



## **Waste Management and Recycling Policy**

**General Statement** It is our company policy to ensure a high level of commitment to good environmental policies throughout our business activities. It is our intention to develop this policy by minimizing the production of waste, through good purchasing practice of materials used throughout the business and reuse and recycle materials whenever practical to do so. To help ensure we give proper consideration to our environmental and waste management responsibilities and to assist in the minimization of waste and the recycling of materials wherever practicable, systems and procedures will be implemented to encourage the recycling of material with a view to minimizing the overall levels of waste we produce. All staff are expected to abide by the following procedures and co-operate with management in the execution of this policy.

### **Specific Aims**

As part of our commitment to protecting the environment and reducing waste levels, we have adopted the following specific aims: -

Cultivate a work ethic with a high level of awareness of waste management, waste minimization and a desire to recycle and reuse materials when practical. Promote economy in the use of materials generally and in particular paper and the selection of print formats and document styles in our offices. Encourage the use of recycled/reclaimed materials; materials from sustainable sources and those that are suitable for disposal by recycling. Favor suppliers who actively operate according to sound environmental principles.

Minimize waste by encouraging the exchange and reuse of equipment and materials amongst departments and on our construction sites. Develop waste management strategies that include recycling procedures and schemes. Encourage employees in our office and on our sites to promote and establish recycling schemes that are relevant to their individual activities.

### **Future Recycling**

We are committed to expanding our recycling policy, procedures for recycling other wastes will be developed and implemented in the future, these may include:- Recovery and recycling of ferrous-based materials.

### **Approved**

Managing Director

A handwritten signature in black ink, appearing to be "J. Smith", is written over a horizontal line.

CAPITAL SHIELD SECURITY LTD

This policy is reviewed on 01/01/2026