

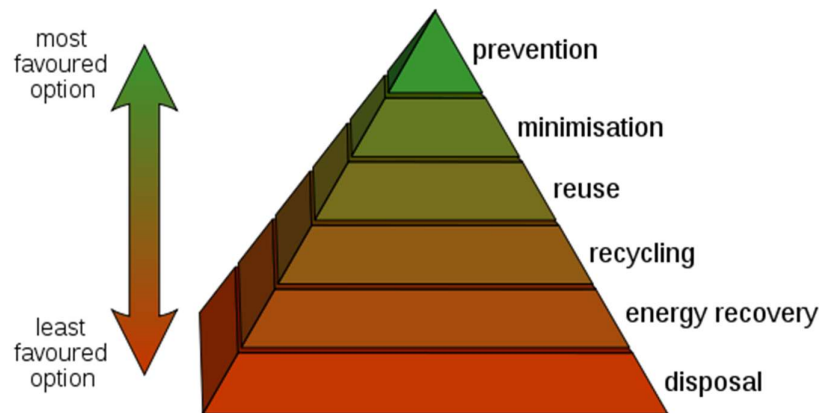
WASTE MANAGEMENT POLICY

Inspired Decorators Ltd

INTRODUCTION

For the purposes of this Company Policy waste management is defined as the cleaning, collection, transport, processing, recycling or disposal of waste materials produced in the normal course of the Company's activity, in order to reduce the effect of such waste materials on people's health and on the environment, as well as for aesthetic reasons.

The waste hierarchy illustrated below refers to the 3 R's – Reduce, Reuse and Recycle – that are key concepts of any waste management system and which serve to classify waste management strategies according to their desirability in terms of waste minimization. The ultimate aim is to extract the maximum practical benefits from products, while keeping the amount of waste generated as low as possible.



The Waste Hierarchy

REDUCE	Reduction refers to the process and policy of reducing the amount of waste produced by an individual or corporate entity.
REUSE	Reuse refers to using an item more than once, either through repeated conventional uses, in which it always serves the same function, or in an innovative way, giving the item a new lease on life by using it for a new function.
RECYCLE	Recycling refers to processing used materials into new products, which serves to prevent the waste of potentially useful materials, reduce the consumption of fresh raw materials, reduce energy usage, and reduce air and water pollution (which would be caused by disposing of waste through incineration or land filing) by minimizing the need for conventional waste disposal; an additional benefit is that recycling also ensures lower greenhouse gas emissions as compared to virgin production.

The Waste Management Policy implemented by Inspired Decorators Ltd embraces the principle of the 3 R's and applies it to all waste streams generated through the Company's daily operations and activities. All waste produced by the Company is separated into appropriate containers, which are clearly marked to prevent cross-contamination and to ensure each type of material reaches its intended destination.

The Company regularly carries out control procedures to check that all waste carriers used by the group comply with the 'Duty of Care' requirements, as described in the Environmental Protection Act, 1990. As per the provisions of this Act, anyone who produces, imports, stores, carries, keeps, treats, recycles or disposes

of waste must take all reasonable steps to look after it and prevent it from being illegally disposed of by others.

Inspired Decorators Ltd has identified the following major waste streams generated by its daily operations and activities:

- ☐ Cardboard & Paper
- ☐ General Waste
- ☐ Metal
- ☐ Packaging
- ☐ Plasterboard
- ☐ Plastic
- ☐ Wood

WASTE COLLECTIONS & TRANSFER NOTES

Waste collection may be documented through a Block Transfer Note, supplied by the waste contractor and valid for one year. Failing that, all waste collections must be documented through a valid Waste Transfer Note. To meet the requirements of applicable legislation the Waste Transfer Note must include the following information:

- ☐ Description of waste collected
- ☐ EWC waste code (a six digit number)
- ☐ Driver's (collection agent) signature

Additionally, all Waste Transfer Notes must be kept on file.

Whenever waste collection also includes materials classified as hazardous waste, such as VDU's, oils, paints, and fluorescent tubing, it must be accompanied by a copy of the Hazardous Waste Certificate, which the waste contractor will also require a copy of.

WASTE CONTRACTORS

Inspired Decorators Ltd keeps an accurate and up-to-date record of all waste carriers used by the Company. All the information is reviewed on a regular basis, at least once a year. Copies of all relevant documents, including certificates, are kept both on site and at Company offices.

OFFICE CONTROLS

GENERAL WASTE

The following types of materials are classified as general waste:

- ☐ Consumable office items (with the exclusion of paper and card);
- ☐ Food and drink wrappings/ containers;
- ☐ Personal rubbish (with the exclusion of paper and card);
- ☐ Plastics (including containers and bags);

However, it should be noted that this list is not exhaustive.

All general waste is to be placed into the designated bins under desks or taken outside to properly marked paladin bins.

