



**01501
744206**



www.murphytransport.co.uk

Office Recycling Policy

Waste Management Policy

Aims

The Company's waste management policy is based on the following principles, which are in order of preference priority:

Reduction

Wherever possible reduce the purchase and use of single use items, examples include none-rechargeable batteries, catering disposables.

Re-use

Before discarding an item ensure that it is at the end of its useful life and that someone else cannot make use of it, examples include furniture, computers and peripherals, books.

Recycling

Be aware of any Company initiatives; support them and encourage other members of Murphy's Transport Services Ltd to adopt good practice. Where practical, buy products made from recycled material in preference to first generation materials thereby helping to sustain a market.

Risk Minimisation

Minimise risks of immediate and future pollution or harm to human health.

Registered address

Murphy Transport Services (Scotland) Ltd
3 Weavers Lane
Whitburn
West Lothian
EH47 0SD

Registered in Scotland

No. 725281

Contact

01501 744206 (T)
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Responsibilities

The Company is committed to the protection of the environment through the implementation of an effective waste management programme that meets or exceeds all legislative and regulatory requirements placed on it.

All employees of Murphy's Transport Services Ltd have a personal responsibility for the way their conduct impacts on this policy and should take reasonable care to ensure that a responsible and approved disposal system is in place before undertaking any activity that results in the production of waste.

All employees of Murphy's Transport Services Ltd should satisfy themselves that any disposal, for which they are responsible, is conducted in a manner approved by Murphy's Transport Services Ltd. Should there be any doubt contact should be made in the first instance with a Murphy's Transport Services Ltd director, who will either offer guidance or make the necessary introductions to ensure compliance.

Office Waste

Prior to placing orders for waste removal or disposal, guidance should be sought from Purchasing Department regarding approved suppliers who have suitable environmental policies and practices in place.

Responsibility for the disposal of general office waste, that is waste, which is a by-product of every day office activities, rests with the company directors. The Directors are responsible for ensuring that the aims outlined above are known and achieved.

Confidential Waste

The disposal of confidential waste is the responsibility of the Operations Director and is to be undertaken in a manner approved by Murphy's Transport Services Ltd. In disposing of confidential waste due reference should be made to the Data Protection Act and all required certificates must be obtained and retained. This responsibility cannot be delegated or passed to another department.

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