



Get Recycling

Your **Go-To Guide** to
Encourage Your Staff to
Recycle More

www.glasdon.com

Recycling At Work

Why is it Important?

Workplace recycling, some businesses have it down to a T, others are working hard to implement and integrate it more into their day-to-day activities. No matter what stage your business is at, recycling at work has been proven to help cut costs, improve work culture, and create a better working environment as well as a cleaner planet.

How Can We Help You?

As a leading designer of commercial recycling solutions, Glasdon are not only responsible for delivering top-of-the-line recycling stations for workplaces but also to provide businesses with help and guidance to implement and improve their recycling schemes.

We can help your
business make
recycling:

✓ MORE ENGAGING

✓ SIMPLER

✓ MORE EFFICIENT

✓ GREENER

Why Recycle at the Workplace

Recycling is everywhere these days, and for multiple reasons. This means there are multiple great ways businesses can benefit from recycling.



Cost Savings

The standard landfill tax increased to £126.15 per tonne in April 2025. Start recycling now and save on these waste management costs for your business.



Business Reputation

According to Whistl, 96% of UK customers are more likely to trust environmentally or socially conscious brands, while 34% claim to have regularly made an eco-purchase. Boost your customer base by recycling.



Environmental Benefits

According to WRAP, recycling just 1 tonne of paper can save up to 17 trees, and recycling certain plastic bottles can reduce greenhouse gas emissions by up to 75%. Even the smallest effort to recycle can make a massive difference.



Employee Engagement

Getting employees engaged and involved in sustainability goals fosters a positive workplace culture and encourages teamwork. Happier employees mean a better, more productive workplace.



Better Compliance

Recycling helps businesses comply with government legislation like The Environmental Protection Act 1990 and England's Simpler Recycling rules. Start now to avoid being caught off guard by new laws, potential fines, or taxes.

<https://obr.uk/forecasts-in-depth/tax-by-tax-spend-by-spend/landfill-tax/#:~:text=The%20tax%20is%20charged%20by,%C2%A3126.15%20in%20April%202025>

<https://www.gov.uk/green-taxes-and-reliefs/landfill-tax>

<https://www.whistl.co.uk/research/consumers-grow-greener-their-purchasing-decisions>

<https://www.uswitch.com/gas-electricity/green-energy/green-consumer-statistics/#:~:text=2.-How%20many%20customers%20are%20green%20consumers%3F,claiming%20they%20did%20so%20occasionally>

<https://www.wrap.ngo/>



Types of Waste

Want to start recycling at the workplace? First things first, it is vital to know what waste streams you may be dealing with:



Dry Mixed Recycling, consisting of:

Plastics - All types of clean plastic bottles, packaging, containers and broken bits of plastic

Glass - All types of clean glass bottles, jars, and receptacles

Metal - All types of clean cans, tins, containers and bits of scrap metal



Paper & Cardboard, consisting of:

Paper - All types of paper, from documents to scraps of paper

Cardboard - All types of cardboard and scraps of cardboard



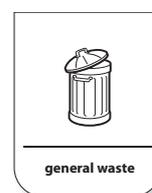
Food Waste

All kinds of compostable organic materials, such as food scraps



Batteries

All types of batteries, including car batteries



General Waste

Any non-recyclable or dirty, contaminated waste

Keep it Clear and Convenient

Make waste management easier by conveniently and strategically placing bins.

- **The Right Bin in the Right Place:** Pair the right type of bin with the waste generated in a specific area. For example, a food recycling bin for a break room or canteen.
- **Keep Your Bins Close:** Try to position bins close to workstations and under desks to help minimise effort.
- **Easily Reachable Recycling Stations:** Create clearly marked and easily reachable recycling stations throughout the office, ensuring they blend in with the environment without causing an obstruction.

Make sure there is no question about what waste needs to go where. **Make it clear, simple, and to the point.** Provide concise signage that indicates what needs to go into a bin. Add a fitting graphic alongside text to help eliminate any doubts.





Getting Mileage Out of Your Signage

Clear and concise signage remains a crucial component in a successful recycling programme.

- **Clarify, Don't Confuse:** Clear graphics on bins can highlight your company's commitment to sustainability and encourage employees to sort waste correctly.
- **Prevent Cross-Contamination:** Using the correct signage can help prevent waste from ending up in the wrong bin and being diverted to landfills.
- **Invest in Efficient Signage:** Investing in the right signage helps businesses future-proof their waste management solutions and contributes to their long-term success.



