



THERMAC
Waste
Management
Policy

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WASTE MANAGEMENT POLICY

Thermac is committed to the protection of the environment through the implementation of an effective waste management programme that meets or exceeds all legislative and regulatory requirements placed on it.

Where applicable, this policy will be expanded into those group companies' own objectives and targets regardless of their accreditation status to ISO14001. All companies in conjunction with this policy will strive to introduce relevant standard to enhance this policy.

AIMS OF POLICY: THE FIVE "R'S"

Through our purchasing policy, reduce the waste that will be created for disposal, for example by agreeing with suppliers to reduce unnecessary packaging. Where appropriate, we will request take-back of over packaging.

Thermac's waste management policy is based on the principle that the preferred priority of action is to:

- Re-use. Before discarding an item check that someone else cannot make use of it; examples include furniture, computers and peripherals, books.
- Recycle. Thermac has the facility to recycle waste including paper, metal, wood & plastic. Our basic philosophy is "What you are throwing away could contain elements which can be reclaimed for future use". To further support this activity, where practical, procure or recycle products made from, or including, recycled material or repaired equipment thereby helping to sustain a market.
- Repair. Wherever possible, equipment should be repaired before it is replaced so not to allow materials to enter a waste stream unnecessarily.
- Risk Minimisation. Minimise risks of immediate and future pollution or harm to any ecosystem by discarding waste in appropriate receptacles and preventing it from escaping.

The Waste Management Policy forms part of Thermac's operational strategy.

NB: The general caveat to this policy (the five "R's") is any wastes generated through site activity cannot be re-used if it is asbestos contaminated.

RESPONSIBILITIES

Members of Staff

All members of the Thermac community have a personal responsibility for the way their conduct impacts on this policy and should ensure that the waste they create is dealt with in accordance with Thermac's policy and that these guidelines are adhered to.

Management Responsibilities

With changing waste legislation affecting Thermac, those with responsibilities for the disposal of waste, must ensure that they are doing so as portrayed in the guidelines. Increasingly more elements within the waste stream are prohibited by legislation from entering the general Thermac waste stream. Should there be any doubt about how a particular item(s) should be dealt with, the Compliance Department should be contacted on 0113 270 9555/ compliance@lexiasg.com

DEFINITIONS: WHAT IS WASTE?

General Waste

General waste* i.e. neither hazardous nor clinical, will be collected by nominated, licenced and approved waste handling companies, normally organised through Thermac Waste Management Department. Such items may include food packaging, soft drinks containers and small boxes used for stationery products. For large amount, or waste which is out of the ordinary, in the first instance, contact our Thermac's Waste Management Department on 0113 270 9555 to arrange its collection.

Note: items not general waste will incur a cost recovery disposal charge.

Confidential Waste

Particular care must be taken in the disposal of all confidential waste. If the confidential material is in the form of paper the following procedures as contained within the IMS with due regard to:

ISO9001:2015

ISO14001:2015

These processes are in line with the requirements of ISO27001. All amounts should be either:

- Shredded and placed in the 'office waste paper' recycling bins or taken to an approved recycled waste provider or
- Placed in a lockable confidential waste bin by the department where it will await disposal into sealable confidential waste bags for disposal by an approved contractor.

The disposal of all other forms of confidential waste is the sole responsibility of the department concerned. It is essential appropriate documentation is obtained and stored for audit if necessary.

Hazardous Waste

Any hazardous waste must be disposed of according to Thermac's procedures for hazardous materials. Items classed as hazardous including Asbestos, cleaning agents, paints thinners, oils, fats and other chemicals subject to CHiP and CoSHH regulations.

Written procedures for the purchase, use and proposed disposal of all hazardous chemicals, including by-products and waste materials are in place to ensure the COSHH assessment process is adhered to. This is normally found in the Health, Safety & Environmental Operations Manuals. Copies of the COSHH assessments should be available at the site of usage with the master copy being held centrally by the Compliance team.

As company policy and legal requirements, under no circumstances should any hazardous substances be brought on to any Thermac sites prior to the completion of a COSHH assessment. Any supplier must provide the appropriate Material Safety Data Sheet for the CoSHH assessment to be formulated. Any member of staff who is unsure about the procedures governing hazardous substances should contact Thermac's Compliance Department on 0113 270 9555.

Recycled Materials

Any recycled materials must be sent or collected by the appropriate recycling point / broker in order to be handled appropriately. All materials (where appropriate) must be weighed and the amount of recycled material recorded for invoicing/ repayment & logging of recycled material weights to demonstrate success versus objectives.

SITE WASTE MANAGEMENT PLANS

We will provide clients with a Site Waste Management plan. Separate guidance on this subject is available from Compliance.

This policy will be revised and reviewed on an annual basis or as and when there are changes to legal requirements.

Signed



Jason Davy

Managing Director – For and on behalf of Thermac Limited



Ian Goldsborough

Waste Manager & Waste Disposal Champion

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