PAPER & CARDBOARD

As large amounts of paper are generally used at Company offices in the course of normal operation, cutting back on the quantities of paper being used will not only benefit the environment but also come with the additional benefit of resulting in considerable cost savings. Consequently, the Company has prepared a practical guideline to help its employees control and minimize paper usage:

- All cardboard must be laid flat and placed in the appropriate paladin bin, within the storage area;
- All waste paper must be shredded (and will be reused);
- Paperclips and any plastic covers must be removed from documents before placing them in the appropriate container; only staples may be left in;
- Employees are asked to avoid photocopying fax messages;
- Where applicable, the default setting for printers and photocopiers is to allow for 2-sided prints;
- Employees are encouraged to send messages and documents via e-mails, instead of resorting to paper memos or printed documents;
- Employees are encouraged to refrain from printing e-mails unnecessarily and to advise e-mail recipients to do the same;
- Draft documents should be printed on the back of scrap paper;
- For general office uses, such as printing and photocopying, employees should use recycled paper, paper containing a high proportion of postconsumer waste, or paper manufactured from sustainable forests. As a rule, employees are asked to avoid paper that has been chlorine bleached;
- At Company level it is recommended to limit the number of printers in individual offices and place printers at a central location. This works to reduce paper usage as, statistically speaking, people are less likely to print out a document if they subsequently need to walk away from their desks to fetch it. Additionally, provide offices with networked digital photocopiers works to reduce the amount of equipment, paper, toners and electricity being used.

All waste paper must be disposed of by placing it in the appropriately labelled recycle bin located next to the main copier. This includes all shredded paper generated through the day to day operations.

Similarly, all waste cardboard must be disposed of by placing it in the appropriately labelled bin located in the stores area, to be subsequently collected.

SCRAP METAL DISPOSAL

All scrap metal must be placed in a suitably marked container. Once this container is filled to capacity, it must be disposed of as hazardous waste, using an authorized courier. Scrap metal waste may consist of small metal items (including studding off-cuts) or large metal items (damaged studding), though this is by no means an exhaustive list.

ELECTRICAL EQUIPMENT

Inspired Decorators Ltd has put in place several generic work practices aimed at ensuring that the Company maintains minimum electrical usage:

- All lights are to be switched off at end of working hours;
- All monitors are to fall into Power Saving Mode, if left unattended for 20 minutes;
- All notebooks and desktops are to be switched off at the end of working hours;
- All photocopiers are set to fall into Sleep Mode if left unattended for 4 hours;
- All printers are to fall into Power Saving Mode if left unattended for 4 hours.

WASTE TIMBER

Inspired Decorators Ltd makes it its policy to only purchase timber and timber products from sustainable sources. Furthermore, timber products that are no longer 'fit for purpose' are assessed and modified to become useful, wherever and whenever possible, until no further modification is possible. Any waste generated from this process is disposed of through incineration.

Inspired Decorators Ltd is committed to continuously searching for alternative, cost-effective solutions for managing this type of waste, with the ultimate goal of eliminating the need for incineration.

PACKAGING

By the very nature of the activities carried out by Inspired Decorators Ltd, the Company does not employ a high volume of packaging. Wherever possible, packing materials received from suppliers are reused, or, when this is not a practical possibility, disposed of appropriately through the relevant waste management procedures.

WATER AND TRADE EFFLUENT TO SEWER

Given the location of the construction sites managed by Inspired Decorators Ltd, there is no significant discharge of trade effluent to the sewer. For the water being used in the course of the Company's day-to-day activities a few qualifications apply:

- Inspired Decorators Ltd does not require a license for the abstraction of water, as this is not undertaken on Company premises;
- All Company employees are instructed to never clean in the sink or throw down the toilet anything that contains substances covered under COSHH Regulations;
- All Company employees are instructed to take proper precautions when cleaning their hands, by using rags to wipe off excess product before washing their hands; the rags thus contaminated must be placed in the appropriately marked container (for Oil or Paint). This works to reduce the volume of product being washed down the sink.

SITE CLEANLINESS & RUBBISH REMOVAL

When operating at a client's site, Inspired Decorators Ltd employees will always comply with the main contractor's existing 'Site Waste Management Plan, SWMP', as per the legal requirement in effect since April 6th 2008.

The contractual requirements for waste disposal established by the Company's customers will always be

promptly and effectively communicated to all site operatives before beginning work. As a rule, such requirements are generally addressed during the main contractor's site induction, or when reviewing the contract.

