

ENVIRONMENTAL & SUSTAINABILITY

Waste Reduction & Recycling Policy

Policy | ENV-POL-002 | Version 1.0

Document number	ENV-POL-002
Version	1.0
Document owner	Rhiannon Frankas, Director
Approver	Daniel Frankas, Managing Director
Issue date	19 July 2026
Effective date	On management approval
Review date	19 July 2028 or earlier following material change
Status	For approval and website publication

MISCO will design purchasing, nesting, machining, storage and disposal practices to avoid waste, recover usable material and prevent waste from causing harm.

1. Purpose

Reduce waste generation and manage material, packaging and general waste responsibly.

2. Scope

Sheet and component offcuts, sawdust and machining dust, timber and pallets, cardboard, plastics, metals, office waste, e-waste, chemicals and contaminated materials.

3. Policy statement and commitment

MISCO will design purchasing, nesting, machining, storage and disposal practices to avoid waste, recover usable material and prevent waste from causing harm.

4. Mandatory requirements

- Plan cutting and nesting to improve yield while maintaining customer and safety requirements.
- Identify and store usable remnants so they can be safely traced and used before new stock where suitable.
- Separate cardboard, clean plastics, metals, timber, e-waste and other recyclable streams where a practical service is available.
- Keep bins closed, stable, labelled and positioned to prevent windblown litter, fire risk, stormwater contamination and unauthorised access.
- Do not mix hazardous, liquid or contaminated waste with general recycling.
- Use competent waste providers and retain disposal or recycling evidence for regulated or higher-risk waste.
- Do not describe waste as recycled or diverted unless supporting records are available.

5. Implementation and operational controls

- Assign storage points and signage for each waste stream.
- Monitor avoidable scrap, packaging and disposal costs.
- Work with suppliers and customers on returnable or reduced packaging where feasible.
- Include waste arrangements in contractor induction and housekeeping inspections.

6. Roles and responsibilities

Role	Responsibility
Directors	Approve the document, provide resources, set the expected standard and review material breaches or exceptions.
Managers and supervisors	Apply the requirements in daily work, communicate expectations, retain required records and escalate concerns.
Employees and contractors	Follow the document, complete required training, protect MISCO interests and promptly report suspected breaches.
Suppliers and business partners	Meet applicable contractual, ethical, safety, quality, security and legal requirements when acting for or supplying MISCO.
Workers performing operational tasks	Use designated controls and waste streams and immediately report spills, dust, waste, noise or other environmental hazards.

7. Reporting, complaints and escalation

Report damaged containers, leaks, overfilled bins, windblown waste, incorrect segregation and suspected illegal disposal immediately.

MISCO will assess concerns proportionately, preserve confidentiality as far as lawful and practicable, prevent retaliation, and refer matters to regulators, emergency services, insurers, professional advisers or law enforcement where required.

8. Monitoring and assurance

- The Document Owner will monitor relevant complaints, incidents, nonconformities, legal or standards changes, website accuracy and overdue actions.
- Material findings will be considered through management review, internal review or corrective action as appropriate.
- Public claims and linked downloads will be checked when evidence, certification, licensing, supplier, product, website technology or business practice changes.

9. Records and retention

Approvals, declarations, registers, reports, investigations, training, complaints, correspondence and other records created under this document must be accurate, protected, accessible to authorised personnel and retained under IT-POL-003 and applicable legal, contractual and evidentiary requirements.

10. Related MISCO documents

- ENV-POL-001 Environmental Policy
- ENV-POL-003 Sustainability Commitment
- ENV-STD-001 Environmental Impact & Aspects Register Statement

11. External references

- [Environment Protection Act 2017 \(Vic\), Environment Protection Regulations 2021 \(Vic\) and EPA Victoria guidance on the general environmental duty](#)

References were verified from primary or authoritative sources on 19 July 2026. Standards are identified but not reproduced; current licensed editions and legal advice should be consulted where exact requirements determine a decision.

12. Approval and review

Role	Name	Approval / signature	Date
Document owner	Rhiannon Frankas		
Approver	Daniel Frankas		

Review due 19 July 2028, or earlier following material legislative, regulatory, standards, certification, system, operational or organisational change.

Revision history

Version	Date	Change
1.0	19 July 2026	Initial controlled issue prepared for management approval and website publication.