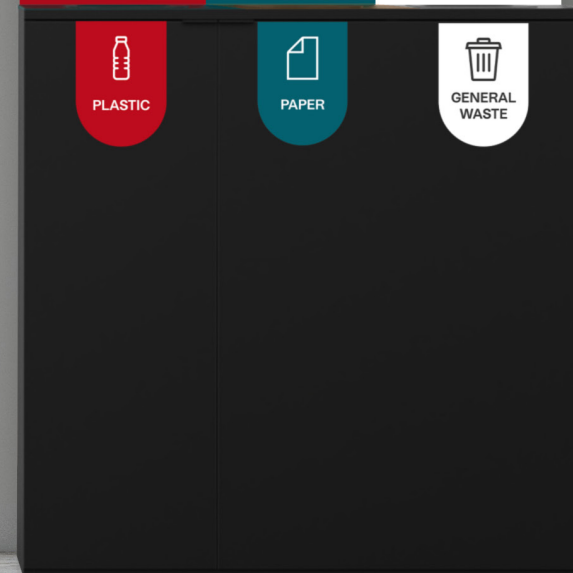


Uni[®]
sort

Empowering
Workspace
Recycling

A Must-Read Guide To Engage Your Staff With Recycling



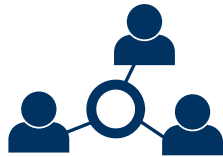
Empowering Workplace Recycling

We help organisations to promote & increase recycling at work, to achieve their sustainability goals & demonstrate they care.

Making recycling at work:



EASIER



ENGAGING



EFFICIENT



ECO-FRIENDLY



Why Recycle?



Environmental Value

Every recyclable item in general waste has 0% probability of being recycled. The more your company can recycle, the more waste you are diverting from landfill



Brand Perception

Be seen to be doing the right thing by implementing an effective recycling system to show that your company cares about sustainability and the environment



Cost

With constantly evolving government legislation, you are likely to save money by recycling, or be heavily taxed for sending 'general waste' to landfill and incineration



Employee Satisfaction

Research by Total Jobs: 26% of UK employees say that they'd opt for a pay cut to work for an eco-friendly company



Increase Recycling Rates

Recycling happens at the source, when it leaves the hand, not at the waste sorting centre



