



## Junkwize Ltd

Company Number: 08222250

Office 9  
3-7 Sunnyhill Rd  
London SW162UG

### Office resources management policy

#### Introduction and aim

Junkwize Ltd is a waste management business, operating from a site in London. Our main services are non-hazardous & hazardous waste removals. We recognise that our operations result in emissions into air and water and energy depletion. It is our aim to comply with legislation and other requirements, and to do all in our powers in order to continue to reduce the environmental impacts of our business and operate in an environmentally responsible manner. This policy describes how to reduce energy and water usage in the company head office.

#### Responsibility

This policy applies to all of our staff when in the office, and we highly encourage staff to bring good practices in their homes and private lives. Alessandro Maccioni Managing Director has overall responsibility for ensuring that sufficient resources are made available to enable the business to achieve our environmental objectives and targets and that the policy is implemented.

Lorenzo Cappella Operations Manager and Anthony Skorczewski have the day to day responsibility for ensuring that the requirements of this policy are being followed and for monitoring the effectiveness of the objectives. However, all employees have a responsibility in their area to ensure that the aims and objectives of the policy are met.

#### Objectives

During 2023 and 2024 we aim to:

- Reduce to a minimum electricity usage
- Reduce to a minimum water consumption
- Reduce heating/cooling energy consumption
- Improve recycling at Sunnyhill House
- Include environmental considerations in investment decisions for new plant, equipment or working practices
- Inform and train all employees of the company's resources management policies

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**Targets**

To achieve our aims, we have set ourselves the following targets:

- Suggest the landlord better recycling practices
- Suggest landlord sun screen filming the windows
- Suggest the landlord more modern aircon system/thermostat
- Train all staff to always check taps/sinks/toilet tank for leaks/drips when leaving the WC
- Train all staff to always check taps/sinks for leaks/drips when leaving the kitchen
- Train all staff to switch off the taps when soaping dishes/hands before washing
- Train all staff to never leave tap water running unless for the minimum necessary time when washing
- Train all staff to always switch off all the electric and electronic equipment before leaving the office
- Train all staff to never leave electric or electronic equipment charging overnight

**Monitoring and auditing**

Progress against these objectives will be monitored through a number of mediums including :

- Annual management review of this environmental policy and any associated environmental procedures
- Regular internal audits of environmental procedures
- The monitoring of environmental objectives and associated KPI's / targets
- Monthly management meetings.

**Communication**

This good driving practices policy is available at our head office. All members of staff will receive training on the environmental impact of different driving and vehicle's maintenance standards and responsibilities of their role, and will be informed of any updates or revisions via Atlas, e-mail or team meetings.

**Signature:**.....

**Date:** 30/09/2024

**Position:** Managing Director

**Review:** 01/10/2025