GLAD GROUP

WASTE SORTING GUIDELINES



GLAD
GROUP
SERVICES

Glad Group acknowledges the Traditional Owners of the land and pays respect to their Elders, ancestors, cultures, and history.

We pay tribute to First Nations Peoples' resilience and acknowledge their continuing connection to the land, waters, and sky.

We value their cultures and respect them as the First Peoples of this country.



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Statement from Nina Collinson, our National ESG Manager

Dear Glad Family,

Thank you for embracing our approach to waste management and recycling! Glad Group embraces a full source separation system with ZERO under-desk bins. Waste and recycling hubs have been set up around the buildings we occupy to improve our recycling practices.

Glad Group is committed to reducing its environmental impact and this recycling program is part of our aim to increase recycling, improve the quality of recycling outcomes and therefore reduce waste sent to landfill.

With this system, you will have the option to dispose of general waste (Red), paper and cardboard (Blue), recycled waste (Yellow), soft-plastics (Orange) and organics (Green). Recycling makes used materials available again for the manufacturing of new products.

Why source separation?

Imagine someone gives you a curry paste and asks you to take out all the herbs and spices! How would you do it? Waste has the same principle. If you mix it all together and then try to separate it, your opportunities are limited.

This system of waste management is proven to divert more waste from landfill, with recycling streams less contaminated.

To avoid contamination, please make sure you read the signs on the bins to understand what can be placed in the recycling streams. When a recycling stream is contaminated, it cannot be recycled and is therefore sent to landfill.

And of course, the best option is to not generate any waste at all! Have you considered using a 'keep cup', a re-useable water bottle, bring your lunch in your own Tupperware that you can use again? We will share with you what we have all achieved in the coming weeks and months!

In the following pages, you will find detailed guidelines to help you know how you need to dispose of something. If you have any questions, please reach out.

Nina Collinson
National ESG Manager
Glad Group

Recycled and mixed containers



What goes in the yellow bin?

- Aluminium and steel cans
- Plastic bottles (juice and milk cartons, soft drink, and water bottles) – ***also see Return and Earn on page 5.***
- Takeaway plastic food containers and cutlery
- Glass bottles and jars

EMPTY ALL LIQUID AND DISPOSE OF ALL FOOD SCRAPS BEFORE DISPOSING



The main sources of contamination are:

- Plastic bags
- Food scraps
- Soft plastics (food wrappers, bread bags)
- Bamboo chopsticks
- Coffee cups
- Polystyrene
- Ceramics

Did you know?

Recycled waste is transported to sorting facilities, where they are further sorted into the individual materials (glass, plastic, metals etc.) which are then returned to production cycles to make new bottles, cans, and containers.

Return and earn

Special return and earn collection points are in the main kitchen and the Town Centre kitchenette. We encourage you to place all eligible containers into these white lid bins.

All money raised will be donated to Mission Australia, supporting homelessness, and crisis and prevention service programs.

Most containers between 150ml and 3 litres are accepted, they must:

- Not be crushed or broken
- Be empty
- Have the label attached.

Look for the 10c label on the container to see if your cans, bottles, cartons, juice boxes or poppers can help raise money for Mission Australia.



Food waste



What goes in the green compost bin?

- Fruit and vegetables
- Pasta, bread
- Tea bags
- Coffee granules
- Nuts
- Rice
- Confectionary
- Egg shells
- Paper towel
- Bread / biscuits
- Cereal / muesli / porridge

DO NOT PUT THESE THINGS IN IT:

- Meat
- Dairy
- Citrus
- Oily / processed food
- Onion / garlic
- Spicy food
- Chewing gum





Did you know?

The food waste from Rockdale support office goes into our very own composting worm farm and makes great fertiliser for our gardens.

Paper and cardboards



Clean paper and cardboard can be identified by remembering – if oils or food can be seen, then it is not clean.

What goes in the blue bin?

- Cardboard boxes (including cereal and food boxes)
- Newspapers and magazines
- Office paper (remove staples)
- Loose pamphlets
- Pizza boxes (all food removed)



The main sources of contamination are:

- Waxed cardboard (to test, run your fingernail along the box and if a layer of wax comes away it cannot be recycled)
- Larger boxes must be cut down into smaller pieces
- Paper plates and bowls
- Food contaminated paper
- Plastic wrap or film must be removed from all paper
- Laminated paper
- Strapping on boxes

Did you know?

Lots of paper and cardboard types can be recycled many times.

Soft plastics

What goes in the orange bin?