Clarity Beats Disparity

Is your recycling scheme generating more questions than answers?

Clarify the “what,” “where,” and “why” of your scheme to avoid confusion and to help boost recycling rates.

- **Clearly Define your Waste Streams:** Instead of “General Waste”, consider terms like “Non-Recyclables”. Where practical, separate “Mixed Recycling” into the individual types of waste.
- **Educate:** Create posters and even booklets to clearly state what goes where, why specific waste needs separate disposal and what the consequences of improper disposal are.
- **Visible and Informative Signage:** Incorporate icons and text. This encourages people to pause and think before throwing something away and can help prevent cross-contamination and improve recycling practices.



The Circle of Product Life

Make sure you understand the journey your office waste takes from disposal to becoming new products.

- **The Waste Journey:** In a Circular Economy, waste is collected, processed into raw materials, and repurposed to create new products.
- **Energy Efficiency:** This approach significantly reduces the energy required for manufacturing. Instead of extracting new raw materials from the planet, products are made from existing resources, using less energy.



Want to make your workplace more circular?

Consider becoming a zero-landfill business and ensure waste you produce is recycled or goes into energy production instead of being disposed of in landfills.

Keep Things Engaging

Engage staff and establish a strong recycling culture by focusing on education, involvement, and transparency.

- **Educate and Inspire:** Inform staff about the impact of proper waste separation, using facts and figures to highlight benefits. Partner with and promote charitable organisations to encourage broader involvement.
- **Acknowledge and Celebrate:** Recognise and acknowledge staff efforts and involvement. Clearly establish your environmental commitment and recycling culture during staff inductions to set the right tone from day one.
- **Involve and Empower:** Get staff involved in waste management decisions. Consider appointing “Recycling Ambassadors” to keep colleagues informed about progress and new initiatives.
- **Be Transparent and Update Regularly:** Clearly communicate what, how much, and why you’re recycling. Share achievements and milestones in regular updates through existing newsletters or message boards, using clear and motivating metrics.





Stay a Step Ahead of The Game

Never stop learning or investing. From new government crackdowns to legislation that overhauls how a country recycles, things are constantly changing.

- **Stay Informed:** Recycling is constantly changing due to new legislation and developments. Stay ahead of current and upcoming trends. Pay attention to important deadlines. Use your time wisely to implement necessary changes ahead of time.
- **Invest Wisely:** Regularly update your recycling bins and resources to align with new requirements. Invest in durable, long-lasting waste management solutions to minimise the need for frequent replacements.
- **Seek Expert Advice:** Consider teaming up with organisations that can provide support and help you structure, implement, and refine your waste management plan into a fully realised recycling scheme, ensuring you remain up to date and compliant every step of the way.



Thinking of Making a Change?

So, you've decided to overhaul your waste management plan and want to start recycling more. But where do you start?

1. Conduct A Waste Management Audit

The best way to get the ball rolling is with a waste management audit. Luckily, there are many organisations out there that offer waste management audits. Best of all, most of them offer it as a free service.

Start your free waste management audit now!

2. Invest in Waste Management Solutions

Do you have the right bins? Do your current bins need updating? Do you need new labels or signage? Investing in new bins and the right bins can make a huge difference.

Discover recycling solutions for your office!



3. Personalise Your Bins to Your Individual Needs

Need something specific on your bin? A company logo? Do you need it in a specific colour? Our product personalisation service is at your disposal to help you get exactly the bin you need and want for your business.

Personalise your product now!

4. We're Here to Help

Glasdon is here to help you on your journey to becoming and staying compliant. Get in touch, stay in touch, and find out how we can help you.

Contact us now!

**NEED HELP OR DON'T
KNOW WHERE TO START?**

Contact us today and request a free waste management audit.



CONCLUSION

While a significant change in recycling and waste disposal policies can be a challenging time for businesses, big and small, it doesn't have to be. Glasdon is here to help. Our recycling solutions help you to upgrade your waste management, and we also offer expert guidance on many topics. From efficient food waste disposal to setting up or revising your waste management programme, our team can help you find the best solution for you.

**IMPLEMENT YOUR
RECYCLING PROGRAMME
TODAY**

ALSO AVAILABLE FROM GLASDON...



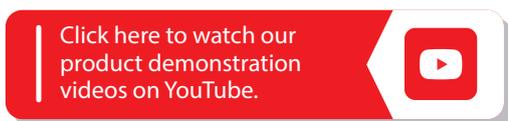
Nexus® 100 Duo Recycling Station



Modus™ Housing



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