

Waste Reduction Policy



**LEADING
EDGE**
SIGNAGE & GRAPHICS

Approved By
Matthew Evans

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Purpose

Leading Edge Signage is committed to minimising waste across all operations, reducing environmental impact, and promoting sustainable business practices. This policy outlines our approach to managing, reducing, and responsibly disposing of waste in our workshops, offices, and installation activities.

Scope

This policy applies to:

- All employees, contractors, and subcontractors.
- All materials, products, and packaging used in fabrication, installation, and office activities.

Our Commitments

1. Reduce Waste

- Plan material use carefully to avoid over-ordering or excess stock.
- Encourage design and production practices that minimise offcuts and scrap.

2. Reuse and Recycle

- Reuse materials and packaging where safe and practical.
- Separate recyclable materials (paper, plastics, metals) for collection and recycling.
- Work with suppliers to reduce packaging and encourage take-back schemes.

3. Responsible Disposal

- Dispose of non-recyclable waste in accordance with legal requirements.
- Ensure hazardous materials (paints, solvents, chemicals) are stored and disposed of safely.

4. Supplier Engagement

- Encourage suppliers to minimise packaging, use sustainable materials, and participate in recycling schemes.
- Include waste management expectations in the Supplier Code of Conduct and ESG checklist.

5. Continuous Improvement

- Regularly review waste streams and seek opportunities to reduce, reuse, or recycle.
- Monitor and report progress internally as part of ESG and compliance oversight.

Roles & Responsibilities

Management

- Provide resources and guidance for waste reduction initiatives.
- Monitor and review waste management performance.

Employees

- Follow waste reduction procedures in daily work.
- Suggest improvements to reduce waste and environmental impact.

Review

This policy is reviewed annually or whenever there is a significant change to operations or regulatory requirements.



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