

CORPORATE OFFICE RECYCLING SERVICES POLICY

Document Reference Number: _____

Company Name	_____		
Effective Date	_____	Review Date	_____
Policy Owner	_____	Approved By	_____

1. Purpose

This policy defines the standards, guidelines, and expectations for waste reduction and recycling management within corporate office environments. The objective is to minimize landfill waste, lower the corporate carbon footprint, and support sustainability initiatives by establishing structured waste-diversion programs for all personnel operating at _____.

2. Scope

This policy applies to all employees, contractors, temporary staff, vendors, and visitors at all office properties managed or operated by _____. It covers all recyclable waste generated during daily business operations, administrative tasks, facilities maintenance, and food service activities.

3. Acceptable Recycled Material Streams

To facilitate efficient waste processing, all office facilities must separate recyclable materials into the designated collection bins according to the following categories:

Paper & Cardboard

Including office paper, envelopes, notebooks, cardboard shipping boxes, newspaper, and shredded confidential documents (processed separately via secure bins).

Plastics & Metals

Including clean plastic bottles, aluminum beverage cans, tin food cans, clean plastic food containers, and other materials marked with recyclable symbols.

E-Waste & Specialty

Including computers, monitors, mobile devices, batteries, printer toner cartridges, and fluorescent light bulbs. These require specialty disposal routes.

4. Key Procedures & Responsibilities

- Individual Responsibility:** All personnel are required to rinse food and beverage containers before placing them in recycling bins to prevent contamination. No organic food waste, liquids, or soiled packaging may be placed in recycling bins.
- Facilities Management:** The Facilities Department shall partner with certified waste disposal and recycling contractors to ensure collection schedules are met and compliance metrics are tracked.
- Specialized E-Waste Collection:** Electronic equipment and secure media must be stored in designated

secured bins and coordinates through the IT Department at _____.

4. **Signage and Bin Placement:** Clearly labeled, color-coded recycling receptacles must be co-located with every general trash bin in high-traffic areas, including breakrooms, conference rooms, print stations, and main lobbies.

5. Compliance and Monitoring

Regular audits of recycling streams will be conducted by _____ to ensure low contamination rates and to assess the program's overall effectiveness. Non-compliance with sorting procedures will be addressed through internal communications, updated signage, and refresher training sessions overseen by the Sustainability committee.

Prepared By:

Approved By:

Signature & Title

Signature & Title

Date

Date