

# Recycling Policy

## Purpose

Design Works (Cumbria) Ltd is committed to reducing waste, increasing material recovery and ensuring responsible disposal of all waste generated through our operations. This policy sets out how we manage recycling and hazardous waste in a consistent, verifiable and environmentally responsible way.

## Scope

This policy applies to all employees, contractors and office-based operations.

### 1. Company-Wide Recycling Programme

Designworks operates a company-wide recycling and recovery programme covering the following materials:

- Paper
- Cardboard
- Plastic
- Glass and metal

Clearly labelled recycling facilities are provided within our primary workspace to enable correct separation of materials. Employees are expected to use these facilities and minimise contamination of recyclable waste.

Recycling practices are reviewed periodically to ensure alignment with local authority or licensed waste contractor requirements.

### 2. Waste Reduction Practices

In addition to recycling, Designworks seeks to reduce waste generation by:

- prioritising digital workflows over printed materials
- minimising single-use items
- reusing office materials where possible
- purchasing recyclable or reusable products where feasible

### **3. Hazardous Waste Disposal**

Designworks verifies that all hazardous waste is disposed of responsibly and in accordance with applicable regulations.

Hazardous waste includes, but is not limited to:

- batteries
- electronic equipment (WEEE)
- printer cartridges

Hazardous materials are collected separately and disposed of through approved local facilities, licensed recycling schemes or authorised collection services. Disposal routes are selected to ensure compliance and environmental protection.

### **4. Responsibility**

The Managing Directors are responsible for ensuring this policy is implemented, communicated and monitored. Employees are responsible for following recycling and disposal procedures as outlined.

### **5. Monitoring and Review**

Recycling practices and hazardous waste disposal processes are reviewed annually as part of the company's environmental performance review. Records are retained internally where applicable to support verification.