

WASTE MANAGEMENT & RECYCLING POLICY

ECHO
HOUSE

**REDUCE.
REUSE.
RECYCLE.
RECOVER.**

WASTE MANAGEMENT & RECYCLING POLICY

As part of Echo Studios Environmental Policy and our commitment to the standards expected of our Company through its ISO accreditation, it is our company policy to ensure a high level of commitment to good environmental practice throughout our business activities.

In particular it is our intention to develop this policy by minimising the production of waste, through good purchasing practice of materials used throughout the business and through the reuse and recycling of materials whenever practical and possible to do so.

We promote a fundamental environmental policy throughout all our business activities of Reduce, Reuse, Recycle and Recover.

To help ensure we give proper consideration to our environmental and waste management responsibilities and to assist in the minimisation of waste and the recycling of materials wherever practical, systems and procedures are continuously implemented to encourage the recycling of material with a view to minimising the overall levels of waste we produce.

All staff are expected to abide by the following procedures and co-operate with the management team in the execution of this policy.

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 minimisation 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.
- Favour suppliers who actively operate according to sound environmental principles.
- Minimise waste by encouraging the exchange and reuse of equipment and materials wherever possible.
- Develop waste management strategies that include recycling procedures and schemes.
- Encourage employees in our places of work to promote and establish recycling schemes that are relevant to their individual activities.

SPECIFIC RECYCLING POLICIES AND FUTURE PLANS

At Echo House, we currently recycle all our acrylic waste, cardboard and paper, metals and electrical materials. Anything that we cannot recycle is compacted and combusted for biofuel ensuring we operate with 0% landfill. We are committed to expanding our recycling policy, to include other procedures for recycling other materials and we encourage all staff to offer suggestions for future recycling projects.

WASTE MANAGEMENT & RECYCLING POLICY

020 8254 3434
echo-house.co.uk | info@echo-house.co.uk
@echohouselondon



ECHO
HOUSE

DOCUMENT REFERENCE: EOD_POL_WMR_01
REVISION: TWO
DATE: 20.06.2022