

# HOW TO RECYCLE AT WORK

Does your company want to be seen as a recycling front-runner? A company that recycles demonstrates corporate social responsibility ethos. Reduce your carbon footprint and make a positive impact!

## WHY SHOULD YOUR COMPANY RECYCLE

### Contribute to job creation

Recycling creates more employment opportunities, both in the collection and recycling of used materials, and in the manufacturing of new products that are made from this recycled material.



### Make a positive impact on the earth

Recycling helps to reduce pollution, decrease the volume of waste sent to landfill and our reliance on unsustainable natural resources.



### Gain a USP

Recycling is key to a sustainable business approach and a unique selling point that builds positive relationships with current and future customers.



### Attract quality employees and improve employee satisfaction.

People want to do the right thing and they want to work for a company that is doing the right thing. A recycling programme builds team spirit, draws staff together and makes employees aware of the trash they're generating and how they're disposing of it.



## WHAT ARE THE TYPES OF WASTE? WHAT CAN I RECYCLE?



### Biodegradable waste / Wet waste

This includes food, like potato peelings and leftovers that rot and decompose over time.



**Recyclable waste / Dry waste** – This waste doesn't decompose and is a major cause of pollution. But much of it can be recycled, converted into something else and used again. Instead of throwing plastic, paper, glass and metals away into your normal black bin, place them into recycling bins so that they can be collected and recycled.

### How to know if it's recyclable

When shopping or when sorting your used plastic packaging, look for the recycling symbol – a triangle created with arrows – on your packaging, or check for whether the packaging says 'recyclable' or 'not recyclable'.

### Know your plastics polymer types



## WHO WILL COLLECT OUR RECYCLABLES?

Check your local municipality's website or use these links:

<https://sst.org.za/maps/recycling-and-waste-locations>  
<https://www.mywaste.co.za/web/mywaste-widgets.asp>

## STARTING A WORK BASED RECYCLING PROGRAMME

Get management buy-in by discussing the following:

### A. Conducting a waste assessment:

Assess the waste produced and the materials it is made from. Where can you reduce, reuse and recycle? Eg, double-sided printing will save paper. How much of your waste can be recycled? Check on the packaging to see if it is recyclable or not. Look for the recycling symbol (a triangle created with arrows) or check for whether the packaging says 'recyclable' or 'not recyclable'.

### B. Surveying colleagues

Ask your colleagues if they already recycle at home and how they do it. These will be your recycling champions so find them and give them a voice!

### C. Engaging key stakeholders

Talk to the building or facility management and the cleaning and waste contractors to discover what systems are in place and what their associated costs are, as well as where recycling bins can be located and where the recycling collection company can collect from. Then contact a recycling collection company to understand their requirements.

### D. Developing your recycling plan

Position this poster in a high traffic area in the office. Identify where your bin system (plastic, glass, metal, paper, wet waste) will be placed. Label the bins and notify and educate employees of the new recycling initiative. Assign a recycling champion and encourage staff engagement. Establish how to monitor progress. Get approval for your plan from the relevant stakeholders. Implement your plan and keep at it!

### E. Monitor and report on results

Speak to your recycling collection company about how they will report on how much they collect from you each week/month. Ensure bins are used correctly. Tackle any issues immediately so that no one has an excuse not to recycle.