Reduce CO2 Footprint

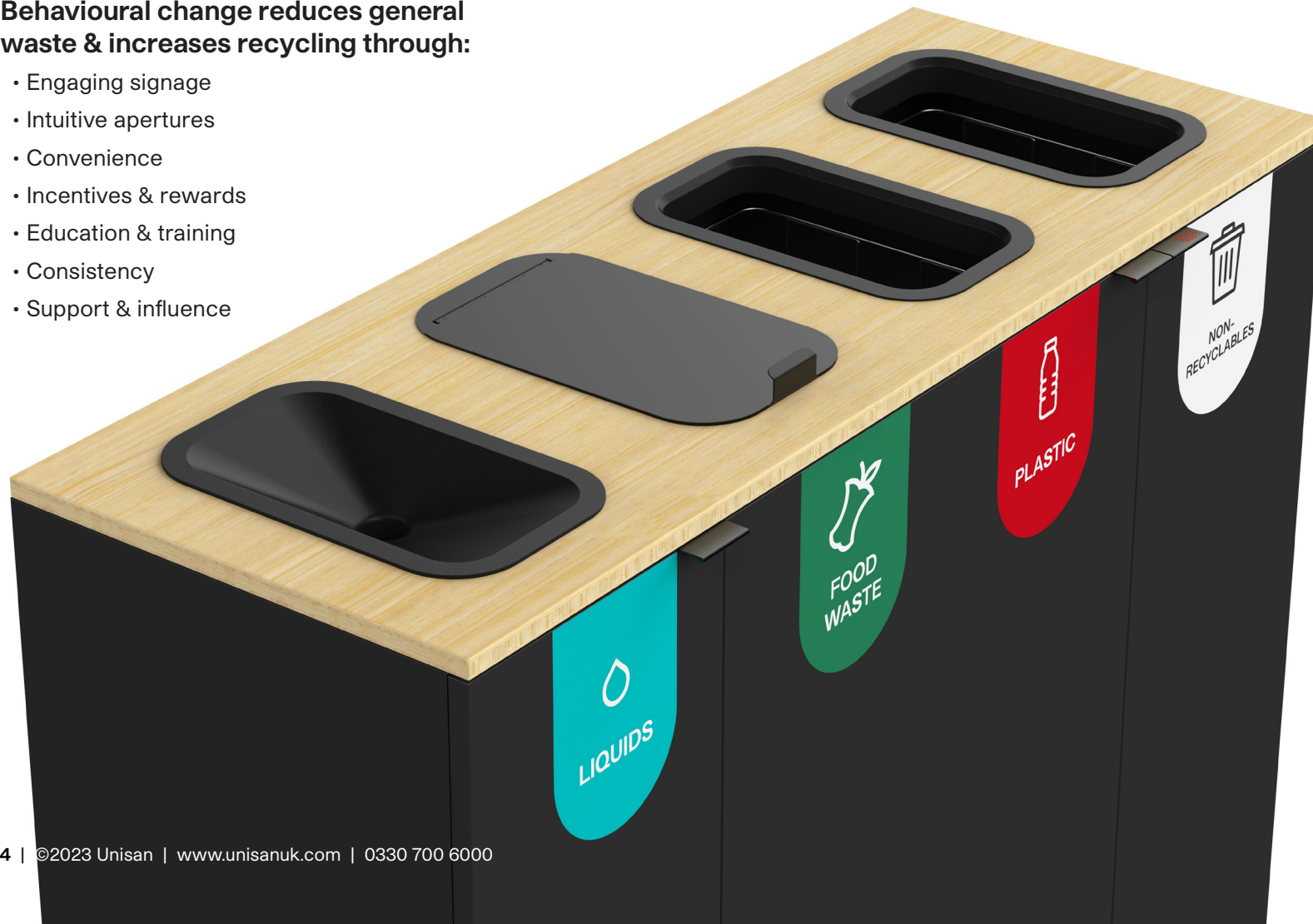
Every tonne recycled is worth 1.6 tonnes of CO2



Recycling & Behavioural Change

Behavioural change reduces general waste & increases recycling through:

- Engaging signage
- Intuitive apertures
- Convenience
- Incentives & rewards
- Education & training
- Consistency
- Support & influence



*“...introduction of Unisort Waste Stations across all floors, **our general waste has reduced by 52%** which is a remarkable achievement!”*

The ease of separation is certainly helping staff navigate the disposal of waste without contamination.”

 **NatWest**

Get To Know Your Waste!

What can be recycled and where?

Having relevant streams to suit your workplace waste makes it easier for your staff cooperate. This will also help prevent overflowing general waste bins as waste is appropriately separated.

For specific areas like canteens and breakout areas consider more specific waste streams like Cups or Food to accommodate the waste created and reduce contamination.



Non-Recyclable Waste

Mixed Packaging, Contaminated Packaging, Polystyrene & Tissues & Wipes



Food Waste

Fruit & Vegetables, Tea Bags, Coffee Grounds & Leftovers



Cardboard

Non-contaminated cardboard only



Dry Mixed Recycling

Plastic Bottles, Clean Tins & Cans, Paper & Cardboard & Cartons



Cans

Clean Steel or Aluminium Cans & Tins



Plastics

Plastic Bottles, Clean Plastic Containers, Coffee Cup Lids & Plastic Cups



Paper & Cardboard

Waste Paper, Magazines & Catalogues, Cardboard & Envelopes



Glass

Mixed Glass, Broken Glass, Glass Jars & Glass Dishes



Liquids

Liquids Only



Cups

Paper Cups Only



Confidential Paper

Confidential Paper Only



Batteries

Batteries Only

Engage

No more 'General Waste' or 'Mixed Recycling'!

