



Recycling Policy

April 2025
Revision - 1



Purpose

Circad Design Limited is committed to environmental responsibility through effective recycling and sustainable management of packaging materials. Our aim is to reduce waste, limit environmental impact, and promote sustainable practices company-wide.

Scope

This policy applies to all employees, contractors, visitors, departments, suppliers, and partners involved in packaging-related activities across all locations.

Policy Statement

Circad Design Limited is committed to:

- Recycling all eligible materials, including paper, cardboard, plastics (where local recycling permits), and other recyclable packaging.
- Reusing packaging materials whenever possible to minimize waste.
- Providing clearly marked recycling bins.
- Ensuring electronic waste (WEEE) and used batteries are disposed of through certified recycling channels.
- Complying with current environmental legislation and best practice recycling guidelines.

Packaging Design & Procurement

We prioritize recyclable materials, avoid difficult-to-recycle composites, and work with suppliers supporting recycled and circular packaging systems.

Supplier Expectations

Suppliers must:

- Comply with Circad Design Limited's recycling standards for packaging.
- Clearly identify the recyclability of packaging components.
- Collaborate in efforts to reduce packaging waste and increase recyclability.

Employee Responsibilities

All employees, contractors, and visitors are expected to:

- Use recycling bins correctly, following all signage and guidance.
- Choose digital alternatives where possible to reduce paper use.
- Report issues with recycling facilities or practices to management.

Management Responsibilities

The Management Team is responsible for:

- Ensuring recycling bins are clearly marked and appropriately located.
- Organizing regular waste collection and recycling through licensed providers.
- Promoting awareness and training on recycling and packaging practices among staff.

Continuous Improvement

Packaging materials and recycling practices will be reviewed annually to identify opportunities for improvement and to adopt new sustainable innovations.

Review

This policy will be reviewed annually to ensure ongoing compliance and alignment with Circad Design Limited's environmental objectives.

Signed

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