

Successful Recycling Guide

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Introduction

We know that we should recycle at home, but often we forget about the environmental impact our offices can have.

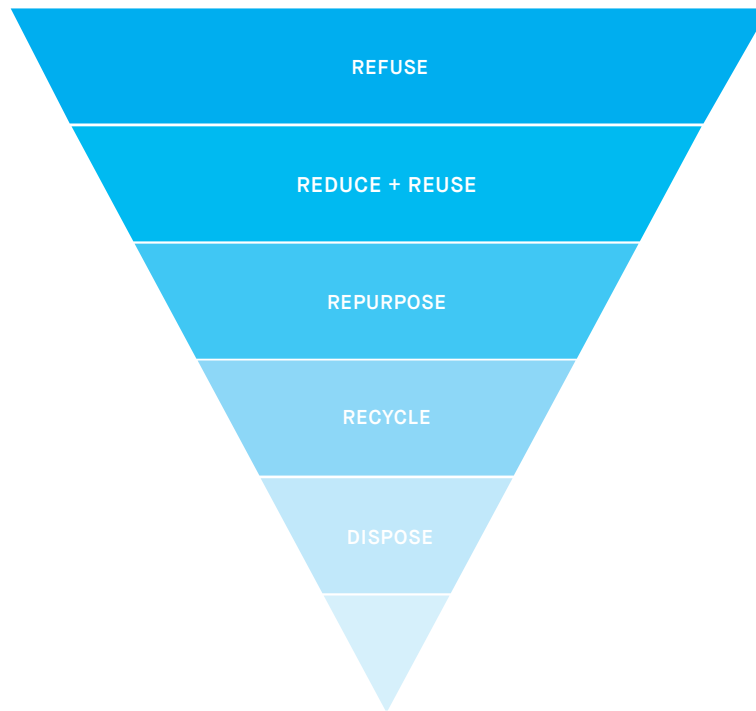
Think about it: 100 employees, 100 lunches worth of waste. With this in mind, we believe that better workplace habits really can create a better world.

Our modern philosophy of Open Plan Recycling has proven that if you give employees a simple recycling solution that stands out, a visible difference can be made.

We hope to help you achieve your sustainability goals by arming you with tools to successfully implement on office recycling initiative.

What is the Hierarchy of Waste?

STAGES



Informed by the Hierarchy of Waste, our Principles of Wasting Less are as follows:

- 1 **Refuse** Saying no to what you don't need
- 2 **Reduce** To use less
- 3 **Reuse** Buy what you can use over + over again
- 4 **Repurpose** Use something for another purpose
- 5 **Recycle** Sort your waste effectively
- 6 **Dispose**

Simple ways to reduce waste in the workplace:

- Print on both sides of your paper
- Reduce paper waste by utilising electronic documents and e-mail
- Avoid excessive packaging when procuring items
- Purchase recycled goods for your office

The benefits of a circular economy

Say goodbye to linear thinking.

A linear economy can be defined as when products are made, used, and then disposed of, with their materials lost to landfill. In a recycling economy, the materials from a product or its packaging can be utilised by other suppliers into other products.

A circular economy takes the Principles of Wasting Less even further by creating a process where materials are recycled and reused over and over again by the manufacturer, who take responsibility for the lifecycle and end-of-life of what they produce. Businesses can effectively take their old products and turn them into new ones.



This idea of a circular economy is something that is at the heart of our vision and what we're trying to achieve as we work towards a zero waste model.

A circular economy aligns with Method's values of:

- Accountability
- Sustainability
- Efficiency
- Innovation

Thought leaders the Ellen MacArthur Foundation describe it as a process that's "... restorative and regenerative by design, and aims to keep products, components, and materials at their highest utility and value at all times."

What are the benefits of a circular economy?

"[A circular economy] represents a systemic shift that builds long-term resilience, generates business and economic opportunities, and provides environmental and societal benefits"

— Ellen MacArthur Foundation

A circular economy means retaining the value of resources by extending their lifespans, and therefore working to ultimately eradicate waste as we know it. The benefits include a reduction in greenhouse gases and increased production of jobs.

The benefits of office recycling

How can we implement the Hierarchy of Waste and the idea of a circular economy into our everyday lives?

The simplest and most efficient way is through introducing a successful recycling initiative into our workplaces.

Recycling saves money

Huge savings can occur when switching from individual desk bins to centralised recycling bins. Drastically reduce cleaners fees by lessening the time spent per bin, as well as the amount of liners you're using.

Recycling improves your corporate social responsibility

Starting a recycling initiative improves your Corporate Social Responsibility and your company's image. As more and more consumers are realising the necessity of environmental responsibility, they're shifting their allegiances to more conscious brands that encompass these moral values.

Recycling changes behaviours

By incorporating recycling into your workplace, you are spearheading a campaign to change your colleagues into changemakers. Reinforcing positive behaviours will hopefully then be translated into their home lives, too.

Promotes collective culture

Recycling bins can create a water cooler effect, starting a conversation in your workplace that helps inspire collective effort when it comes to sustainability.

