



# OSI Office & Educational Furniture

## Waste Management Policy

OSI is an Office and educational supplies reseller. We recognise the importance of operational and supply chain sustainability through our participation in the Weaver sustainability programme. We are committed to minimising the environmental impact, increasing the sustainability of our operations and complying with all relevant waste legislation.

At OSI, the waste impacts of our operations include general day-to-day waste, packaging from goods delivered to our warehouse, furniture installations and pallets. This is currently disposed of responsibly through recycling bins and supplier initiatives.

Jody Walker, internal sales manager, is responsible for ensuring that the waste management policy is implemented. However, all employees in their area have a responsibility to ensure that the policy's aims and objectives of the policy are met.

OSI has established a strong waste management framework, including:

- **Staff training** on company waste expectations and best practices
- Encouragement of **employee suggestions** to improve waste management
- Commitment to **recycling wherever possible**
- **Take-back of all packaging** from installations, ensuring nothing is left on-site
  - Responsible sorting and recycling of returned materials
- Partnership with a **waste recycling contractor**, with ongoing evaluation of zero-to-landfill alternatives
- A strategic goal of **100% diversion from landfill**
- **Measuring** impact annually
- **Reuse of boxes and packaging** for deliveries wherever feasible
- Provision of **take-back and support services** to help customers reduce their environmental impact
- Collaboration with **suppliers to reduce incoming waste and packaging**
- Clearly labelled **recycling stations across all business areas**
- Use of **signage and monitoring** to ensure correct waste segregation
- Alignment with **emerging legislation**, including Simpler Recycling requirements
- Processes to **review all waste streams before disposal** to ensure best outcomes
- Regularly **analysing waste data** to identify reduction opportunities
- **Encouraging** employee and supplier innovation
- **Investing** in improved recycling and reuse solutions
- Staying ahead of **legislative changes** and industry best practices
- Enhancing **transparency** through reporting and communication

Any actions will be communicated to our employees, clients and suppliers through the use of our website and regular staff meetings. This waste management policy will be made available to all members of staff so they can see our commitments, initial actions and the subsequent results. A full review of this policy will take place on an annual basis.



We provide regular training to our staff to ensure that they are kept informed and included in our waste management activity. New staff receive waste management training as part of their induction. We will communicate with our suppliers to discuss how, by working together we can achieve our environmental objectives and targets.

**Signed: J Walker**

**Position: Internal Operations Manager**

**Review Date:** March 2026

**Next Review Date:** March 2027