

## Waste Disposal Policy

As a progressive office interiors organisation the MJF Group of Companies understands and strives to meet its environmental responsibilities and as a responsible employer the MJF Group of Companies commits its employees to work to good environmental practices.

To this end, we have numerous strategies for sourcing products from like-minded companies that source wood from sustainable forests, reduce the amount of packaging required to protect product, and design products with recyclable components.

The MJF Group of Companies continually consults with manufacturers and clients to lessen any environmental impact. We seek to form strategic partnerships with suppliers and sub-contractors who have sound and auditable Environmental Policies. Prior to selecting a supplier or sub-contractor we will carry out a thorough review to determine their suitability, a review of their Environmental Policy forms an integral part of that selection process. The suitability of all suppliers and sub-contractors is continually reviewed and updated.

There is a growing demand for a structured and accountable method of product disposal with minimal environmental impact. Businesses in the UK are under increasing pressure, both economically and socially, to reduce the impact their activities have on the environment as recently witnessed in the COP summits.

Previously "building clearances" have predominantly involved land fill or subrogation of the responsibility by clearance to "waste transfer"; clear the building with little thought to where the waste ends up. However, land fill costs are increasing rapidly, and waste transfer stations do not necessarily offer an environmentally appropriate solution.

Corporate social responsibility has become a real issue for all businesses, large and small and as a responsible supplier our aim is to provide our clients with the best possible solution to their disposal needs. Therefore items deemed for disposal will be separated on site into their constituent parts and then trans-shipped to specialist recycling facilities, these may include but not be limited to:

- Plasterboard
- Metal
- Plastic
- Wood/Laminates
- Fabrics
- Sundries

We can provide the client with documentation to certify the volume waste disposed of and the percentages for each component part that has been recycled and re-used.

These results are verified through our stringent audit process.

This will comprise of verification of volumes weighed at the metal merchants, timber/melamine processor, plastics and fabrics disposed of directly or stored and balance of any materials sent to waste transfer. Any materials sent for re-use will be tracked to its final destination.

MJF Group Limited have current and valid waste carrier's license.

MJF Business Services Limited is registered by the Environment Agency under the Environmental Protection Act 1990 Regulations 17 &18: Waste Management Licensing Regulations 1994 Registration of Exempt Activities. T1, 2 and 4.

## Review

This policy will be reviewed annually. Earlier review may be required in response to exceptional circumstances, organisational change or relevant changes in legislation.

Signed...

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John Power Managing Director Dated: January 2022