

Jet Coast Development Trust Ltd.

Waste Reduction and Environmental Policy

JCDT operate a recycling and minimal waste policy, no provision is made for unsorted waste. All businesses locating within centres under the management of JCDT are encouraged to comply with this policy.

1. Organic waste – tea bags, fruit, left over food, plants/flowers must be placed in the composting bin located in the kitchen.
2. Cardboard – efforts should be made to recycle cardboard packing boxes to other businesses within the building. Boxes not needed in the building will be sent to an end user located locally.
Cardboard not suitable for packing should be flattened and stored ready for collection by the recycling company.
3. Paper – JCDT offer a confidential waste shredding service, shredded paper will then be recycled for animal bedding.
Paper must, where possible, be printed on both sides.
Wasted paper must be recycled for use as scrap paper.
When no further use can be found, paper should be disposed of in the paper recycling bin ready for collection.
Newspapers and magazines should be disposed of at the recycling centre.
4. E Office systems – JCDT encourage the use of email and paperless office systems and can offer advice and guidance on setting up these procedures.
5. Ink cartridges – used ink cartridges must be placed in the recycling bag ready for re-filling.
6. Stamps – stamps should be cut from envelopes and placed in the stamp box. Stamps will be passed onto various charities.
7. Plastic – bottles and containers must be placed in the plastic recycling bin at the recycling centre. This only applies to items which have been for personal consumption, alternative arrangements must be made for trade waste.
8. Glass – glass bottles must be placed in the relevant glass recycling bin at the recycling centre. This only applies to items which have been for personal consumption, alternative arrangements must be made for trade waste.
9. Cans – drinks and food cans must be placed in the relevant bin at the recycling centre. Alternative arrangements must be made for trade waste.
10. Deliveries – all deliveries made to or from the premises should be assessed for their environmental impact.
JCDT offer a combined ordering service for local businesses e.g. orders for stationery etc. are collected and placed on a regular basis minimizing the need for multiple delivery vehicles.

11. Computers and office equipment – all computers must be switched off overnight wherever possible, all other office equipment must be switched off when not in use.
12. Lights – lights must be switched off when rooms are not in use. The use of low voltage bulbs is encouraged in any free standing lighting.
13. Car sharing – JCDT encourage tenants and staff to co-operate in car sharing whenever possible.
14. Information sharing – JCDT encourage businesses and staff to share information to avoid any duplication of services or resources.
15. Equipment recycling – JCDT encourage businesses and staff to recycle any redundant equipment by offering it to other businesses or voluntary and community groups in the locality.