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## Waste Management Policy

PaperPunch is an office supplies reseller and a member of the Office Friendly business community. We recognise the importance of operational and supply chain sustainability through our participation in the Weaver sustainability programme. We are committed to minimising the environmental impact, increasing the sustainability of our operations and complying with all relevant waste legislation.

At PaperPunch, the waste impacts of our operations include packaging waste and general office waste such as paper, cardboard, toners, electrical equipment and miscellaneous items. All waste is properly segregated depending on waste type. Where possible, packaging will be reused, repurposed or recycled via our authorised waste contractor, Greenstar. If the item cannot be reused or recycled it will be disposed of in our general waste bin.

Aoife Connaughton is responsible for ensuring that the waste management policy is implemented. However, all employees have a responsibility in their area to ensure that the aims and objectives of the policy are met.

Waste management is a key pillar of operational and supply chain sustainability. To meet our goals in waste management, we will:

- *Actively promote reduce, reuse and recycling both internally and amongst our suppliers and customers*
- *Consolidate purchase orders sent to our main supplier each day so that goods are delivered in minimal packaging*
- *Liaise with all suppliers on how we can reduce inbound packaging deliveries*
- *Continue to reuse packaging and ensure size appropriate packaging is used for our outbound deliveries*
- *Continue to reduce packaging waste passed on to customers. For our top client we are currently rolling out a complete reduction of cardboard packing and instead using reusable crates for deliveries*
- *Reduce paper consumption by printing only when necessary & complying with our paper use policy*
- *Inform and encourage all employees to play an active role in committing to our waste management policy*
- *Continue to use sustainable products in the office such as FSC certified paper, pens, remanufactured toners, cleaning products etc. and avoid disposable items where possible*
- *Provide bi-annual waste management training for staff*

- *Set specific waste management improvement targets, monitor progress and communicate results internally*
- *Ensure compliance with Waste Management Act, 1996 and any other regulations*

**Target for 2022**

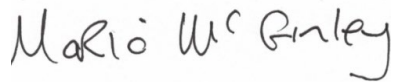
- Increase recycling rate to 80%

An action plan will be communicated to our employees, clients and suppliers through use of our website, general communications and regular staff meetings. This waste management policy will be made available to all members of staff so they can see our commitments, initial actions and the subsequent results. A full review of this policy will take place on an annual basis.

We provide regular training to our staff to ensure that they are kept informed and included in our waste management activity. New staff receive waste management training as part of their induction.

**Name: Maria McGinley**

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**Job Title/Position: Director**

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**Date Approved: 19<sup>th</sup> October 2021**

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