

## WASTE & RECYCLING POLICY

**Policy Statement:** As outlined within the McSence Group's Environmental & Sustainability Policy, the Group is committed to the protection of the health and safety of the environment for all employees, tenants, visitors, partners, neighbours, customers, and contractors/sub-contractors. McSence Group operations are conducted in a manner that protects the environment, conserves valuable material and resources to minimise the risk of asset losses. As a minimum, the McSence Group will comply with all appropriate legislation and other government and Industry Standards and is dedicated to continuous improvement. The Waste (Scotland) Regulations 2012 come into force on the 1<sup>st</sup> of January 2014 under where there is a ban on all businesses from sending recyclable materials to landfill. The Regulations also require businesses to segregate key recyclable materials at source and to arrange separate collection using an authorised waste contractor. From 1<sup>st</sup> January 2016 businesses which generate food waste of more than 5kg per week have also been required to separate and recycle this. McSence Group's policy is to comply with our duty of care under the regulations as a business and a landlord and to assist our tenants to comply with their duty of care wherever we can. In order to comply with this policy, the McSence Group, discharging its duties as a landlord, have put in place the following procedures for the McSence Business Enterprise Park. Tenants may opt out of these procedures and make their own arrangements if they wish bearing in mind their duty of care under the new Regulations.

**All Employees:** This policy applies to all persons working for or on our behalf of the McSence Group of Companies which includes the subsidiary companies - *McSence Communication Ltd, McSence Ltd, McSence Services Ltd & McSence Workspace Ltd* in any capacity including but not limited to:

- All employees at all levels, prospective employees, agency workers, seconded workers, temporary workers, contractors/sub-contractors, clients, agents, external consultants, volunteers, members of the public, group's supply chain, third-party representatives and/or business partners who will be referred to in our Group policies as "all employees".

**The Workplace:** This policy applies to all persons working for or on our behalf of the McSence Group of Companies in any capacity at the workplace(s) as defined below which includes but not limited to:

- McSence Premises, Offices, Units, Business Park, Client's Premises, External Meeting Places, Customers' Homes, Gardens, Sheltered Housing, Whilst On-Call, On-Duty, Emergency Cover, Working from Home including On-Line Meetings, Whilst Driving in Company Time, Working Public Areas (café's, trains, coffee shops, buses etc) and will be referred to throughout this policy as "the workplace".

**Procedures:** McSence Group will maintain a contract with an authorised waste contractor to collect general non-recyclable and key recyclable materials from the McSence business park. This cost will be recharged to the tenant's pro-rata to the area of floor space they occupy.

**Waste & Recycling Enclosure:** A waste and recycling enclosure is located adjacent to Unit 4 at Colliery Court where there are five large wheelie bin containers, two for general waste, three for recyclable materials. The recycling bins will be emptied weekly and the general waste bin twice per week.

**Recycling Collection Boxes:** We do not believe there is likely to be a high volume or regular glass and food waste so the facilities for these have not been made available on-site for this. Each building, office and/or unit on the business park has been provided with two collection boxes and any additional boxes are available from McSence at cost. Clear recycling sacks to line each box will be provided by McSence where the two boxes are for

- General Waste
- Recycling

**What can be recycled?** Midlothian Council collect the waste and recycling follow goes into the one recycling box as follows:

## Paper

- ✚ Newspapers
- ✚ Magazines
- ✚ Office paper
- ✚ Telephone Directories & Yellow Pages
- ✚ Brochures and catalogues
- ✚ Leaflets
- ✚ Envelopes including window envelopes

## Cardboard (flattened)

- ✚ Cereal boxes
- ✚ Cardboard packaging
- ✚ Large brown cardboard boxes
- ✚ Cardboard tubes

## Food tins & drink cans (cleaned)

- ✚ Soft drink cans
- ✚ Soup cans
- ✚ Food cans
- ✚ Large metal tins such as empty biscuit and chocolate tins

## Plastic food and drink packaging (cleaned)

- ✚ Plastic bottles, plus lids
- ✚ Plastic tubs, pots, trays and punnets
- ✚ Foil and foil containers
- ✚ Aerosol cans
- ✚ Cartons
- ✚ Tetra Pak

**Tenants who have opted out:** Tenants who have opted out from the waste and recycling from McSence Group will be required to make their own arrangements and maintain appropriate records confirming their compliance with the Waste (Scotland) Regulations 2012.

**Tenants who have opted in:** For each building, offices and/or units where tenants have their own cleaning arrangements in place but have opted into waste and recycling services from McSence:

- ✚ Tenants can obtain lining sacks for the bins from McSence at cost.
- ✚ In accordance with the fair use policy, McSence will collect waste and recycling bags from tenants periodically but may charge for excessive waste and/or recycling.
- ✚ Otherwise, tenants can email [services@mcsence.co.uk](mailto:services@mcsence.co.uk) for a collection at other times.

**McSence Cleaning Services:** For each building, offices and/or units that are cleaned by McSence Services Ltd:

- ✚ The cleaners will empty the recycling boxes within each unit and fit a new clear recycling bag in each box when the box becomes full.
- ✚ The full bags will then be taken to the containers in the recycling enclosure and placed in the appropriate wheellie bin.
- ✚ The cost of the sacks will be included in McSence Services costs.
- ✚ Any large cardboard packaging left adjacent to the recycling boxes will also be taken away to the recycling enclosure and recharged in the service charge.
- ✚ The cleaners will also take away the content of the general waste bin daily as usual.

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**Company Intranet – Staff Zone:** All the McSence Groups policies, procedures, handbooks are available on-line to all employees on the McSence Group's Staff Zone Intranet via our website [Login | McSence](#)

**Compliance:** Failure to comply with the provisions of this Policy may result in Disciplinary proceedings where as an employee of McSence Group, I understand that if I choose not to participate in or follow this policy's guidelines, my refusal may be grounds for termination.



*McSence Group Signatory:*

**David Maxwell | Chief Executive**

**McSence Group - McSence Communication Ltd, McSence Ltd, McSence Services Ltd & McSence Workspace Ltd**

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**Policy Amendments & Revisions:** *This policy will be reviewed annually and, if necessary, revised in the light of legislative or organisational changes. Improvements will be made by learning from experience and the use of an established annual review. Should any amendments, revisions, or updates be made to this policy it is the responsibility of the Company Senior Management Team (SMT) to see that all relevant employees receive notice and training if necessary.*

POLICY