Waste Management Policy

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WASTE MANAGEMENT POLICY

Rhodar Industrial Services Limited (Rhodar) 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 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.

The Rhodar 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.** Rhodar 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 Rhodar Waste Management Policy forms part of Rhodar'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 Rhodar 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 Rhodar's policy and that these guidelines are adhered to.

MANAGEMENT RESPONSIBILITIES

With changing waste legislation affecting Rhodar, 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 Rhodar waste stream. Should there be any doubt about how a particular item(s) should be dealt with, the Compliance team should be contacted.

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 Rhodar 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 Rhodar Waste Management Department on 0113 205 5363 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 Rhodar's procedures for hazardous materials. Items classed as hazardous including Asbestos, cleaning agents, paint thinners, oils, fats and other chemicals subject to CLP 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. Copies of the CoSHH assessments should be available at the site of usage via SharePoint/Intune.

As company policy and legal requirements under no circumstances should any hazardous substances be brought onto any Rhodar site 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 Rhodar's Compliance team on 0113 270 0775 / compliance@lexiasg.com.

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 and 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 the Compliance team.

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

Jason Davy
Managing Director

Version Number	Amendment Made	Reviewed by	Date of Issue
02	Contact numbers updated	IG/JS	January 2023
03	Updated to include reference to Maas360/shared to locate CoSHH	IG	04/01/2024
04	Replaced ref to Maas360 with SharePoint/Intune	JS	11/09/2024
04	Annual review – no change to content	IG	06/01/2025
05	Updated CHiP with CLP Regs	IG	05/01/2026