Think about the wording! Mixed recycling can be mixed messaging to the user. Split your waste streams into exactly what you want them to recycle, for example, Paper and Card or Plastic and Cans. This leave less room for confusion and then reduces the risk of contamination

Use terms such as Non-Recyclables instead of 'General Waste' to make the user question if the item they are throwing away is recyclable or not.

Use icons or illustrations with text for extra user engagement and avoid general waste becoming the easy option.



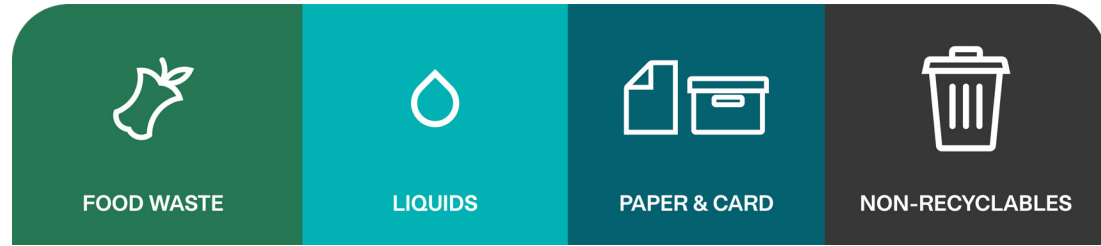
Make it Clear & Simple

Remove the 2 second pause and take away the dilemma that people have of what waste goes where.

The clearer you are to the user about where to put their waste the easier it is for them and the more successful your recycling scheme will be.

If you have a recycling station with relevant waste streams in a central area of the office it means that people will have to go there to recycle their rubbish and the bins cannot get moved or separated around.

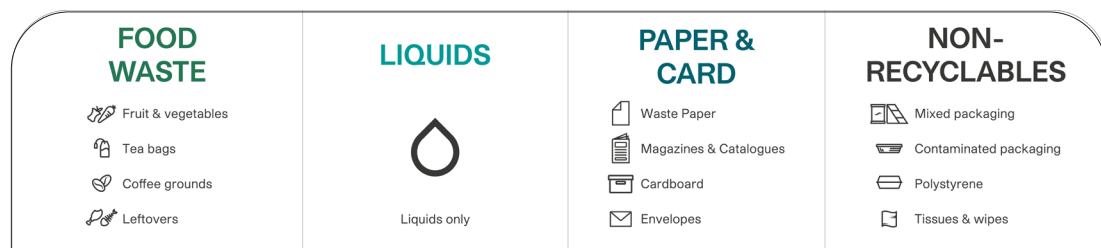
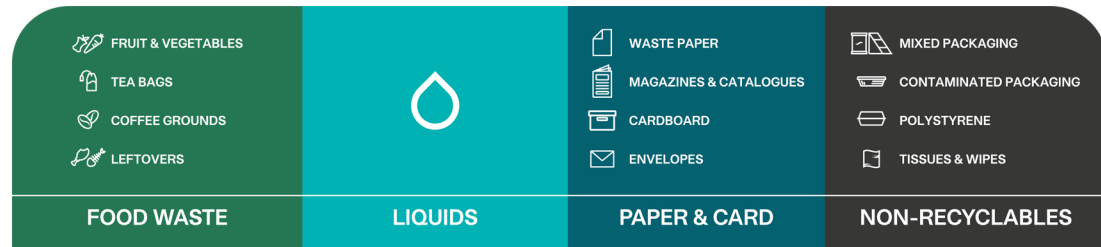
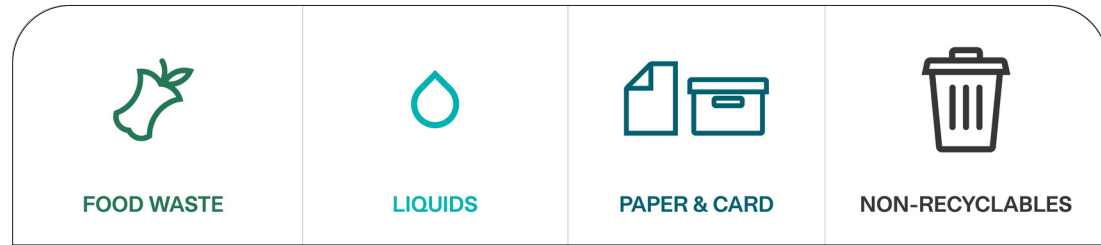




