
GLOBAL SINGLE USE PLASTICS POLICY

Filtrona Policy on Single-Use Plastics

Purpose:

Our corporation recognizes the environmental impact of single-use plastics and is committed to reducing our use of such materials to minimize our carbon footprint and contribute to a healthier planet. This policy outlines the guidelines and expectations regarding the use of single-use plastics within our organization.

Policy Statement:

1. Reduction and Elimination:

- All employees are expected to reduce the use of single-use plastics in the workplace.
- Single-use plastic items such as plastic bottles, straws, utensils, cups, and bags should be minimized and gradually eliminated where feasible.
- Alternative sustainable options should be encouraged and promoted.

2. Reusable Alternatives:

- Employees are encouraged to use reusable alternatives such as water bottles, coffee mugs, and utensils.
- The company will provide reusable options for employees in the workplace to support this initiative.

3. Procurement Guidelines:

- When purchasing office supplies or products, preference should be given to items with minimal or no single-use plastic packaging.
- Suppliers should be encouraged to provide products in eco-friendly and sustainable packaging

4. Waste Management:

- Proper waste disposal procedures should be followed to ensure that single-use plastics are disposed of responsibly and recycled whenever possible.
- Recycling bins should be made available in all common areas to facilitate proper waste separation.

5. Education and Awareness:

- Regular awareness campaigns and training sessions should be conducted to educate employees on the environmental impact of single-use plastics and the importance of reducing their usage.
- Information on sustainable practices and alternatives should be disseminated to all employees.

6. Compliance and Monitoring:

- Managers are responsible for monitoring and enforcing this policy within their respective teams.
- Regular audits may be conducted to assess the implementation and effectiveness of this policy.

7. Implementation:

All employees are expected to comply with the guidelines outlined in this policy. Any concerns or suggestions regarding the implementation of this policy should be directed to the designated HSE representatives.

8. Review and Revision:

This policy will be reviewed periodically to assess its effectiveness and make necessary revisions to further enhance our commitment to sustainability and environmental conservation.

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9. Other relevant supporting policies

- Global Environmental Sustainability policy

Version Control:

No./ Version	Revisions	Effective Date	Owner	Approver	Status
00	New issue	11 July 2024	Sombat J.	Lay Moi Kow	Approved