

## Recycling Policy

**1. Updated: December 2015**

**Next revision date: December 2016**

**2. Objectives**

**2.1 To engage with responsible practices with regard to recycling and protection of the environment.**

**3. Scope**

**3.1 To cover all activities carried out by Develop.**

**4. Key Principles**

**4.1 Develop wishes to engage with responsible practices with regard to recycling and protection of the environment.**

**4.2 Waste paper, including confidential waste, is collected on both floors and given to the local council courier service on a daily basis.**

**4.3 Large amounts of confidential waste are collected by professional shredding companies.**

**4.4 Recyclable cans, bottles and cardboard are collected and taken by volunteers who dispose of it using council run recycling schemes.**

**5. Staff Responsibility**

**5.1 All staff.**

**5.2 CEO has overall and final responsibility for all matters relating to the Recycling Policy.**

**5.3 The day-to-day responsibility for the Recycling Policy is delegating to the CEO, who will ensure that:**

- Adequate resources are made available to implement this policy.**
- Adequate arrangements are made to bring this policy to the notice of all staff, Learners, Learning Providers and visitors.**
- The effectiveness of the policy and its arrangements are reviewed annually during the relevant Strategy Group meeting or more frequently if deemed necessary**

Document name		Location/File path	
Recycling Policy		\\developserver\Data\Company\Policies\Policies 2015-16	
Created by	Date issued	Version No	Approved by
Mark Pike	01/12/2015		Mark Pike

## 6. Monitoring and Evaluation

6.1 This policy is liable to full equality impact assessment annually.

Policy signed by

*Mark Pike*

CEO: Date: 01/12/2015

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