



AAA Satellites & Aerials Limited

Waste Management Policy

Approved by: Jack Miles

Job Role: Managing Director

Signed: *Jack Miles*

Date:

This policy must be reviewed by the following date: Mar 3, 2027

Waste Management

We are actively committed to reducing our environmental impacts through effective waste management across all of our operations. In order for us to meet this commitment we require all employees (including sub contractors and suppliers) to comply with our Waste Management Policy and our associated procedures on waste management

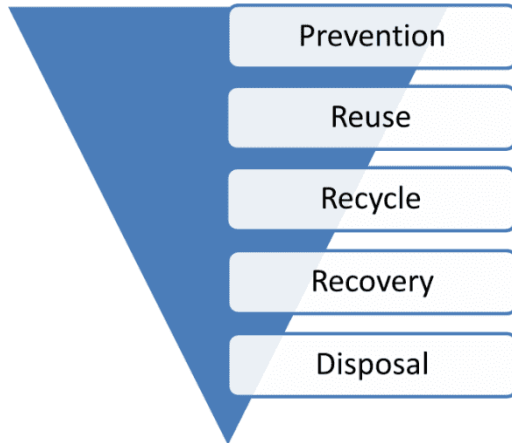
The aim of this policy is to ensure that we as a business;

- Remain compliant with all relevant waste legislation
- Aim to reduce the amount of waste generated and the associated environmental impacts
- Ensure sustainable, healthy business practices
- To provide clearly defined roles and responsibilities to identify and co-ordinate each activity within the waste management chain.
- Provide facilities to ensure the safe handling, segregation and storage of waste on all sites
- Enhance our reuse and recycling opportunities
- Appoint competent person(s) to provide waste management services
- Minimise waste, improve recycling rates and reducing disposal to landfill
- Complete regular waste audits and inspections in order to promote improvement
- Provide information, instruction and training to all staff, sub contractors and suppliers

This policy applies to all sites within our operations. All directors and heads of departments are accountable to the Managing Director for the implementation of this Policy in their respective functions

Waste Management Hierarchy

The following waste management hierarchy denotes the steps that we will take to minimise waste and reduce our environmental impact.



Prevent - The first step of is the prevention of waste generation in total. Waste can be prevented by finding ways of avoiding its production entirely

Reduce - Find ways in which waste can be reduced. For example we could use less material in manufacturing and installation operations and use less hazardous materials.

Reuse - Checking, cleaning or repairing materials that have been discarded and are waste so that they can be used again for operations

Recycle - Recycling is the process of converting waste materials into new materials or objects

Recover - Recovery is any operation which has the main result of waste serving a useful purpose, by replacing non-waste materials that would otherwise have been used to fulfil a particular function

Dispose - Sending products to landfill or incineration without energy recovery.

Waste Management Operations

A material is considered to be waste when the producer or holder discards it, intends to discard it, or is required to discard it.

The Management Team will ensure procedures and waste management processes are in place as applicable to the waste streams generated by the business. All management will be given information, instruction and training in order to be competent to fulfill this duty.

Further Waste Management procedures include

- Waste must be prevented or minimised wherever possible and is to be stored, carried, processed or disposed of in accordance with the principles set out within this policy
- Waste awaiting disposal must be stored in compliant and suitable containers and locations
- Waste must be securely sealed to prevent accidental spillage or leakage
- All contractors removing waste must be competent and qualified to complete their duties
- Audits of waste will be carried out throughout the year and improvement sought wherever possible
- Ensure that no toxic, noxious or offensive substance is discharged into the atmosphere, waterways or land.
- Where appropriate instigate a formal hazard identification and risk assessment for the activities under their control and ensure safe systems of work are developed
- All operatives, sub-contractors and suppliers are to be made familiar with and implement this policy.
- Waste areas kept secure and not accessible to unauthorised persons
- Ensure COSHH assessments are made available to all operatives to improve knowledge of accident release and disposal considerations of potentially hazardous substances
- Each waste collection must be recorded when the collection occurs, on a waste transfer note (for non-hazardous waste) or a waste consignment note (for hazardous waste). These notes are a legal record of the waste transfer.
- Transfer Notes must be retained for a minimum of 2 years, and Consignment Notes a minimum of 3 years. These must be retained in a designated file and made available for review on request.

If any doubts arise as to the correct method for conducting such checks, or about the legitimacy of a particular waste contractor, contact the Company Director for clarification.