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3B Plymovent's

# Internal waste management procedure

Date of creation: January 2024

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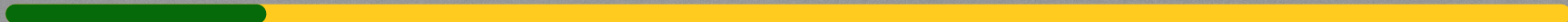
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# That's how we handle our waste

Hey you! Great that you found your way to our Internal Waste Management Procedure. Beyond ensuring compliance, this procedure outlines Plymovent's commitment to properly managing waste and minimizing our environmental impact.



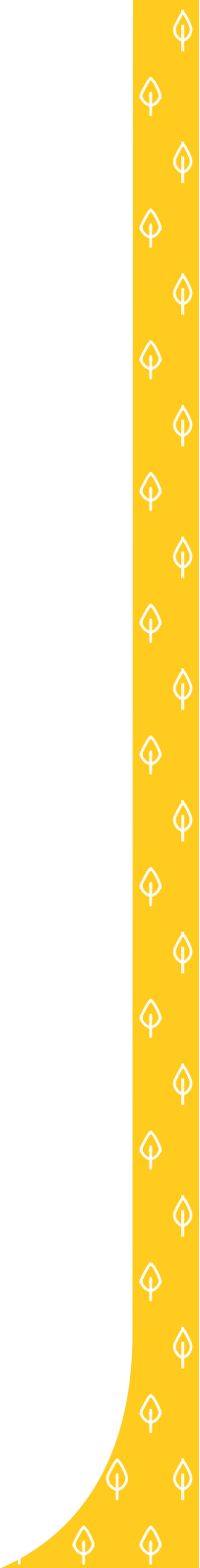


# Our waste ABC in a nutshell

From employees to contractors and visitors, this internal waste procedure applies to all of you!

When we talk about waste, we mean all of it. General, recyclable, hazardous, and e-waste. We've got it covered.

- **General waste:** Everyday items that are not suitable for recycling.
- **Recyclable waste:** Materials that can be processed for re-use.
- **Hazardous waste:** Dangerous substances that require careful handling.
- **E-waste:** Discarded electronic devices and components.



Plymovent's  
step-by-step approach

**Our waste  
flows like this**

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# Our waste flows like this

## 1 Think before you bin!

- **Proper segregation** isn't just about rules; it's about optimizing recycling and reducing our impact. Just find the appropriate bin. It's never far! Easy.

## 2 Collect, store, and wait.

- General waste bins are emptied frequently, same goes for the recyclables.
- Sometimes we handle hazardous materials. Make sure they are stored in secure locations waiting for disposal.
- What about e-waste? Always store it separately for periodic collection.

## 3 Disposal, easy going.

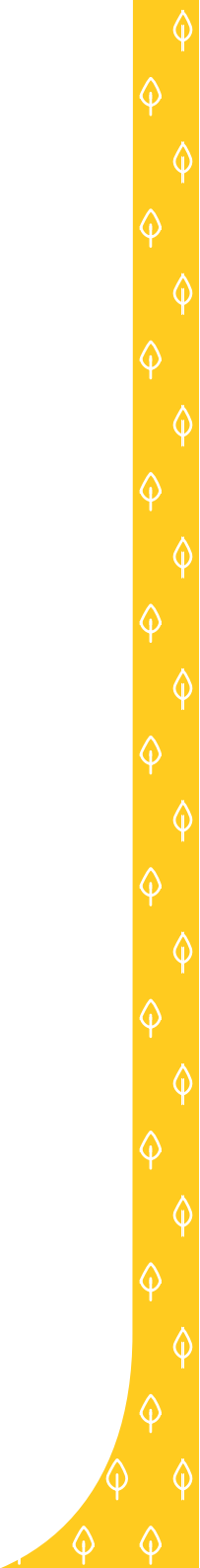
- General bins are emptied frequently. Just like home!
- Hazardous waste gets VIP treatment from professional waste agencies, and e-waste is handed over to certified experts.
- Do you work in facility management? Don't forget to audit the disposal processes regularly.

## 4 On a mission to improve.

- From paper to pixels. We're on a mission to reduce our overall paper waste. Do you have more ideas on how to improve our waste management? We'd love to hear them.

# We train you to become waste heroes!!!

- Are you a new hire and still unfamiliar with Plymovent's waste management? No worries. Engage with your new colleagues, and if you see areas for improvement, take action. Remember that one of Plymovent's values is 'Don't hold back and make it happen!' Feel free to take the right initiative in consultation with your team and manager.
- Let's make sure we keep everyone in the loop about our best practices and any potential procedural changes!





## About this procedure

Always keeping an eye on our procedure. The Environmental & Safety Officer undertakes regular reviews to ensure we stick to our procedures. In case of irregularities, Facility Management will be informed and find a swift resolution.


**Any questions? Please contact Group Management.**

## Policy Owner



Name	<u>David Boreel</u>
Position	<u>Operational Director</u>
Date	<u>01.03.2025</u>
Location	<u>Alkmaar</u>

Signature



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