targets are published in the LSL annual Living Responsibly Report which is available on Connect.

1.3 Scope

This Waste Management Policy applies to all operations, activities, and e.surv managed facilities.

The scope of this policy includes:

- 1. Applicability:** This policy applies to all employees, contractors, and visitors engaged in any activities that generate waste within the organisation.
- 2. Types of Waste:** The policy covers all forms of waste generated, including but not limited to solid waste, hazardous waste, recyclable materials, electronic waste, and industrial waste.
- 3. Waste Minimisation:** This policy emphasises the importance of reducing waste generation at the source through sustainable purchasing practices, efficient use of resources, and promotion of recyclable and reusable materials.
- 4. Compliance:** Adherence to all relevant local, national, and international waste management regulations and standards, ensuring that all waste is managed in a legal and environmentally responsible manner. All relevant legislation is held on the ICR Register.

5. Segregation and Storage: Colleagues are advised on how to segregate, handle, and store of waste types to minimize environmental impact and enhance recycling efforts.

6. Disposal and Recycling: We will provide clear guidelines for the disposal, recycling, and recovery of waste materials in alignment with best practices and sustainability goals.

7. Training and Awareness: We will provide ongoing training and educational programs for all colleagues regarding waste management practices, policies, and compliance obligations.

8. Monitoring and Review: Regular monitoring and assessment of waste management practices and performance will be undertaken. Waste document checks will be integrated into the annual ICR (ISO Compliance Register) compliance audits to ensure compliance with this policy.

By implementing this Waste Management Policy, e.surv is committed to reducing its environmental footprint and promoting responsible waste management practices throughout the organisation.

*** If the site is a fully serviced facility, the Landlord is responsible for waste management arrangements. esurv will obtain waste management and due diligence information from the landlord where possible, to include environmental permits and waste transfer notes.*

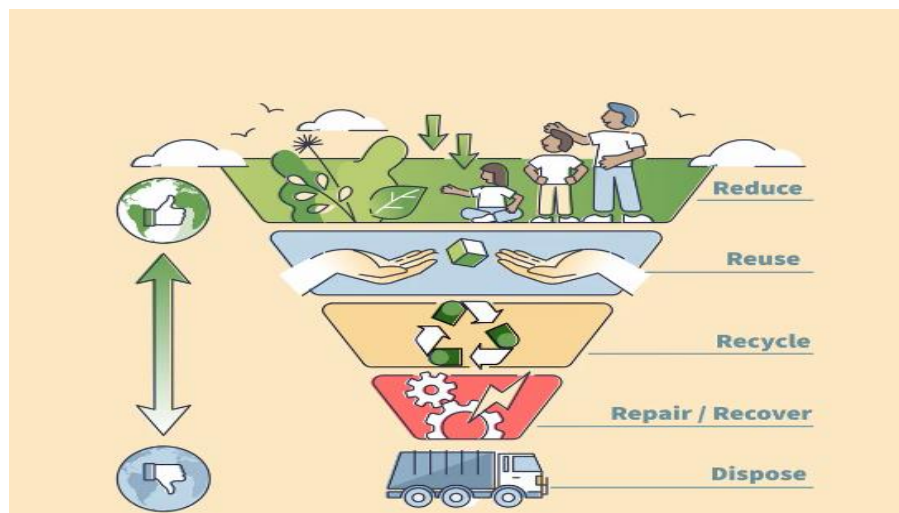
**** Home and field workers are encouraged to follow the principles within this document and encouraged to take used ink/toner cartridges and batteries to their local supermarket for recycling or to bring/send these items to Orion Park, Kettering for recycling.*

2.0 Policy

2.1 Waste Hierarchy

All staff, visitors and contractors are responsible for the waste they create and should ensure that it is disposed of in line with this policy.