- Bubble wrap
- Cling wrap
- Plastic bags
- Confectionary and biscuit packaging
- Bread bags (without the tie)
- Cellophane from bunches of flowers
- Chip and cracker packets (silver lined)
- Cereal box liners
- Fresh produce bags
- Frozen food bags
- Newspaper and magazine wrap
- Plastic, Australia Post satchels
- Plastic film wrap from toilet paper



IF IT CAN BE SCRUNCHED IN THE PALM OF YOUR HAND, IN CAN GO IN SOFT PLASTICS

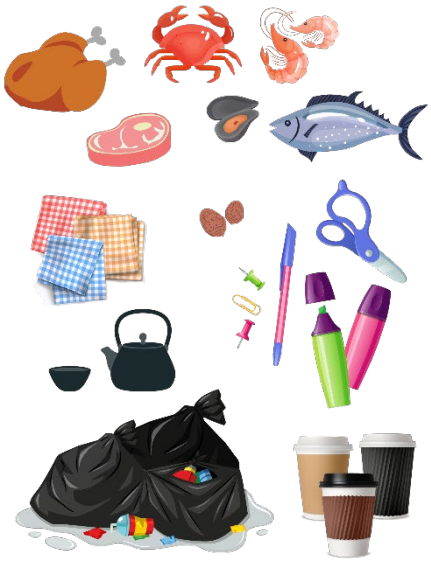
The main sources of contamination are:

- Rigid plastic such as meat trays, biscuit trays, or strawberry punnets
- Plastic bottles or containers
- Balloons
- Drinking straws
- Foil

Did you know?

Soft plastics are the number one contaminator in the recycling system today. They can be turned into other plastic goods and used in the construction of roads.

General waste



General waste should be considered a last resort, and a wasted resource.

So where at all possible, please separate your waste into the right recycling streams. What we know is that a large number of recyclable materials is being disposed of in the general waste bin.

To maximise the recycling opportunities, please make sure you read the signs on the bins to understand what can be placed in each recycling stream.

What goes in the red bin?

- Coffee cups
- Stone fruit seeds
- Meat and seafood
- Tissues
- Mixed waste in garbage bags only
- Office stationery
- Drinking glasses and window glass
- Crockery
- Napkins
- Sandwich paper wraps and bags



The main sources of contamination are:

- Recyclable materials (paper, cardboard, metals, aluminium, plastic containers, food, and organics)
- Oils, paint, or other chemicals
- Batteries
- Timber or other building materials
- Syringes

Did you know?

Across Australia there has been a significant rise in rubbish volumes and waste disposal. As a result, in 2020 it was estimated that as a country we produced more than 67 million tonnes of waste, of which only 37% was recycled.

Battery recycling

Batteries should not be placed in general waste.

There's a battery recycling tube in the Publishing Room for the collection of small batteries used at work or home. This will ensure safe disposal and battery recycling.

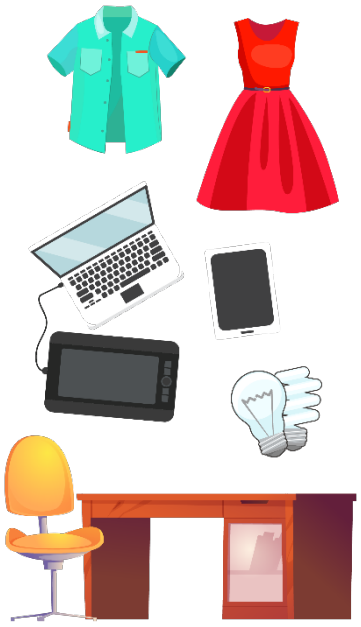


Other items

For the disposal of:

- Clothing and uniforms
- Office furniture
- IT equipment and electronic goods
- Maintenance-related waste (light bulbs, electrical wiring)
- Any other items you are not sure about…

Please talk to Nina Collinson or Prakash Ramnath.



FAQs

Who do I talk to if I have any questions?

Please reach out to Nina Collinson (Nina.Collinson@gladgroup.com.au) if you have any questions or don't know how to dispose of something appropriately.

What about tissues when I'm sick? I can't be going to the central bin every time I blow my nose!

The Australian Department of Health and Aging recommends that you always wash your hands after coughing, sneezing, or blowing your nose. When you get up to wash your hands you can dispose of the tissue/s.

There are many other situations and occasions when rubbish bins are not immediately available when someone has a cold, for e.g., in the car, bus or train, whilst walking around in public areas, and at home. Work is no different.





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