

Waste Management Policy

Effective Date: March 2025

1. Purpose

At FIG FM, we are committed to responsible waste management practices that reduce environmental impact, promote recycling, and ensure compliance with applicable legislation. This policy outlines our approach to handling, reducing, and disposing of waste generated by our operations and services.

2. Scope

This policy applies to all FIG FM employees, contractors, and operations across all sites and services, including cleaning, landscaping, security, waste management, and property maintenance.

3. Policy Objectives

- **Minimize Waste:** Reduce waste generation through efficient processes and resource optimization.
- **Maximize Recycling & Reuse:** Prioritize recycling, reusing, and recovering materials to divert waste from landfills.
- **Ensure Compliance:** Adhere to all relevant environmental legislation and industry best practices.
- **Promote Awareness:** Educate staff and stakeholders about sustainable waste management practices.

4. Waste Hierarchy

We follow the waste hierarchy principles to manage waste responsibly:

1. **Reduce:** Implement strategies to minimize waste at the source.
2. **Reuse:** Encourage the reuse of materials wherever possible.
3. **Recycle:** Sort and process waste to reclaim valuable resources.
4. **Recover:** Utilize energy recovery and other methods to extract further value from waste.
5. **Dispose:** Ensure environmentally sound disposal for any residual waste.

5. Waste Management Procedures

- **Waste Segregation:** All waste is to be segregated at the source into appropriate categories (e.g., recyclables, general waste, hazardous waste, food waste, and confidential waste).
- **Collection & Storage:** Waste is collected and stored in designated, clearly marked containers that comply with industry standards and regulatory requirements.

- **Disposal & Recycling:** We work with accredited waste disposal and recycling partners to ensure waste is processed in an environmentally responsible manner.
- **Documentation & Reporting:** Accurate records are maintained for waste quantities, disposal methods, and recycling rates to monitor performance and ensure transparency.



6. Responsibilities

- **Management:** Ensure that waste management procedures are implemented, communicated, and regularly reviewed.
- **Employees:** Follow waste segregation guidelines and report any issues or opportunities for improvement.
- **Contractors & Suppliers:** Comply with FIG FM's waste management practices and provide evidence of their environmental compliance when required.

7. Training and Communication

FIG FM provides ongoing training and communication to all staff on waste management practices, ensuring everyone understands their responsibilities and the importance of sustainable waste handling.

8. Monitoring and Continuous Improvement

We regularly monitor our waste management practices through internal audits and performance reviews. Feedback is actively sought from employees and stakeholders to drive continuous improvement in our waste reduction and recycling initiatives.

9. Compliance and Review

This policy is designed to meet or exceed all relevant environmental regulations and industry standards. It will be reviewed annually and updated as necessary to reflect changes in legislation, operational practices, or sustainability objectives.

For any questions or further details regarding our waste management practices, please contact us at:

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By implementing this Waste Management Policy, FIG FM reaffirms its commitment to environmental stewardship and sustainable business practices.