Recycling protects the environment

Recycling reduces the harmful chemicals released from waste in landfill sites, and the need for extracting, refining and processing raw materials.

What type of recycling bins should I use and why?

Keep them visible

The most important thing to do for your recycling initiative is to pick recycling which will inspire and engage your workplace. Recycling bins should complement rather than counteract your aesthetic.



Employees are more likely to make errors or feel ambiguity towards your initiative, due to a lack of accountability, if recycling bins are concealed in cabinetry.

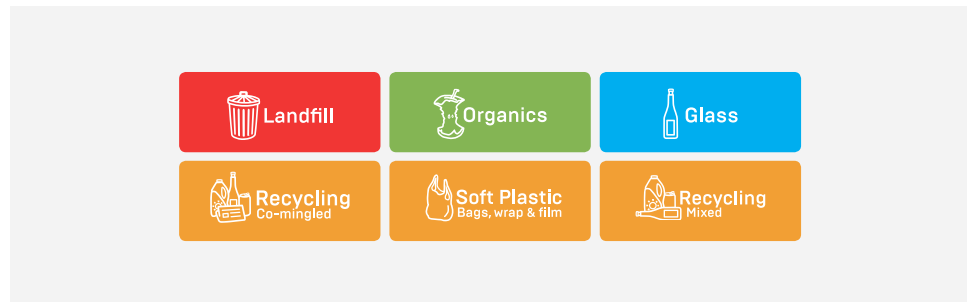
Make them colourful

The shade of your recycling bins should be consistent with your waste service provider's requirements but should also be clear and vibrant. This creates a positive experience for users and fits in with the design layout of your workplace.

In summary, the design and appearance of your recycling bins directly influence recycling behaviour, and should be carefully considered.

Method's 60L Office Recycling Bins, for example, are specifically designed to be visible, colourful and freestanding in an open plan environment.

What goes into recycling bins? Understanding waste streams



Defining your waste streams can be confusing. What's the easiest way to find which you'll need in your office?

First you'll need to understand your waste service provider's requirements, as waste streams vary from city to city.

Our Solution Finder Tool combines your location with your workplace type to find the recommended solution for your office.

If however you'd like to compile this yourself, here are the ways to do so:

- Do your research online
- Speak to your waste service providers
- Browse our resources
- Conduct a waste audit to see exactly what your waste consists of.

How do I do a waste audit of my office?

- Analyse your workplace's current systems
- Revisit your workplace's procurement strategy
- Plan which area of your office you will be doing your waste audit in and with which stream of waste
- Understand your objectives
- Ask your cleaning staff to collect this specific waste from this area
- Analyse the results for each waste stream
- What are the opportunities to improve?
- What can you compare future achievements to?

Once you're sure of which waste streams you require, you will need to define who will collect them and at what frequency. It's worth ensuring you are working with the correct waste provider.

The goal is to divert as much waste from landfill as you can, through recycling and composting.

How do I ensure I have the right waste service providers?

In order to have an exceptional experience with your waste service providers, we advise you to look for and utilise the following:

Dependability

Ascribe your business to those who will collect on time, deliver great customer service, and report back to you.

Understand your waste

Make sure everything that can be recycled is recycled and that you have the right level of collections for your different bins.

Transparency

Know where your waste is going once it leaves your site by researching online or talking to waste service providers.

Read recycling collection contracts

Ensure you delve into contracts and understand the environmental requirements for your workplace before you make a decision.

Check your sites

If you have multiple sites or locations within your facility you will need to complete this process for each of them.

Find your flow

Consult with staff, cleaners, facility managers and contractors to create a collection schedule that works for everyone.

How do I talk to my cleaners about recycling?

Once you've decided to implement a recycling initiative you will need to contact your commercial cleaning company to inform and instruct them.

If possible present them with informative collateral – a handbook, or an online document that will show how to best service your recycling bins and work with the flow of your business.

This will need to be carefully communicated to your contractors as they are responsible for the way bin liners are implemented and that they are the right colours for the right bins, along with the overall upkeep of your recycling bins system.

Cleaners are key to your sustainability journey, able to track the rates of your success, and monitor and report back on areas of improvement.

Where do I put my bins?

Strategy is needed when it comes to placement of your recycling bins.

Check the flow of your office and consider where most of your waste is generated. Is it:

- Near the printer
- In the bathrooms
- By your coffee machine
- In your desk areas
- Elsewhere?



These are optimal places to have recycling bins or stations.

We suggest one Method Recycling Station per 30 employees, as this ensures every employee is less than a ten second walk from recycling bins. We recommend arranging your recycling stations through your office to ensure effective use for all.

Bin placement shouldn't interfere with services such as fire exits and access points or become safety hazards.

How do I clean my bins?

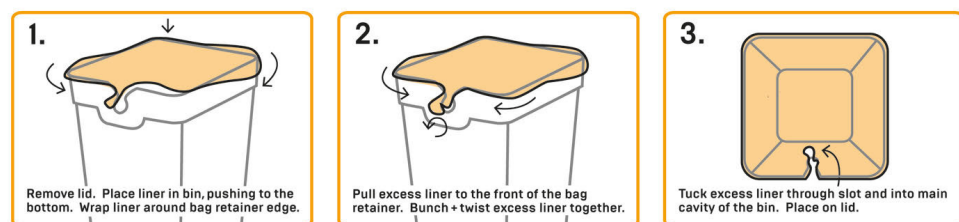
To best clean our bins, we advise a dry cloth and spray.