New Signage

Cleverly but clearly illustrate what waste goes where through your signage. Images of the waste or simple list graphics are the best way to engage staff to recycle - it means they don't have to think about where the waste goes therefore reducing the risk of contamination.

People notice change! If you upgrade your signage, to more specific waste streams and make it engaging then people will be intrigued in the new recycling scheme and this will influence behavioural change in your workplace.



Making Your Workplace More Circular

Contributing to the circular economy sends a powerful message. For example, having recycling stations made from recycled materials such as yoghurt pots.

Most organisations have an office, so starting your drive to sustainability here helps to translate the 'circular economy' into something that can flow through the rest of your business, and even spread the 'sustainable vibes' to other organisations like yours.

Transitioning to a circular organisation requires systems-level change, and must have buy in from the decision makers, even involving collaboration along supply chains and between sectors. The office is a perfect environment for starting this.



More Intuitive Apertures



Cross Paper Slot

Means only paper can fit through into the waste stream
Suitable for right and left handed users

Liquid Funnel

Liquid waste to remove unwanted contamination of clean recyclables

Round Hole Insert

Matching the inserts to round cans or bottles guides the user



As well as signage, specific shaped apertures can be used to guide the user and encourage cleaner segregation of waste. Specific shaped apertures can prevent users dumping all waste in one stream or choosing the wrong stream.

Educate, Educate, Educate.

Clearly show exactly what waste goes in what waste stream.

Hold regular 'Tool Box Talks' within your workplace, especially with new starters, and physically demonstrate disposing of real life waste in order to educate staff.

Regular communication such as monthly newsletters and team update presentations are great opportunities to educate staff.

Consistent education and reiteration of what good looks like is key to driving better recycling rates!



Green Team

Nominate team members who are passionate about the environment to form a 'Green Team'. Using positive peer support and 'the nudge' principle helps to drive behavioural changes and increase recycling rates.

When someone gets 'caught green handed' you could reward them. Consider taking photos for a "Recycling Heroes" bulletin board.



Healthy Competition

Encourage your business, or newly formed 'Green Team' to set up a Recycling Rates League Table for the different areas or floors in your building and publish the results to everyone.

A bit of healthy competition, which is managed between staff, with a small prize for the winners will encourage teams to get results and increase recycling rates.

This keeps the concept of recycling fun and engaging for staff, as everyone loves a prize!