Consideration should be given to applying the waste management hierarchy to all potential waste-producing activities as outlined below:



- **Reduce:** Only order, purchase, or use what you need. e.surv encourages digital documents to reduce paper waste and has printer controls in place. We support reusable items like coffee mugs and water bottles and discourage single-use plastics. Choose sustainably produced and eco-friendly items with fewer hazardous materials where possible.
- **Reuse:** Explore ways to reuse items by repairing and repurposing them. Consider selling or donating items and keep materials that can be used on-site or by others.
- **Recycle:** Separate waste into the appropriate bins provided to maximise the value of materials for recycling.
- **Recover:** Energy from waste will be recovered where facilities allow.
- **Dispose:** This is the final option for safely disposing of waste that cannot be managed otherwise, typically involving landfills or incineration without energy recovery.

2.2 Management of Waste

Effective waste management is crucial for minimising e.surv's environmental impact. e.surv's Occupational Health, Safety & Environment Team, together with its Sustainability Team, will establish waste management procedures for key waste streams: food waste, general waste, mixed recycling, and paper/card.

They will also provide disposal methods for hazardous waste, including sanitary waste, printer toners, inks, and used batteries.

Waste must be stored in secure, labelled containers to prevent escapes. Incorrectly mixed or contaminated waste complicates recycling and can render it non-recyclable.

The IT Department retains its own policy and guidance on how to manage WEEE waste. This will be in line with all environmental reporting requirements and regulations and follow the waste hierarchy principles.

Only named individuals on the Register of Waste Carriers can remove waste.

If donating items to charity, confirm the charity is registered as a waste carrier. Check eligible waste carriers here: <https://environment.data.gov.uk/public-register/view/search-waste-carriers-brokers>.

For each load of hazardous or non-hazardous waste removed from e.surv premises, a consignment note, or a waste transfer note must be issued by the third party. It is the responsibility of the waste stream departmental owner to ensure that all documentation is in order and that any waste transfer/consignment notes are signed if presented on-site during collection or once received in retrospect.

Waste Transfer notes should be retained for at least two years, and Consignment notes retained for at least three years. Licenses should be reviewed annually by the supplier relationship manager and forwarded to the Sustainability Coordinator and stored in the relevant EMS folder.

3.0 Roles, Accountability & Responsibilities

Sustainability Manager is responsible for the development, implementation, and ongoing review of the organisation's Waste Management Policy. This includes ensuring the policy aligns with current

legislation, ISO 14001 requirements, and e.surv's and LSL Group's environmental objectives.

Management will implement the waste hierarchy policy and support waste management initiatives.

Responsible Parties will ensure all consignment/waste transfer notes are compliant with regulations and forwarded to the Sustainability Coordinator upon receipt.

***The Sustainability Coordinator is not responsible for verifying compliance with waste transfer or consignment notes. This must be carried out by the relevant department and/or designated person before forwarding for filing.*

All colleagues must meet policy goals, participate in waste reduction and recycling, and report breaches or suggestions for improvement to their line manager. All employees have a responsibility to ensure that the aims and objectives of this policy are met

Procurement Manager will ensure environmental considerations are considered within the procurement process.

Facilities Manager will manage waste disposal per ICR ISO Compliance Register in line with regulations and will be responsible for contractor management.

LSL Environmental Working Group will set waste reduction targets.

Sustainability Coordinator will track waste production, monitor progress against waste reduction targets, complete audit checks to ensure compliance and report to the Sustainability Manager.

Learning and Development team will include waste management in annual compliance training, with content support from the Sustainability Manager.

IT Asset Manager will be responsible for ensuring that e.surv is compliant with WEEE waste regulations.

3.1 Waste Management Roles and Responsibilities

Waste Type	Classification	Responsible Person
General Waste – Includes: • General/Non-Hazardous (Industrial) • Paper/Cardboard • Mixed Recycling • Food (Not animal by product)	Non-Hazardous	Facilities Manager
Lyreco Toner	Non-Hazardous	Procurement Department Manager
Household Battery Collections	Hazardous	Procurement Department Manager
Confidential Waste	Non-Hazardous	Facilities Manager
Sanitary Waste	Offensive	Facilities Manager
WEEE Waste	Hazardous	IT Asset Manager

Waste Type	Classification	Responsible Person
Kyocera Toner	Non-Hazardous	IT Asset Manager
Contractor Waste	Hazardous & Non-Hazardous	Facilities Manager

4.0 Policy Review

This Policy will be reviewed at least annually or if a change has been identified.