

Waste Management Policy

1. Introduction

The Institute of Export and International Trade (“**IOE&IT**”) is the leading association of exporters and importers. We provide education and training to professionalise the UK’s international traders.

Due to the IOE&IT’s status - being a leader in our field, we have identified the need to and subsequently established a clear Waste Management Policy, aligned with our environmental goals and objectives.

By implementing these we aim to provide our team members and other interested parties, both internally and externally, with confidence in the IOE&IT and its endeavours, guidance and advice in relation to waste management.

In line with the requirements described in the ISO14001 standard (Environmental Management Systems), we recognised that it is essential that our Waste Management Objectives are consistent with our policies, that they are measurable where practicable, and communicated effectively within the organisation (and outside where appropriate to interested third parties).

Waste Management Objectives will draw where appropriate from the severity and risk scoring matrix undertaken within our Environmental Management System (EMS) Aspects and Impacts Register. The Organisation’s Impacts and Aspects Register scoring considers key functions such as materiality, likelihood and legislation to produce a ‘normal’ score which would be consistent in BAU scenarios. In addition further scoring is undertaken to identify the risk under abnormal and emergency conditions such as a change to the global supply chain or response to a global pandemic. The organisation has committed to reviewing its Waste Management Policy on an annual basis or when there is a requirement to do so – whichever scenario comes first and has committed that this review will be undertaken and authorised by the Leadership Team in collaboration with other key stakeholders.

This document identifies the organisations Waste Management Objectives and plans for FY 23/24 and further where those plans are identified including but not limited to:-

- Who will be responsible
- What will be done
- What resources will be required
- When it will be done
- How the results will be evaluated

2. Waste Management Objectives

The organisation will ensure that clear objectives are defined, and a clear system of monitoring and measuring is established to track progress. As part of the waste management review process, objectives are set, reviewed, and updated annually in the following major areas:

- Effectiveness of how well the Waste Management Policy reduces organisation and associated waste
- Capability and knowledge within the organisation and its interested parties to achieve the organisations objectives
- Risk reduction: The level to which known waste risks are addressed and mitigated

The organisation has agreed specific objectives in the area of waste management as shown in the table below. These are defined and supported by discussion with our Leadership Team.

| REF | OBJECTIVE | TASKS | RESOURCES REQUIRED | PERSON RESPONSIBLE | COMPLETION TIMESCALE | EVALUATION METHOD |
|-----|---|--|--|--------------------|--|---|
| 1 | Review the IOE&IT's current position against waste management | Identify current waste process in all organisation's locations ensuring waste is tracked and recorded by licensed carriers mitigating any risk to the IOE and its environment Assessment against current aspects & impacts and ISO 14001 standard . | Availability of relevant team members like Compliance officer / office manager to facilitate gap assessment versus EMS & ISO standards Monthly review meeting with Office manager now scheduled to ensure awareness and understanding of what is required for all locations | IMS MGR | Continual assessment Jan 24 – June 24 | Continual assessment of process with office manager responsible ensuring in line with waste management objectives |
| 2 | Address gap analysis on waste management plan to make effective and quantitative decisions /implement any agreed changes and track. | Review waste management gap analysis with vendors responsible ensuring regular reviews identifying how & when recording / reporting of data is captured. implement agreed changes identified. The results where possible should be quantified and form part of carbon baseline rating 2024 | Regular monthly meeting with office manager scheduled. Waste vendors reviewed at these meetings | IMS MGR | Ongoing process Jan 24 – June 24 | Presentation of progress at monthly Environmental management review meeting with leadership |
| 3. | Communicate and Educate team members on the impact they can have towards a positive waste management policy. | Environmental awareness presented to all staff @ Feb 24 all staff meetings with awareness quiz. Development of Internal "Looped in" EMS comms page for awareness and how team members can help | Commitment of CO and CM with training and awareness modules to be delivered annually and or when a change has been implemented to waste policy | IMS MGR | ongoing communication and awareness Jan 24 – June 24 | Review and monitor completion / pass rate of team members environmental awareness training ensuring any new process updated annually. |

Waste Management Policy Document Classification

Level 0 – Unclassified/Public

| | | | | | | |
|----|--|--|--|---------|---|--|
| | | with planned environmental volunteer days during 2024 | | | | |
| 4. | Manage and quantify waste volumes. Monitor and measure impact reduction throughout the organisation. | Generation of waste Tonnage report identified by waste type / Industrial / Hygiene / domestic / Compilation and analysis of raw data to form part of Co2e base in line project during 2024 in line with environmental goals. | Commitment from Leadership to continue with data capture task throughout the organisation which will support our annual review of Environmental Gap analysis | IMS MGR | Ongoing monitoring with addition of Waste as part of scope 3 for carbon baseline 2024 | Review progress monthly on data capture with an estimation of when this can be included into Co2e rating and carbon baseline for publication |

Conclusion

This Waste Management Policy is an essential part of the continual improvement our entire EMS system and has identified deliverable goals that will help the IOE&IT enhance its carbon baseline project delivered during 2023. The initial carbon baseline project will be enhanced further during 2024 with the inclusion of Waste as our main objective. .

There are clear and quantifiable objectives set for the entire organisation to contribute towards achieving over the next 12 – 18 months. These are challenging timelines but very exciting goal's to be achieved and reviewed annually.

The output of this Waste Management Plan is not final and will continually evolve as the organisation grows / changes providing real opportunities both environmentally and commercially.

The Leadership team are responsible and accountable for establishing and implementing the organisation's Waste Management Policy. All team members are expected to be familiar and adhere to the policy.

The Waste Management Policy is supported by the organisation's Quality & Environmental Policies.

Signed Director & COO: Kelly Shaw

Date: 13.02.24