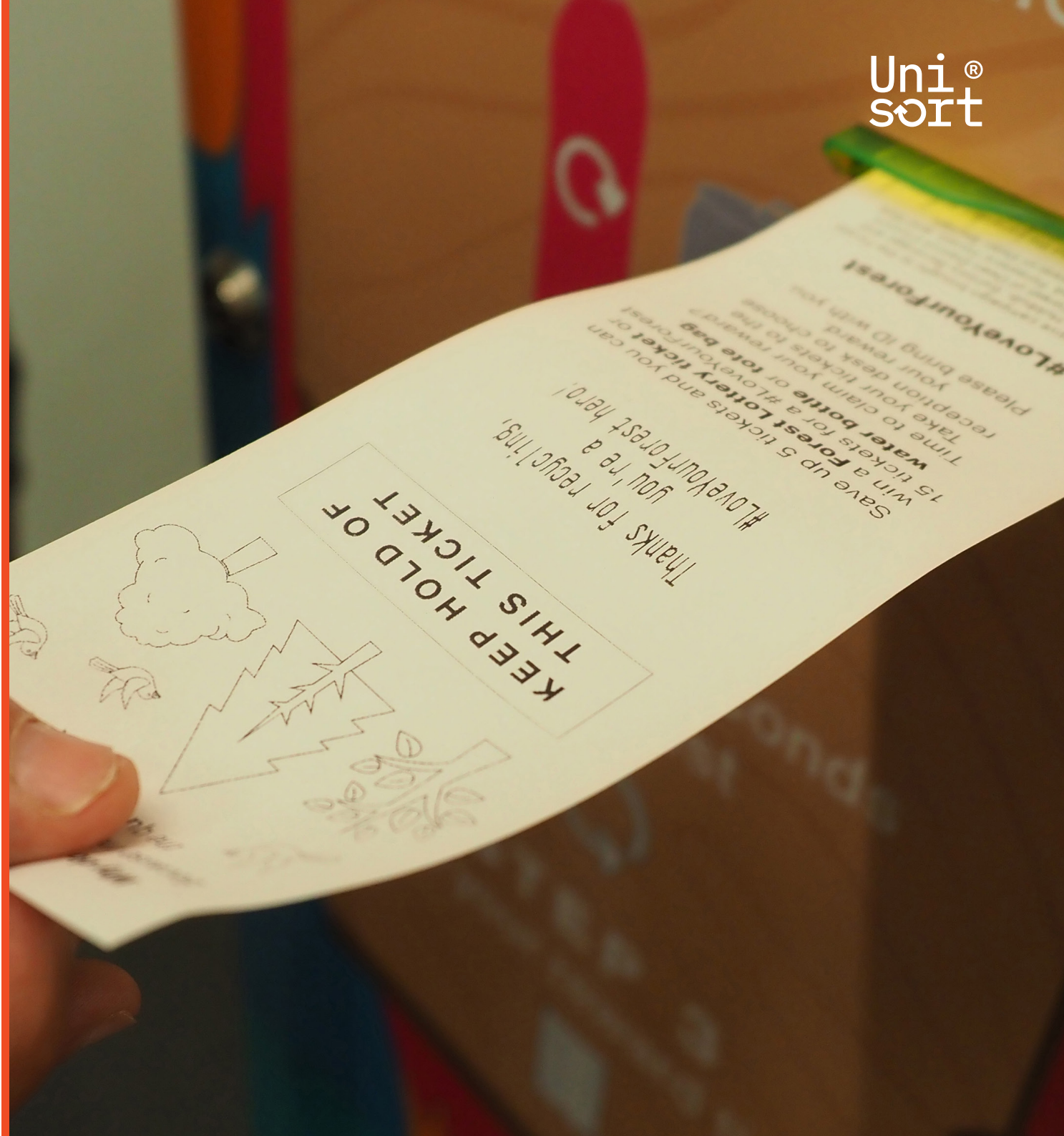
Recycling League Table for ABC Distribution LTD			
Floor Number	Current Recycling Rate (%)	Target Recycling Rate (%)	Target % Achieved?
5	55%	85%	65%
2	45%	85%	53%
4	38%	85%	45%
3	33%	85%	39%
1	32%	85%	38%

Reward Schemes

Make it fun! The more engaging the recycling process, the easier it is to get people involved and get them to follow the new scheme.

You can incentivize staff by giving return for their recycling, for example our CafeCrush Reverse Vending Machines give receipts each time you recycle a bottle or can. This receipt could contain a 50p voucher for the canteen or a charity donation etc.

Your business could offer a bonus incentive based around increased recycling rates. Offering a monetary reward for increased recycling rates could be a huge motivator for staff. The business will be saving expensive costs on reduced amounts of General Waste; therefore this money can be used to pay bonus' for staff encouragement.



