

gleeds

# Plastics Policy

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At Gleeds, we are committed to sustainability and responsible business practices. Recognising the significant impact that plastic waste has on our planet, we are adopting sustainable business practices with a focus on reducing, reusing and recycling plastic waste across our global operations. This is in line with the UN Sustainable Development Goals (SDG): SDG12 Responsible production and consumption, SDGs 14 and 15 (Life below water and Life on land) and SDG 13 (Climate action). This policy covers Gleeds as a global entity.

## Aim

We aim to reduce plastic waste and seek to eliminate single use plastics from our offices. Where this is not possible, we will handle them in a responsible way.

## Reduce

- Prioritise the use of alternative, eco-friendly materials over plastics when feasible.
- Request that suppliers and contractors to provide plastic-free or reduced-plastic packaging options.
- Eliminate the use of single-use plastic items such as cups, water bottles, straws, and cutlery in our offices.
- Implement a reusable and sustainable alternative for disposable plastic items by providing our employees with stainless steel water bottles and cutlery. Disposable drinking cups are made from recycled and/or compostable materials.
- Work with catering suppliers who can provide food and drink items with zero plastic packaging.

## Reuse

- Reuse any items that we can, with a focus on electrical equipment.
- Where possible, reuse IT equipment.

## Recycle

- Recycle all possible items.
- Have clearly marked recycling bins in all offices.
- Introduce measures to monitor and report the amount of waste that is sent to landfill vs recycled.

## Employee Engagement

- Provide training to employees and subcontractors on plastic management practices and the importance of reducing, reusing, and recycling plastic materials.
- Deliver an awareness campaign designed to encourage employees to reduce plastic waste in our operations and source alternatives to single use plastic items.
- Increase the use of recycling facilities across our offices.

## Monitoring and evaluation

- We will monitor and report on our plastic waste recycled and taken to landfill, aiming to improve our data collection.
- We will evaluate the impact of working with dedicated recycling partners and seek to roll out initiatives across all Gleeds offices.
- We will conduct a staff survey on usage and recycling rates of plastic within our organisation, seeking alternatives wherever possible.
- We will review this policy annually.

**Michelle Regent** | Chief ESG Officer | April 2024



endorsed by: **Graham Harle** | Chief Executive Officer | April 2024

