

Waste Management Policy

Statement of Policy

Moreton & Partners is committed to the protection of the environment through the implementation of an effective waste management policy that meets or exceeds all legislative and regulatory requirements placed on it. As stated within our Environmental Policy Statement, the Practice fully recognises that our business activities has an impact on the environment in which we operate however as a service provider we believe that the growth of our business can be achieved within a structure of sustainable development and environmental awareness.

Our Waste Management Policy Aims and Values:

- Waste Minimisation
It is the responsibility of the Practice to limit the amount of waste produced, insofar as is reasonably and economically practicable. This will be achieved by considering the disposal implications of all purchases. Wherever possible we will endeavour to reduce the purchase and use of single use items such as plastic goods.
- Reuse
Before discarding an item we will make certain that it is at the end of its useful life and that it cannot be utilised by another party, e.g. furniture, computer equipment etc.
- Recycling
To ensure with the requirements of The Separation of Waste (England) Regulations 2025 (Simpler Recycling regulations), waste must be separated: dry recyclable materials (plastic, metal, glass, paper and card); food waste); on-recyclable waste (also called residual waste). Where practical, the company will purchase products made from recycled material in preference to first generation materials thereby helping to sustain a market.
- Disposal
We will ensure that all types of waste unavoidably generated by the Practice is disposed of in the appropriate manner in accordance with legislation and environmental best practice.
- Awareness
We will ensure that all Moreton & Partners employees are aware of our waste management policies and processes thus encouraging the implementation of our aims and values and in turn avoiding the misuse of waste and minimising the amount destined for landfill.

Responsibilities:

- The overall responsibility for the disposal of all waste rests with the Practice Manager who is also responsible for ensuring that the aims outlined within the policy document are known and achieved.
- All employees of Moreton & Partners should satisfy themselves that any disposal, for which they are responsible, is conducted in a manner approved by the Practice and that recycling adheres to the requirements of the Simpler Recycling regulations. Any queries should be directed in the first instance to Marie Moreton the Practice Manager who will either offer guidance or make the necessary changes to ensure compliance.

Internal Waste Reporting:

To ensure accuracy of the Scope 3 carbon emissions data published in our Carbon Emissions Report and Reduction Plan, it is company policy for team members to record all waste generated for business use. This relates to waste generated whilst working from home only, not whilst working from Client offices/sites. A form will be provided for employees to complete each month, giving details of various waste products. Please ensure the data is provided regularly to the Practice Manager for recording purposes.

The Company Directors and Practice Manager will periodically review this Policy in the light of legislative, regulatory, and business developments.

Director in charge of waste management issues: Matthew Moreton, Moreton & Partners Ltd

Matthew Moreton, Director.....

Marie Moreton, Practice Manager.....

Date: 27th April 2026