Induction Procedure

Make your recycling process part of the induction training for new staff!

Get people into the routine of how your workplace recycles from their first day. Making the importance of recycling part of your company values means people have to follow the scheme.

The sooner you get people engaged in your recycling, the more that will happen and the more people that will follow therefore increasing recycling rates.



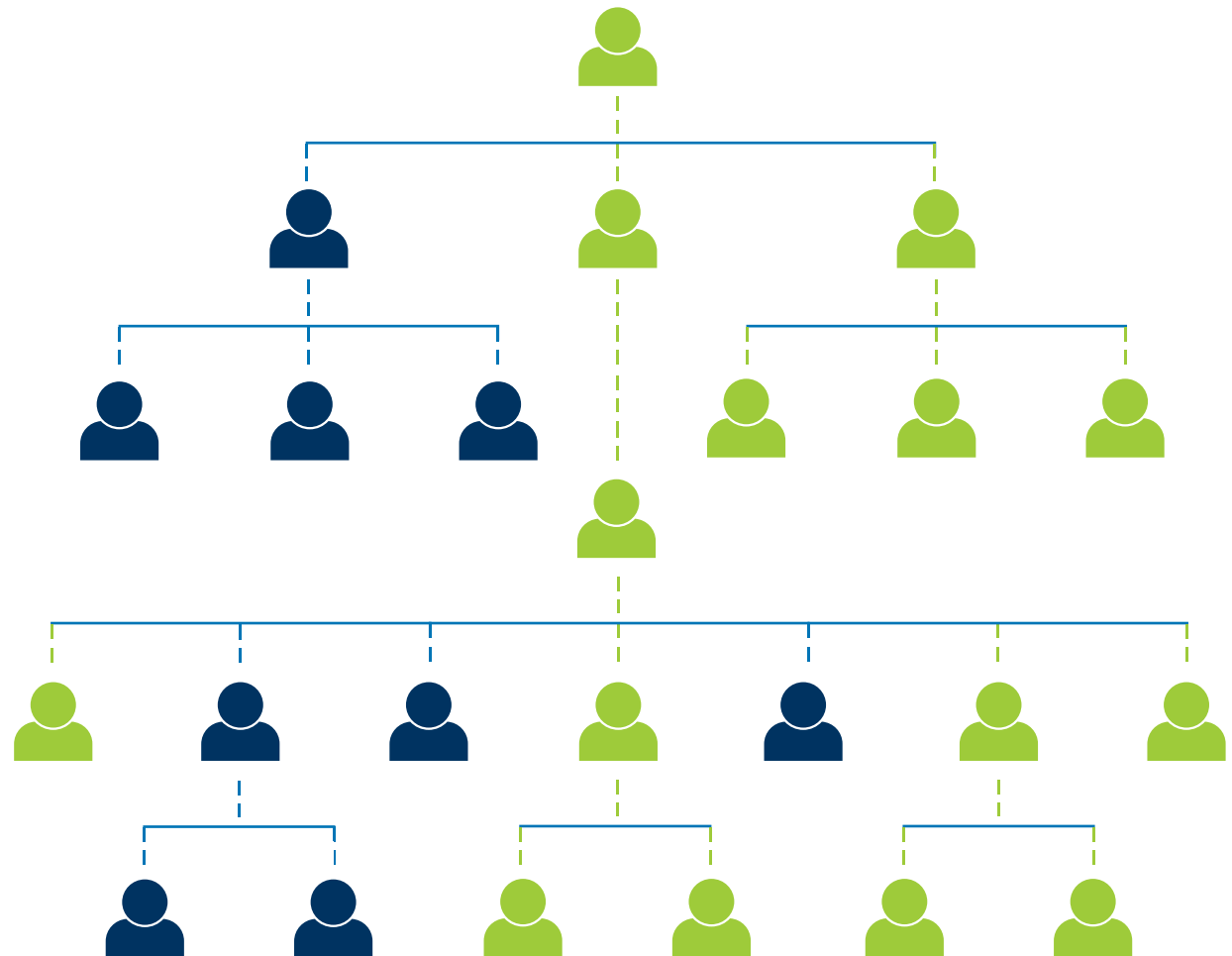
Buy In & Ownership

Ownership starts from the top!

