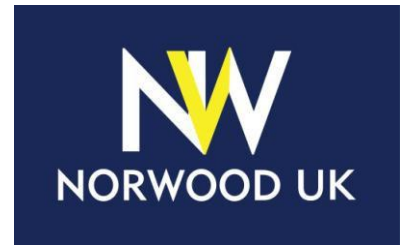




NW
NORWOOD UK

**Waste Management
Policy**



Waste Management Policy

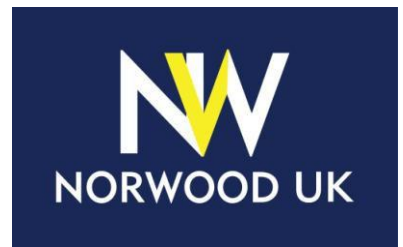
1. Aims

The Company's waste management policy is based on the following principles, which are in order of preference priority:

- *Reduction*
Wherever possible reduce the purchase and use of single use items, examples include none-rechargeable batteries, catering disposables.
- *Re-use*
Before discarding an item ensure that it is at the end of its useful life and that someone else cannot make use of it, examples include furniture, computers and peripherals, books.
- *Recycling*
Be aware of any Company initiatives; support them and encourage other members of Norwood UK to adopt good practice. Where practical, buy products made from recycled material in preference to first generation materials thereby helping to sustain a market.
- *Risk Minimisation*
Minimise risks of immediate and future pollution or harm to human health.

2. Responsibilities

The Company 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.



All employees of Norwood UK have a personal responsibility for the way their conduct impacts on this policy and should take reasonable care to ensure that a responsible and approved disposal system is in place before undertaking any activity that results in the production of waste.

All employees of Norwood UK should satisfy themselves that any disposal, for which they are responsible, is conducted in a manner approved by Norwood UK. Should there be any doubt contact should be made in the first instance with the SHEQ Manager who will either offer guidance or make the necessary introductions to ensure compliance.

- *Office Waste*

Prior to placing orders for waste removal or disposal, guidance should be sought from Purchasing Department regarding approved suppliers who have suitable environmental policies and practices in place.

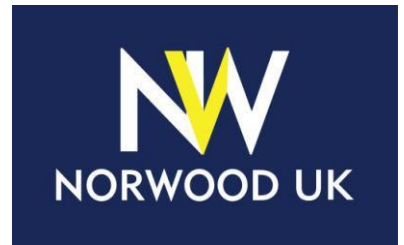
Responsibility for the disposal of general office waste, that is waste, which is a by-product of every day office activities, rests with the SHEQ Manager. The SHEQ Manager responsible for ensuring that the aims outlined above are known and achieved.

- *Confidential Waste*

The disposal of confidential waste is the responsibility of the SHEQ Manager and is to be undertaken in a manner approved by Norwood UK. In disposing of confidential waste due reference should be made to the Data Protection Act and all required certificates must be obtained and retained. This responsibility cannot be delegated or passed to another department.

- *Chemical and Bio Waste*

Written procedures for the purchase, use and proposed disposal of all hazardous chemicals, including by-products and waste materials should be drawn up as part of the obligatory COSHH assessment process.



Copies of the COSHH assessments should be held at the site of usage with a second copy being held centrally at Head Office.

Under no circumstances should any hazardous substances be brought on to any Norwood UK site prior to the completion of a COSHH assessment. Any member of staff who is unsure about the procedures governing hazardous substances should contact our SHEQ Manager.

Signed for and on behalf of the company

A handwritten signature in blue ink, appearing to be 'J Basford', written over a faint horizontal line.

J Basford – Group Safety, Health and Environment Manager