Our Open lids have been designed with curves to eliminate hard to reach areas, while our Touch lids may require more regular rinsing under the tap.

We do not advise washing Method lids in a dishwasher.

How do I set up my bins?

How to fit bin liner:



For assembly instructions for our Method 60L Office Recycling Bins, please visit: www.methodrecycling.com/assembly

Recycling poster ideas

Method have standard poster templates available that are a great educational tool for your team.

If you find that there are particular waste streams in your workplace that are frequently misunderstood or contaminated, Method can apply vinyl adhesives to the front of your bins which clearly define the recyclables that go into each waste stream.

Email info@methodrecycling.com if you would like to discuss these opportunities.



How do I get my team on board with my recycling initiative?

Here's how to run a successful recycling oriented internal communications campaign:

Be organised

Make sure your calendar is up to date and that you're promoting your recycling initiative before the recycling bins have made it to your premises. This way, excitement and anticipation will build surrounding what you're trying to achieve.

Find your identity

What will your Tone of Voice be? Consistency is key when it comes to the branding of your internal communications. Find your identity, think about who you're targeting, and stick to it.

Make a Green Team

Assemble a team (or teams) of sustainability advocates in your workplace who will help you maintain and monitor the success of your campaign. Ensure your Green Team are located near to where the recycling bins will be, identifying them as points of call should others have questions or need help with recycling.

Let's break this down even further into four simple stages:

1 Having deciphered what your brand identity will be, let your colleagues know your recycling bins are coming soon, where they'll be within your workplace and offer an incentive for using them.

Inform your team on how to avoid contamination by educating them on which recyclables need to go in which waste stream with Method posters mentioned in the previous section. This could be a great time to start looking for your Green Team.

2 When the arrival of your bins is imminent, organise informational workshops or displays that will highlight why people should be reducing their waste. It's time now to select your Green Team and your site champions – for example, this could be your procurement manager, your facility manager, and/ or your workplace's sustainability advocates.

3 Ensure to ask for feedback within your internal communications campaign. This will make it simple for colleagues to voice any issues they might be having with your new system.

4 If you've beaten the targets you set out for your workplace, it's time to make new ones. Other options for this stage include organising events to inspire staff, or a monthly newsletter featuring updates, tips and tricks for recycling.

How do I get my tenants on board with my recycling initiative?

Implementing recycling systems in multi-tenanted offices can be a challenge.

Organise a meeting with the tenants in your building to plan your project. You will also need to consider the education that will be required once your system has been implemented.

- Can you choose a sustainability advocate who will champion your mission and work with other tenants to get the best results?
- Can you build a team who will meet on a consistent basis to analyse how your recycling initiative is performing?



How do I measure my recycling success?

It's important to continually assess, measure and monitor the success of your recycling initiative. Levels of waste diverted from landfill is the best way to define your progress.

Assessing, measuring + monitoring

It's up to you how frequently you'd like to monitor your waste – monthly, bi-annually, or annually to correspond with your financial year. Conduct waste audits at this time and compare them to your initial report to track how far you've come towards your sustainability goals.

Regular checks

Ensure regular visual and data checks are made to the systems you have in place; this will help you see if there's anything that is not working and requires a different solution. This way you can track indicators of your targets and keep your recycling stations looking aesthetically pleasing. You may wish to ask your waste and/or cleaning service provider to update you with data.

Keeping up to date

Has there been an update with your recycling system that needs to be reflected on your signage or posters? Can your posters be moved to reinvigorate interest? Hold monthly Green Team meetings to discuss blockers with your initiative, and obtain feedback on your processes.

Method care

The bins should be cleaned regularly. Cleaning staff and waste management should have a contact on your site that they can communicate with should there be an issue.

My recycling bins aren't performing as well as I'd like. What's the best solution?

Once you've analysed your targets, you will need to decide what areas of your recycling initiative need improvement.

- Would your recycling bins work better should they be located somewhere else?
- Have your targets been achieved in certain areas?
- Can your employees help decide where the bins should be with their feedback?
- We implore you to be as transparent as you can with the results of your sustainability journey. Annual Reports are a great place to publicise performance achievements and outcomes.

Think intuitively

- Has your recycling collection frequency worked, or could it be fine-tuned?
- Can you enhance training with staff to incorporate your recycling bins?

Make new targets

If you've succeeded with your targets, it's time to engage employees to think bigger.

- Can you increase your long-term goals?
- Which resources might inspire you with new ideas for your sustainability journey?
- Can you implement Organics bins within your office to help you effectively divert your food waste from landfill?

Show us your Method.

We hope we've facilitated your successful recycling initiative and that we can continue the journey with you. Take photographs of your recycling bins and share them with us @MethodRecycling.