In order for anything to be successful in a business, everyone needs to be on board! This includes all managers, directors and anyone of influence, this is because if they are seen by staff setting an example then everyone down the hierarchy will follow suit.

Also, if you can successfully coordinate your facilities managers, staff and cleaners then everyone will see the positive impacts and work together to help each other

Teamwork makes the dream work!



Reduce Cost & Increase Recycling Rates

Make staff aware of the cost of general waste compared to your recyclable items!

Disposing of everything in general waste will be costing your business unnecessary expenses, where as if you split your waste into non-recyclables and recyclables then the recyclables could actually make you money!

See here if your recyclables could be worth money: www.letsrecycle.com/prices/

Make money and increase recycling rates all at once!

**Please liaise with your waste management company for exact costs, waste segregation requirements and recycling processes*



Visit a MRF

Take your staff to a recycling unit and educate them on the journey of different waste. Show how items they've recycled in the office, are re-purposed and reused! Creating awareness of the recycling process and increasing communication is key to increasing understanding and driving up recycling rates.

**Please liaise with your waste management company for exact processes, waste segregation requirements and recycling processes*



Paper & Cardboard waste is collected from your business



New recycled paper commodities are produced for use



Transfer and bulking of collected waste



Waste paper & card is taken to a Material Recovering Facility (MRF)
Materials are mulched down ready to be reused

Front & Back of House

Make sure your workplace recycling Back of House matches what you are implementing Front of House. This will reduce confusion for staff and the risk of contamination as all waste streams will be the same.

If transparent liners are used then there is more accountability to staff back of house to match the standard of front of house.



A Structured Workplace 'Binfastructure'



BEHAVIOURAL
CHANGE



INCREASED
RECYCLING

CO₂

CARBON
REDUCTION



Empowering Workplace Recycling



We offer tailored solutions with a consultative approach to deeply understand what you really need



We offer fully customised signage including branding, logos, slogans



We provide a special continuous liner system to reduce plastic usage, carbon footprint and save time

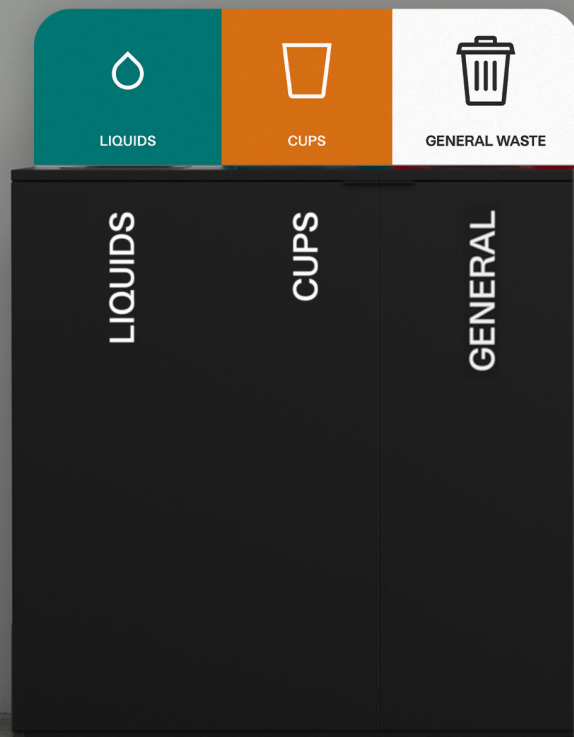


We provide aesthetically pleasing recycling stations to match your interior design (more a piece of furniture than waste bins)



Uni[®] Sort

Check out our website for more ideas:
www.unisanuk.com



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