

To all persons employed and sub-contracted

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In order for Cox Automotive / CWL Bodyshops to comply with Environmental Legislation, the Company requests that all Operatives take particular care in the disposal of dry waste in order to avoid contravention of Appendix 3 Clause 4 of the Pollution Prevention and Control Act 1999.

All operatives that carry out vehicle refurbishment processes are legally obliged to ensure that the waste produced is disposed of correctly and to further:

- a. Ensure that all bins are re-lidded after use.
- b. Ensure that a new bin liner is placed in the bin every time prior to use.
- c. Dry waste such as masking paper, used rag / cloth and paper wipes, tack rags and used sanding papers must be bagged and tied and placed in the waste container.
- d. Crush all empty and discarded cardboard cartons and packing and dispose of in the proper manner
- e. Damaged / waste components (bumpers, panels, glass etc.) must be disposed of to the relevant waste receptacle.

All staff has a Duty of Care to ensure that all waste is controlled and is subject to the Cox Automotive / CWL Bodyshop Spraybooths, Preparation Area and MET Area Housekeeping Notices to reduce the potential for any environmental impact that may occur.

The Management thank you for your co-operation in this matter.

Please sign this document (below) as acknowledgement that you have read and understand the contents of this document.

Employee Name: «Employee_name» Job Title: «Job_Title»

Dated This Day: _____ Signature: _____