In the event that a construction site does not have a Site Waste Management Plan in place, Inspired Decorators Ltd operatives will strive to ensure that the Company's own best practise is maintained at all times, as follows:

- Company operatives are expected to be proactive in both their actions and their choice of materials and suppliers, so as to eliminate or at the very least minimize the amount of waste and rubbish generated by the Company's sub-contract works.
- Inspired Decorators Ltd personnel are directly responsible for clearing away all rubbish and waste arising from the Company's sub-contract works, taking it to pre-determined points at an agreed location within the boundaries of the site.
- Inspired Decorators Ltd operative will be required to ensure that all areas of the site are kept clean, tidy and free of hazards. To this aim they will need to separate waste into appropriate categories, for instance plasterboard, metal, timber. Waste containers / bins must be removed from the working floor at least once a day – or even more frequently, as the case may be – and returned to an area agreed upon beforehand, using a suitable hoist or equivalent method, as supplied by the main contractor.
- During and upon completion of sub-contract works, Inspired Decorators Ltd operatives will properly clear up the working area and any other areas made available to them for the purposes of executing the Company's sub-contract works, leaving it clean and tidy so as to reasonably satisfy the requirements of the principal contractor.
- All items of a bulky nature, such as pallets or the like, as well as items not classified as general builder's rubbish, are to be sent back to the supplier for re-use.
- The costs associated to waste management, site cleanliness and rubbish removal will be identified separately by the sub-contractor in the course of preliminaries submission.
- Any material classified as hazardous waste must be returned to the depot for appropriate disposal; records of all disposal procedures must be kept at the Company's headquarters. In the event that the principal contractor has on-site facilities for the collection of such material, a copy of any transfer notes accompanying the collection is to be returned and kept at the Company's head office.
- Burning construction/ demolition waste is entirely forbidden.

DIESEL/ PETROL CONSUMPTION

All Company employees are educated on the most fuel-efficient driving practices and the best solutions for reducing the quantity of fuel used per trip. Such practices aimed at improving fuel consumption rates, include but are not limited to:

- Avoiding aggressive driving, as "Jack-rabbit" starts and hard braking can increase fuel consumption by up to 40%
- Driving steadily at posted speed limits, since increasing a vehicle's highway cruising speed from 55mph (90km/h) to 75mph (120km/h) can raise fuel consumption by up to 20%. A 10-15% improvement in a vehicle's gas mileage can be achieved by driving at 55mph (90km/h) rather than 65mph (104km/h).
- Refraining from idling the vehicle in both summer and winter, as idling wastes fuel, serves no purpose,

and produces unnecessary greenhouse gases.

- Carefully planning each trip, regardless of the distance to be covered. Efficient planning could mean, for instance, combining several errands in one outing or choosing a route that avoids heavy traffic areas, road construction, hilly terrain, and the like.
- Selecting the right gear – specifically, changing up through the gears and into top gear as soon as possible without accelerating harder than necessary
- Checking that tires are properly inflated to prevent increased rolling resistance, as it has been shown that under-inflated tires can cause a spike of up to 6% in fuel consumption.
- Regularly replacing air filters, as dirty air filters can also cause an engine to run at less than peak efficiency.
- Using the vehicle's air conditioning system only at speeds above 40 mph, as at speeds lower than that it is more efficient to open the windows.
- Using the vehicle's cruise control function, in particular on long stretches of highway driving, since cruise control can save fuel by helping the car maintain a steady speed.
- Choosing the most appropriate type of fuel for each vehicle. Premium, high-octane fuels aren't necessarily the best choice for all cars.
- Monitoring power accessories and making sure to shut off all power-consuming accessories before turning off the ignition. This works to reduce engine load the next time the car starts.
- Regularly replacing air filters, as dirty air filters can also cause an engine to run at less than peak efficiency.
- Choosing the appropriate oil. Using the correct viscosity oil is important because higher viscosity oils have greater resistance to the moving parts of the engine, which results in the engine using more gas.
- Parking in shady areas whenever possible. In addition to keeping down the temperature inside the vehicle, which reduces the need for air conditioning, parking in the shade also minimizes the loss of fuel caused by evaporation.
- Tightening the vehicle's gas cap to the second click, to prevent gas from evaporating.
- Taking the car in for regular servicing, as recommended by its manufacturer, since a poorly tuned engine can end up using as much as 50% more fuel and producing as much as 50% more emissions than one that is running properly.
- Opting for more energy efficient models when purchasing new vehicles.
- Making a commitment to drive less, by choosing to walk to some nearby destinations, as this benefits both the environment and each individual's health.

END OF LIFE VEHICLES

When a Company vehicle reaches its End of Life, it must be disposed of in compliance with the provisions of the EC End of Life Vehicle Directive, which are aimed at reducing the amount of waste generated from vehicles (cars and vans) when they are finally scrapped. In particular, this Directive imposes tightened environmental standards for vehicle treatment sites, requires that, from 2007 onwards, a vehicle's last owner must be able to dispose of it free of charge (and requires vehicle manufacturers to cover all or a significant part of costs entailed by this free take-back procedure), sets rising reuse, recycling and recovery

targets, and restricts the use of hazardous substances in both new vehicles and replacement vehicle parts.

Nicolae Stefan DIRECTOR

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