

# Waste & Recycling Report

2018/19

## Waste & Recycling

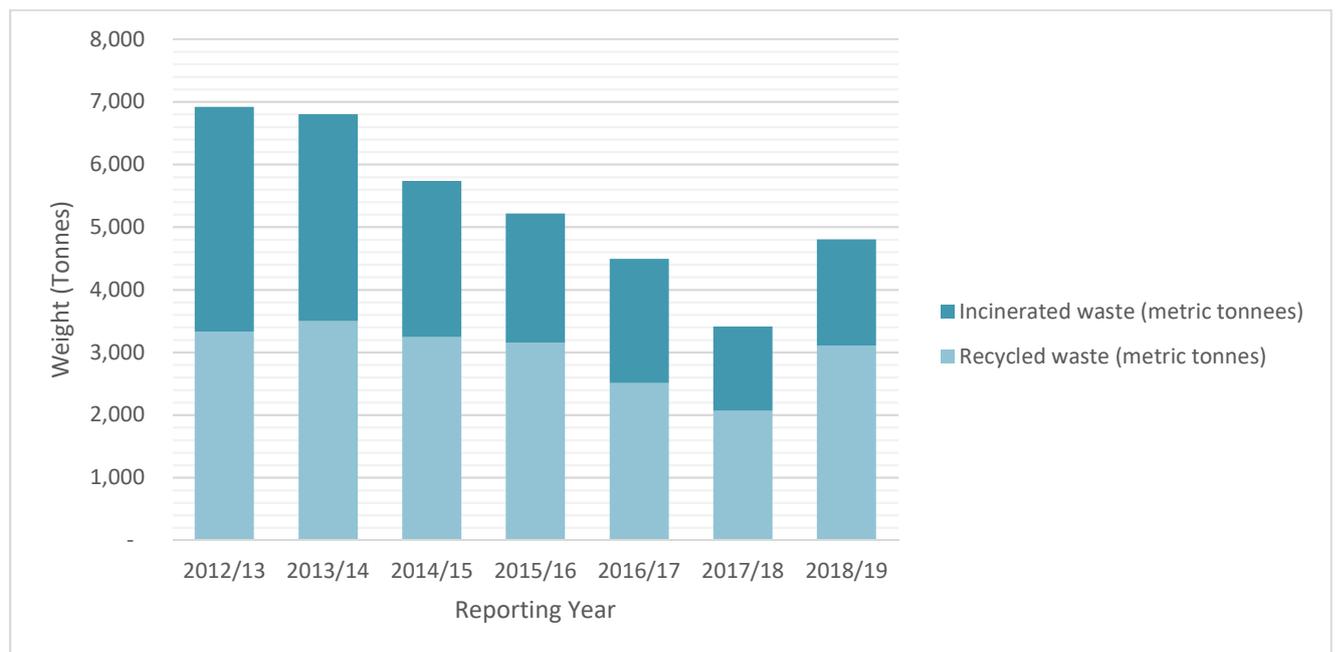
Our buildings and customers generate a considerable amount of waste each year; as a result, we have adopted an effective waste management strategy to reduce this.

Our objective is to reduce the amount of waste created and sent to landfill, whilst increasing the proportion being recycled. We also aim to turn any non-recyclable waste into a resource; therefore, we divert all non-recyclable waste to a local energy from waste plant.

### Total Waste Generated

We benchmark the total amount of waste generated and the proportion of waste that is incinerated and recycled each year to monitor year on year changes. Since our baseline year we have reduced the total amount of waste generated by over 30%. Note that this year the total waste generated increased compared to the previous year. This is likely to be due to improved data accuracy as over the last year we have measured more actual weights rather than volume or estimated weights. Our recycling rate was 70% this year, whilst maintaining 100% diversion from landfill.

### Annual Waste Streams



A large proportion of the waste generated at our sites is related to our tenants' activities. We have recognised that it is important for us to engage with our tenants to further decrease the reduction in overall waste generated and continue to increase the proportion of waste that is recycled.

To this effect, we have delivered a number of Recycling Roadshows across the portfolio with the purpose of improving tenant awareness and engagement with onsite recycling facilities. For sites where Recycling Roadshows have been delivered we have seen an increase in the recycling rates in the months following an event, so we will continue with these events to further improve recycling across the portfolio.

We also recognise the importance of providing clear and consistent information to enable our tenants to use the site waste facilities correctly and encourage recycling. As such we are in the process of rolling

out our poster campaign to support our sustainability initiatives, this includes posters on waste topics, such as:

- Reduce, Reuse, Recycle – to promote waste avoidance and recycling of unavoidable waste
- Using centralised bins in office areas – to improve waste segregation
- Using clear plastic bags – to ensure recyclables aren't mixed up with general waste
- Segregating food waste – to ensure this is segregated from general waste

We are continually looking for new opportunities to further decrease waste and increase the proportion of waste that is recycled at our sites. This includes reviewing waste facilities at our sites to identify opportunities to recycle additional waste streams, such as food waste.

### Looking forward

- Increase the average recycling rate across all buildings to 75% where Workspace are responsible for waste management by 31 March 2020, whilst maintaining 100% diversion from landfill
- Engage with our waste contractors to ensure that 70% of waste is measured by weight (rather than volume/ estimated) by 31 March 2020
- Engage with the contractor to decide on which sites would be most suitable for waste compactors to be installed in order to reduce waste collection frequency
- Feedback to customers on the environmental performance of the Business Centre in which they occupy
- Actively encourage customers to reduce the amount of waste they produce
- Engage with our café and catering partners on sustainability matters
- Hold 12 sustainability-centred events in 2019/20 at targeted sites.