

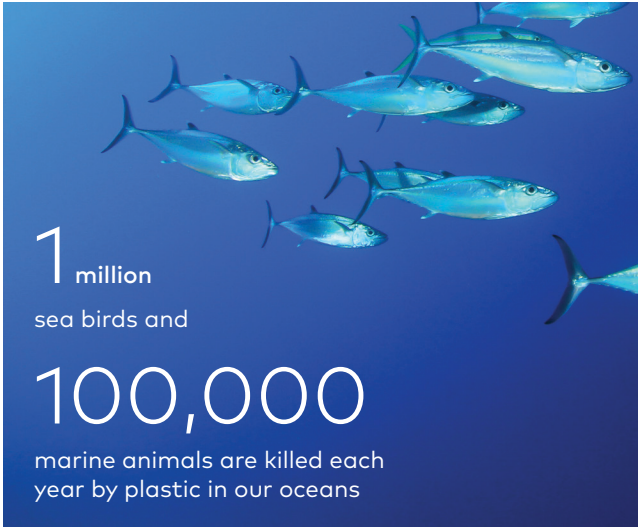
wood.

A guide to reducing single use plastics



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Introduction

Plastic pollution is one of the biggest environmental challenges of our time, with between eight and twelve million tonnes of plastic believed to enter the oceans each year, statistics warn that by 2050, there will be more plastic (by weight) in our oceans than fish.

Plastic has become one of the most widely used materials in the world today. When disposed, it does not decompose easily and pollutes the land or air nearby when burned in the open air. Most of the plastic waste we generate escapes from land, either blown into the sea from ships and beaches, carried there by rivers, or flushed down the toilet and released into our oceans.

Virtually every piece of plastic that was ever made still exists in some shape or form, so next time you opt for the convenience of a bottled drink, ask yourself - Do you really need to buy another bottle of water that much?

To change the tide on plastic, we need to adapt our behaviours and begin not only the task to remedy the damage already done, but reduce our overall consumption, accelerated by today's throwaway society.

As governments worldwide seek to drive legislative reform to tackle our use of plastic and the waste this produces, at Wood, we recognise the role we play in not just joining the conversation but driving positive change to ensure we promote more sustainable use of resources and do our bit to create a less wasteful culture.

This booklet brings together some handy tips on how to reduce our use of plastic.



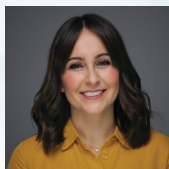
We focus on some of the key areas, where we can all demonstrate a more positive impact through the decisions and actions, we make every day.

Structured around the 4-Rs principle, Reduce, Reuse, Replace and Recycle the pointers contained in this booklet follow the waste hierarchy to help you manage your use of plastics and the potential options available.

Many of the tips included could not only cut down our use of plastic but potentially save us money by reducing our spend on resources, subsequent cost of disposal and get us all thinking what we can all do to help reduce our impact on the environment.

Tackling the global challenge around plastic starts with you! We want to create a more sustainable culture at Wood. That means we all have to take collective responsibility to really questions our behaviours and make sustainable choices in our every day that will help make a difference today.

"There are more microplastics in the ocean than there are stars in the milky way."



Emma Scott
Environment
Director



Craig Paterson-Cheyne
Global Sustainability
Manager

Think globally, act locally



Communication

At Wood, we recognise the negative impact disposable plastic use has on the environment. As a responsible business we want to play our part in reducing our reliance on single use plastic and work towards more environmentally friendly and sustainable solutions.

To effectively communicate on the issue of plastic use, across our global business, we quickly acknowledged the need for an inclusive approach. In the first half of 2018, we set about establishing a global working group of passionate employees to help us tackle single use plastic in our business.

To focus our efforts where we can make the biggest impact, we asked our employees during our first sustainability week celebrations to complete a quick survey on their personal and workplace use of single use plastic. As well as raising awareness on the topic, the survey provided statistics from a cross section of our business against the six most common types of plastic found in our oceans, this gave our working group a starting point for addressing the challenges faced across our business.

Our approach, starting with the global survey of our employees, is structured around four key elements that will help to raise awareness on the issue, share best practice to combat the challenges faced and finally report our progress. The complexity of tackling plastic waste varies across the regions we operate, and we understand a 'one size fits all' approach does not work. The approach taken by the global working group is structured with this in mind.

