

## Group policies – Environment policies

### Our waste policy

We are committed to minimising the amount of waste we generate. Our goal is to send **zero waste to landfill by 2010**.

We seek to comply with relevant legislation and regulations and dispose of our waste in a safe and responsible manner. We are also committed to the principles of the waste hierarchy.

#### Objectives

- Reduce the volume of waste that we produce
- Seek opportunities to reuse waste materials
- Maximise recycling of the waste we generate
- Minimise the amount of waste disposed to landfill.

#### Key waste streams

- Waste product
- Packaging associated with the products we sell
- Cardboard and plastic generated through the handling of products in our warehouses
- General waste generated in our offices and stores, including from refurbishment
- Waste generated through the disposal of catalogues by the Group and its customers.

#### Implementation

The **waste, energy, products and supply chain group** has overall responsibility for delivering this policy.

The **waste minimisation group** is responsible for:

- Development of waste management initiatives
- Review of contracts and disposal options
- Setting of objectives and targets
- Collation and review of performance data
- Keeping abreast of industry best practise and legislative changes
- Co-ordination with other policies and initiatives across the business.

Day-to-day implementation of waste initiatives rests with **managers** in each operational area, supported by the waste minimisation group.

All **employees** have an important role to play. Regular communication through our intranet and other internal publications promotes awareness of waste management activities and their role in delivering them.

Where appropriate, we engage with our suppliers and business partners to explore opportunities to generate less waste and reduce the amount of packaging associated with the products we sell.