**1. Purpose**

The purpose of this policy is to ensure the responsible management of waste and to promote effective recycling practices across all operations of NWF Facilities Ltd. This policy supports our commitment to environmental sustainability, compliance with legal obligations, and action on climate change.

**2. Scope**

This policy applies to all employees, contractors, agency workers, and suppliers operating on behalf of NWF Facilities Ltd. It covers waste generated from office activities, site operations, vehicles, and client premises.

**3. Policy Statement**

NWF Facilities Ltd is committed to minimising the environmental impact of its activities by:

* Reducing the volume of waste generated
* Increasing the reuse and recycling of materials
* Ensuring legal compliance in waste disposal
* Reducing greenhouse gas emissions associated with waste and landfill
* Educating staff and stakeholders on sustainable waste practices

This policy forms a key part of our **ISO 14001 Environmental Management System** and contributes to our wider **climate change strategy**, including our commitment to achieving Net Zero carbon emissions.

**4. Legal Compliance**

We comply with all relevant environmental legislation and guidance, including:

* **Environmental Protection Act 1990**
* **Waste (England and Wales) Regulations 2011**
* **Hazardous Waste Regulations 2005**
* **Duty of Care** under Section 34 of the Environmental Protection Act
* ISO 14001:2015 requirements for environmental performance and compliance

**5. Key Principles and Practices**

NWF Facilities Ltd applies the **Waste Hierarchy** in order of priority:

1. **Prevention** – Avoiding unnecessary waste generation
2. **Reuse** – Repurposing materials where possible
3. **Recycle** – Segregating and processing recyclable materials
4. **Recovery** – Safe recovery of energy or materials from waste
5. **Disposal** – Responsible disposal as a last resort

To support this:

* Separate waste bins are provided for general, recyclable, and hazardous waste
* Staff are trained in segregation and proper disposal procedures
* Electrical waste (WEEE), batteries, and toner cartridges are disposed of via licensed carriers
* All waste contractors must be registered and approved with appropriate waste carrier licences

**6. Climate Change and Sustainability Considerations**

The improper disposal of waste contributes to climate change through:

* Methane emissions from landfill
* Energy use in manufacturing new products
* Pollution of ecosystems and reduction of biodiversity

NWF Facilities Ltd contributes to climate mitigation by:

* Promoting low-carbon waste solutions
* Reducing reliance on single-use plastics
* Encouraging suppliers to minimise packaging and adopt circular economy principles
* Reporting on waste reduction and recycling performance as part of our sustainability targets

**7. Responsibilities**

* **Directors & Senior Management:** Oversee the implementation of the policy and allocate appropriate resources
* **Site Managers & Supervisors:** Ensure waste is managed in line with company procedures and legislation
* **All Employees:** Follow the waste segregation guidance and reduce personal environmental impact
* **Relevant Manager / Environmental Officer:** Monitor performance, ensure legal compliance, and maintain waste transfer documentation

**8. Training and Awareness**

All employees will receive environmental awareness training during induction and refresher sessions. This includes:

* Proper segregation of waste streams
* Recognising recyclable and hazardous materials
* Understanding the environmental impact of poor waste management
* Supporting company-wide sustainability goals

**9. Monitoring and Review**

* Waste performance is monitored through internal audits, inspections, and supplier feedback
* Recycling rates and waste reduction targets are reviewed annually
* The policy is reviewed every 12 months or following significant changes in legislation or operational procedures

**Signed:**  
[Director’s Name]  
Managing Director  
NWF Facilities Ltd  
**Date:** 01.02.2025