Our working group approach to reducing plastic waste:



Many different types of plastic

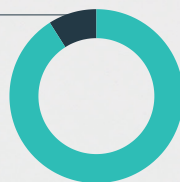
The term single use plastic is used for disposable plastics that are intended to be used only once before they are thrown away or recycled such as plastic bags, straws, coffee cups, drinks bottles and most food packaging.

This includes bioplastics, as although these are derived from biomass and/or intended to biodegrade over time, this process only occurs under specific circumstances and therefore not considered a final solution.

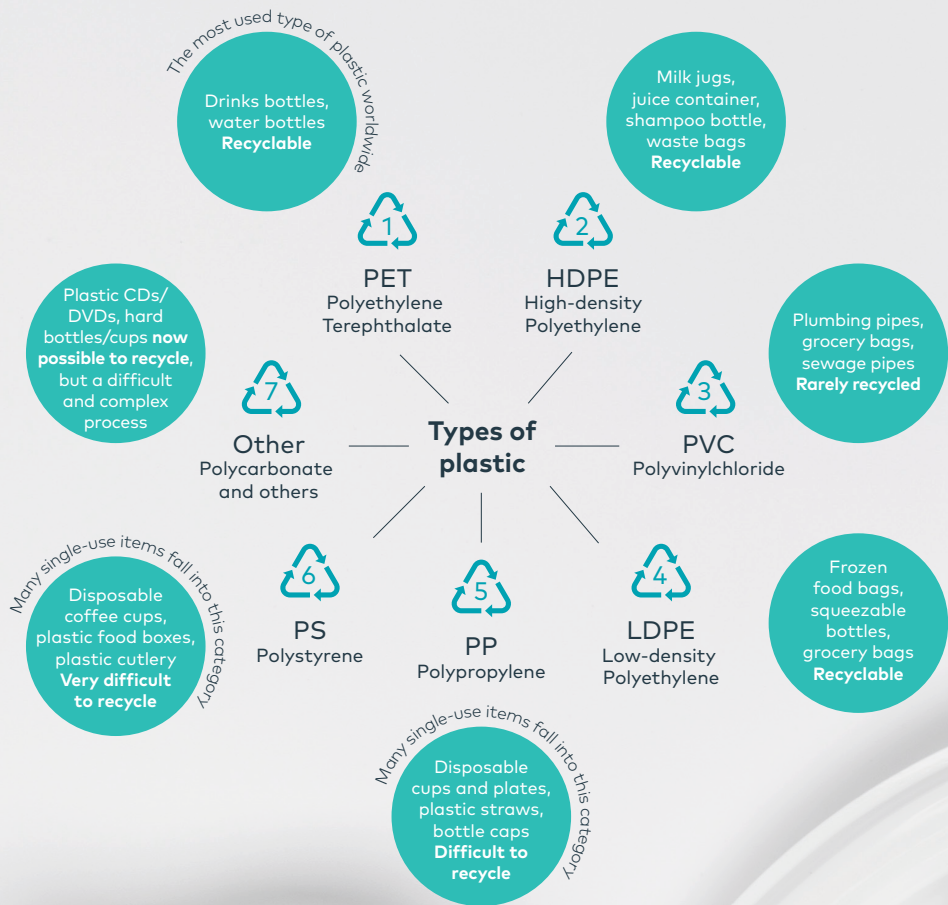
Many plastics are difficult to recycle and can depend on what recycling facilities are available locally.

Did you know

only 9% of all the plastic ever created has been recycled



There are many different types of plastic, not all lend themselves easily to recycle:



The world of plastics contains many confusing terms. Even the most well-intentioned consumer may find it hard to navigate the 'good' plastics to the bad. The following explains the most important differences:

Recyclable plastics - Plastics that can be recycled to be used again

Recycled plastic - Items that are made from plastics that have been recycled

Bio(based) plastics - Plastics that are partly or fully made from renewable natural resources such as corn starch, corn dextrose, potato starch, sugar cane, jute or palm leaves. Some bioplastics are industrially compostable.

Biodegradable plastics - Plastics that breakdown in a defined period of time (e.g. PLA). However, this can only be done under the correct industrial conditions by a specialist waste disposal company. They cannot be disposed of via the normal recycling channels.

PLA (Polylactic Acid) - is a well-known bioplastic that is biodegradable, often made from corn starch and sugar cane. PLA should be composted in a composting station under the right circumstances and should not end up in landfills.

Compostable plastics - Plastics which can be broken down in industrial composting facilities that meet a recognised compostable standard.

