



## Waste Policy

Core Process: Environment (UK)

### Purpose and Scope

This Policy is a subsidiary of the Environment Policy and applies the purpose of that Policy to waste.

It governs the generation and management of the disposal of waste for which Sopra Steria Limited, SSCL and NHS SBS [Sopra Steria UK] is responsible.

This policy sets out the priorities and principles of use and for waste management and disposal of waste in all aspects of its business activities and makes them part of its decision-making processes.

This policy applies to all Sopra Steria UK.

### Waste Priorities

- Committed to Zero Waste to Landfill as standard whenever Sopra Steria UK have operational control over collection.
- Minimising waste to landfill whenever and wherever possible where operational control is responsibility of a landlord.
- Gather and analyse waste consumption data to identify waste reduction opportunities.
- Minimise impact of waste upon the environment by increasing re-use and recycling.
- Eliminate single use plastics in line with current legislation and minimise in all other areas.
- Ensuring site level waste objectives are set annually whenever Sopra Steria UK have operational control over collection.
- Investing in projects and technology to improve waste management.

### Principles that guide decisions, actions and ways of working to support our waste priorities

- **Waste Management Hierarchy:** The organisation follows the waste management hierarchy: i.e. take steps in order of priority: to eliminate (avoid generating waste in the first place) followed by the reduction, re-use, recycle, enabling production of energy from waste and finally disposal in order to conserve global resources, minimise waste to landfill, reduce GHG emissions and minimise pollution, while reducing the costs of waste management.
- **Compliance:** Disposing of all waste responsibly and in accordance with legislation and processes by ensuring we exercise our obligations imposed through the Waste Duty of Care: Code of Practice. This includes dealing with 'special' waste, such as Hazardous and Waste Electrical and Electronic Equipment (WEEE)
- **Measurable performance evaluation:** Define key performance indicators (KPIs) to measure and monitor progress towards achieving our environmental objectives related to waste. Strive to improve quality and reliability of data to help inform decisions as well as identify focus areas for performance improvement and to realise measurable benefits.
- **Continual Improvement:** Show a commitment to continual improvement in waste performance; by availability of necessary resources to achieve objectives and encouraging commitment from employees to aspects of waste efficiency under their control. Minimising the generation of waste by applying the principles of the Sopra Steria Sustainable Procurement Policy.
- **Training and development:** Provide appropriate training and engagement to enhance employee awareness, knowledge and skills required to support environmental protection and improvement.

**Policy Authorised by:** John Neilson, CEO UK and UK Board Sponsor for Sustainability

**Policy Issue:** Avinash Lunj, UK Head of Climate and Environmental Sustainability

**Date Issue:** March 2025

