

Handy Rubbish Office Resources Management Policy



Company Number: 14314389

Trading Name: Handy Rubbish (AM ONE LONDON LTD)

Registered Office: Unit 19, 1–13 Adler Street, London, England, E1 1EG

Website: www.handyrubbish.co.uk

Date of Issue: 01 January 2025

Valid Until: 01 January 2030 (reviewed annually)

1. Introduction and Aim

Handy Rubbish provides professional waste management and clearance services across London. We recognise that our office operations also create environmental impacts through energy use, water consumption, and resource waste.

Our aim is to:

- Comply with all relevant legislation and environmental standards,
- Reduce the environmental footprint of our office operations,
- Use energy, water, and resources efficiently, and
- Encourage sustainable behaviours both in the workplace and in employees' daily lives.

This policy sets out how we manage office resources responsibly and minimise our environmental impact.

2. Scope & Responsibility

This policy applies to **all employees, contractors, and visitors** when present at the Handy Rubbish office.

Responsibilities:

- **Managing Director:** ultimate responsibility for providing resources and oversight to ensure this policy is delivered.
- **Operations Manager:** responsible for day-to-day implementation and monitoring.
- **Employees:** each member of staff must take personal responsibility for following this policy and applying good practices in their daily work.

3. Objectives (2024–2025)

We aim to:

- Reduce electricity usage to the minimum necessary.
- Reduce water consumption and eliminate unnecessary wastage.
- Lower heating and cooling energy use.
- Improve recycling rates within the office.
- Include sustainability considerations in investment decisions (equipment, office improvements, working practices).
- Train and inform all staff on sustainable office practices.

4. Targets

To meet these objectives, Handy Rubbish sets the following targets:

- Work with the landlord to improve recycling facilities.
- Recommend installation of window sun screening films to reduce heat gain.
- Suggest upgrades to modern, energy-efficient air conditioning systems and thermostats.
- Ensure all staff:
 - Check taps, sinks, and toilets for leaks or drips when leaving bathrooms and kitchens.
 - Avoid leaving taps running unnecessarily when washing.
 - Switch off all electric and electronic equipment before leaving the office.
 - Do not leave devices charging overnight.

5. Monitoring and Auditing

Progress against these objectives will be tracked through:

- **Monthly management meetings** to review performance and identify improvements,
- **Regular internal audits** of office environmental practices,
- **Annual management review** of this policy, objectives, and any associated environmental procedures,
- Monitoring of environmental KPIs (energy usage, water bills, recycling levels).
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6. Communication

- This policy is available at the Handy Rubbish head office and shared with all staff.
- Employees will receive training on sustainable office practices and the environmental impact of resource use.
- Updates or revisions will be communicated via email, staff meetings, or internal notices.

Signed:

Position: Managing Director

Handy Rubbish is a trading name of **AM ONE LONDON LIMITED** (Reg. No. 14314397).
Registered Office: Unit 19, 1–13 Adler Street, London, E1 1EG.