Compostable and biodegradable plastics are not to be confused with the recycling process of conventional single-use plastics. In reality, most biodegradable plastics are still incinerated or end up in landfills, so it is important to assess what waste management facilities are available locally.

How should you deal with single use plastics?

Using the principles of the '4-Rs' can help you manage your use of plastics.

Firstly, assess which single use plastics are unnecessary and eliminate entirely. Next, which items can be replaced with reusable alternatives (for example using metal cutlery). If a single use item is unavoidable, choose materials that come from a recognised sustainable source (for example, FSC certified paper) and make sure that you have the appropriate recycling or disposal options available to you locally.

Finally, ensure that any plastic items that you cannot remove from your operations can be recycled when they reach the end of their life.

As you undertake your journey, new challenges and gaps will crop up. Do not get disheartened, every step is a step in the right direction.



Reduce

Reduce your overall use of plastics



Reuse

Check which plastic items can be changed for reusable ones



Replace

Replace single use plastic items with more natural alternatives, like those of wood, corn starch, bamboo or paper



Recycle

Make sure the plastic items you use are recyclable and are made from recycled plastic

Managing plastic reduction

Starting the conversation on plastic use in your location may be challenging but don't give up! Using the stepped process below and the content in this booklet, start to review behaviours, the challenges faced that enable 'bad' plastic use and create your action plan today!

Remember you are not alone!

Our sustainability programme aims to recruit a sustainability champion in every location we operate, with the purpose of creating local sustainability teams. Find out if you have a local team in place and if not, begin the conversation and use the engaged colleagues as your working team to gain some traction on tackling plastic waste in your location.

You can find more information on how to register to be a sustainability champion and find information on our networks, from the internal sustainability homepage.

Finally, remember to report all your actions through the Sustainability Action Tracker, also available from the sustainability homepage.



Self-assessment

Using this booklet, undertake a self-assessment of plastic use in your location



Make an action plan

Determine what you want to achieve, what you can reasonably target and by when?



Engage your stakeholders

Does your location have an existing sustainability team, if so utilise this as your work team to engage with the relevant stakeholders to help gain traction on your action plan



Measure progress and report

Measure what you have achieved and report this through the sustainability action tracker



Remember to report all your actions through the Sustainability Action Tracker, also available from the sustainability homepage.

Food and drink

It can seem an impossible challenge to make ethical choices that help reduce our consumption of single-use plastics but with a little patience, some forward planning and changing a few habits, it is possible.

In the process we can send a clear signal to producers, suppliers, and legislators that the current dependency on single use plastics is not acceptable and that an economic market exists for food and drink in alternative eco-friendly packaging or no packaging at all!

Our food and drink choices can often be a result of impulsive purchases or convenience. Being prepared, planning meals and snacks ahead, and understanding your habits and schedule to anticipate the need for nutrition or hydration can help avoid buying products in unnecessary plastic packaging.

It can be a great excuse to learn new cooking skills to avoid dependency on ready meals or explore local shops and markets that already offer loose fruit and veg, dried foods and spices.

Did you know?

Half a billion

plastic straws are used every day around the world

1 million

plastic bottles are bought around the world every minute

16 billion

disposable coffee cups are used each year



Tips for home:

- Buy staples such as pasta and rice in bulk and in stores where they are available loose
- Opt for freshly baked bread in paper bags
- Buy loose fruit and vegetables where possible and avoid pre-prepared packs. Where possible shop in markets which sell most of their items without plastic
- Take your own containers to butchers and supermarkets for meat and poultry. Or why not try one or two vegetarian days a week?
- Always carry re-usable bags. When ordering groceries online ask for groceries not to be packed
- Avoid buying pet food in plastic sachets, buy in cardboard packaging or tins instead. If you can't avoid plastic sachets look for a recycling scheme

