

The 3Rs



The 3 Rs of recycling **Reduce**, **Re-use** and **Recycle** are all ways of reducing the amount of waste to be sent to landfill. They are also known as the waste hierarchy.

Reduce - reducing how much waste we accumulate is the first step.

Reuse - the second step is to re-use items instead of throwing them away. Passing items on, repairing, or adapting them for other uses.

Recycle - by always ensuring that what can be recycled is recycled then amounts of waste needing disposal is significantly reduced.

3Rs implemented at Campbell & Kennedy Ltd:

At Campbell & Kennedy we realise that we have a role to play in contributing towards a sustainable environment so as to provide a better future to the coming generations. Our commitment to this vision is reflected in our Environmental Policy. Moreover we believe that in order to truly realise this objective the policy statements need to be translated into appropriate actions. We have taken this task seriously and have implemented the Environmental Policy through the following actions within the 3R framework:

Reduce:

- **Renault Eco2 Initiative:** We have recently invested heavily in converting our vehicle fleet to Renault due to their environmental policy – ‘Renault eco2 Initiative’ which sees them designing and manufacturing vehicles which are both economical and ecologically sound, complying with Euro IV requirements. Eco-design of current Renault vehicles enables 95% of their weight to have a second life. A high proportion of new vehicle components are also manufactured from recycled plastics and renewable materials.
- **Real-time Procurement:** We have a dedicated purchasing department that ensures we only purchase as much as we need and Just-in-Time (JIT) to avoid accumulation.
- **Controlled Printing:** We have set up all user accounts to default print in black & white to avoid wasting toner inks when not needed.
- **Route Mapping:** All our engineers are given a day’s job after calculating the shortest possible routes for them to travel. This reduces the travel time & thus minimizes the resulting consumption of fuel and consequent pollution.
- **Vehicle Tracking:** We have strict rules in place to monitor all our vehicles via latest tracking devices. We generate weekly tracking reports to check all our vehicles for idling time, speeding, distance travelled, etc all of which are factors that contribute to increased fuel consumption.
- **Vehicle servicing:** Our vehicle management system ensures that all our vehicles are serviced on time at regular intervals. This means that all vehicles are in perfect running order every time they are on the road ensuring maximum fuel efficiency.
- **E-Transition KTP Project:** Our strategic level commitment to environment has seen us investing considerably in a 2 year Knowledge Transfer Partnership (KTP) project from the University of Strathclyde, the aim of which is to transform our company from a manual paper-oriented business to an electronics based paperless organisation.
- **Company Intranet:** Our process improvement efforts has seen many of our paper-based processes & communications tools change to electronic system such as holiday requests, purchase requisitions, company announcements, itineraries, etc.
- **Document Management System:** All our company documents such as standard operating procedures, manuals, forms, templates etc are all now managed in electronic format through SharePoint application thus eliminating the need to print latest copies etc.

Reuse:

- **Receiver boxes:** All customer faulty boxes are tested at our in-house testing facility to fix them and send them back to customers. Other boxes that cannot be fixed are sent to a specialised repairer for refurbishment to be used again as loan boxes to customers.
- **Leftover collection:** As a general rule all products not used or leftover after completion of jobs is returned back to our Stores. These items are then used again for other jobs. For e.g. leftover cables, etc.
- **Paper Only Baskets:** We have paper-only baskets at various locations in our Office. Paper is collected from these baskets on a daily basis and then shred in paper shredding machines.
- **Cardboard boxes:** We reuse some empty cardboard boxes for storing small items as well as in our file archiving section to segregate & store document files. Empty sky receiver boxes are reused for issuing loan/refurbished boxes to customers.

Recycle:

- **Equipment Recycle:** All metal by-products leftover after completion of jobs or metal waste is disposed of to a 'metal-only' bin. The skip is picked up every week by a registered scrap dealer for recycling.
- **Cardboards recycle:** Leftover cardboard boxes that cannot be reused are stacked separately to be used for recycling.
- **Paper Recycle:** All waste paper collected from the office is shredded for recycling.
- **Recycled products:** In order to further our commitment to recycling, our purchasing department ensures to give preference to those suppliers who are eco-friendly or are committed to recycling.
- **Recycled Stationary:** We buy all our stationary from a company that supplies most of its products that are 60% recycled. We have also recently introduced a policy whereby all marketing items, where possible, will be sourced from companies who can offer recycled materials.