Food and drink: Applicable to our office, home and supply chain partners



	Reduce	Re-use
Disposable cups	<ul style="list-style-type: none">• Remove plastic cups completely• Reduce availability of plastic cups for visitors only• Prepare ahead for journeys when you'll need water/drinks and take refillable cups/bottles• When travelling or where drinking water taps are not available, buy in bulk and decant into reusable bottles	<ul style="list-style-type: none">• Issue or encourage staff to use reusable water bottle or glass• Issue or encourage staff to use reusable mugs• Offer an incentive for those using their own mugs when purchasing drinks at canteen facilities
Take-away containers	<ul style="list-style-type: none">• Remove plastic take away containers from onsite canteen facilities• Remove unnecessary containers• Prepare meals at home and bring your lunch with you to work• Provide plates/dishes in kitchen areas• Provide suitable dishwashing facilities• Learn to cook from scratch and bulk cook meals in advance to freeze for an easy, cost effective lunch	<ul style="list-style-type: none">• Allow employees to bring their own containers to canteen facilities
Tea, coffee and milk	<ul style="list-style-type: none">• Avoid products in plastic packaging• Don't buy/provide individual plastic sachets/pods of coffee or milk• Buy in bulk to reduce packaging• Avoid/remove machines which use individual coffee/milk pods	<ul style="list-style-type: none">• Purchase milk in returnable glass bottles
Cutlery	<ul style="list-style-type: none">• Remove plastic cutlery altogether• Reduce availability of plastic cutlery for visitors only• Stop providing stirrers	<ul style="list-style-type: none">• Provide metal cutlery for all to use• Provide individuals with their own set of cutlery made from sustainable sources, such as wheat• Provide metal tea spoons in kitchen areas
Vending machines	<ul style="list-style-type: none">• Remove snacks in plastic packaging• Prepare snacks at home	
Straws	<ul style="list-style-type: none">• Do not buy plastic straws• Ask not to be provided with a plastic straw	<ul style="list-style-type: none">• Carry reusable metal straws
Food storage	<ul style="list-style-type: none">• Avoid clingfilm	<ul style="list-style-type: none">• Buy loose items and use reusable storage containers



Replace	Recycle
<ul style="list-style-type: none"> • Provide cups made from alternative materials or biodegradable options • Ensure easy access to drinking water fountains • Where possible buy large containers of water to decant into smaller reusable drinking bottles 	<ul style="list-style-type: none"> • Provide clearly labelled facilities to recycle disposable cups and lids • Brief everyone on what recycling facilities there are and where they are located • Reuse plastic bottles to make Eco bricks or planters
<ul style="list-style-type: none"> • Source packaging made from alternative materials/ biodegradable options • Avoid black plastic in packaging as it cannot currently be detected in sorting machines when sent for recycling 	<ul style="list-style-type: none"> • Provide clearly labelled facilities to recycle • Brief everyone on what recycling facilities there are and where they are located
<ul style="list-style-type: none"> • Buy products in non-plastic or reduced plastic material e.g. cardboard boxes, glass jars • Opt for tea which does not contain plastic in the bags. Where possible source loose leaf tea. Use loose tea with tea pot or individual metal strainers • Use glass or metal cafetières or filter/ bean-to-cup coffee machines • Provide a milk dispenser 	<ul style="list-style-type: none"> • If using coffee pods look for recycle schemes that accept your pods • Compost tea bags where they are plastic free
<ul style="list-style-type: none"> • Source disposable cutlery made from alternative materials/biodegradable options such as bamboo • Replace plastic stirrers with wood 	<ul style="list-style-type: none"> • Provide clearly labelled facilities to recycle • Brief everyone on what recycling facilities there are and where they are located
<ul style="list-style-type: none"> • Replace plastic drinks bottles with aluminium cans • Stock snacks not in plastic packaging • Set up a snack rota for groups to take turns in providing homemade snacks 	<ul style="list-style-type: none"> • Make use of local schemes to collect non-recyclable confectionary and crisp wrappers
<ul style="list-style-type: none"> • Source straws made from alternative materials/ biodegradable options such as paper 	<ul style="list-style-type: none"> • Provide clearly labelled facilities to recycle • Brief everyone on what recycling facilities there are and where they are located
<ul style="list-style-type: none"> • Source alternative materials/biodegradable options such as bees or soya wax wraps 	<ul style="list-style-type: none"> • Repurpose containers such as jam/jelly jars to store food, buy loose items, or use as candle holders • Provide clearly labelled facilities to recycle • Brief everyone on what recycling facilities there are and where they are located

Focus areas:

Office

Adopting greener practices around the office is an important way to reduce the amount of plastic waste that enters the waste stream. Office supplies are used daily, with single-use plastic products that are often overlooked as “normal”.

Every individual can make a positive impact by looking around their workplace to first identify the plastic products regularly used, and then work to reduce, re-use, replace or recycle those products.

Did you know?

1.6 billion*

pens are thrown out per year in the United States alone

15%

of the 65 million printer cartridges that are sold in the UK each year are recycled

* Source: US Environmental Protection Agency



Tips for home:

- Avoid single use pens and plastic mechanical pencils: These are not recyclable and add to the waste stream
- To avoid green washed products*, look for products certified to sustainability standards recommended by government agencies

* Products that are not as environmentally friendly as they are marketed.



Office: Applicable to our office, home and supply chain partners



	Reduce	Re-use
Printing and paper products	<ul style="list-style-type: none">• Reduce printing where possible: Bring laptops and/or tablets to meeting with agenda and notes to reduce the need to print• Save paper by printing on both sides• Only print materials when necessary• Reduce use of glossy, non-recycled paper• Post signs around the office as a reminder to be conscious when printing	<ul style="list-style-type: none">• Use re-fillable cartridges
Binders and folders	<ul style="list-style-type: none">• Reduce the need for folders and binders by saving important project materials in a folder on your computer and only use folders and binders for final reports	<ul style="list-style-type: none">• Return unwanted binders and folders to the central stores and re-use
Pens and pencils	<ul style="list-style-type: none">• Do not purchase or use single-use disposable plastic pens• Consider grey lead pencils over plastic pens for everyday use• When ink is required for official documents, use a re-fillable ballpoint or fountain pen	<ul style="list-style-type: none">• Hold a stationary amnesty and reuse any unwanted pens and pencils
General office supplies	<ul style="list-style-type: none">• Take inventory, and only order and use supplies that are needed	<ul style="list-style-type: none">• Reuse paper clips, rubber bands, pen holders, and all supplies where possible



Replace	Recycle
<ul style="list-style-type: none">• Replace paper products with recycled content, preferably certified• Use printer “eco-mode” for drafts	<ul style="list-style-type: none">• Collect and recycle printer cartridges• Provide clearly labelled facilities to recycle disposable cups and lids• Brief everyone on what recycling facilities there are and where they are located
<ul style="list-style-type: none">• Select non-plastic folders and binders made from recycled content	<ul style="list-style-type: none">• At the end of its life, recycle plastic folders and binders at proper facilities
<ul style="list-style-type: none">• Use pens made from recycled content or biodegradable materials.• Choose pens that can be refilled repeatedly rather than sent to a landfill	<ul style="list-style-type: none">• Check local recycling facility options and recycle where possible
<ul style="list-style-type: none">• Look for and purchase products that are made from post-consumer content (paper clips, staples)	<ul style="list-style-type: none">• At product’s end of life, recycle• Provide clearly labelled facilities to recycle disposable cups and lids• Brief everyone on what recycling facilities there are and where they are located

Focus areas:

Travel

We all know the effect single use plastics are having on the environment, yet our pledge to reduce plastic is often forgotten while travelling or on holiday when the convenience can be particularly tempting. It's all about planning ahead and being prepared!

Did you know?

1 billion

plastic toothbrushes are thrown away in the US alone each year

15.5 million

UK adults purchase travel size toiletries each year resulting in 980.8 tonnes of plastic waste – equivalent to two-and-a-half Boeing 747s

1 kg

of waste is created per night by each hotel guest, around half of this is plastic, cardboard and paper

Tips for home:

- Plan ahead - prepare meals, snacks and drinks so you don't need to buy single use plastics while on route
- Choose a responsible airline who take their impact on the environment seriously. Air France, Ryan Air, Alaska Airlines, American Airlines, Austrian Airlines and Qantas have all made commitments around reducing plastic waste
- Get involved in beach clean ups or litter picks whilst travelling, there are some really innovative initiatives you can get involved in such as plastic fishing in the canals of Amsterdam





Travel: Applicable to our office, home and supply chain partners



	Reduce	Re-use
Toiletries	<ul style="list-style-type: none">• Decant shampoos and conditioners into smaller containers instead of buying travel size options• Avoid using hotel shampoo, conditioner and shower gel miniatures• Avoid face wash with microbeads	<ul style="list-style-type: none">• For ladies, why not try a menstrual cup instead of your usual sanitary products
Drinks	<ul style="list-style-type: none">• Pack a water filter to avoid the need to buy bottled water• When ordering drinks in hotels state 'no straw'	<ul style="list-style-type: none">• Carry a reusable bottle and / or mug with you• For long car journeys take drinks with you and top up throughout your journey
Food	<ul style="list-style-type: none">• Shop at local markets for fruit and vegetables to avoid excess packaging usually found at supermarkets• Dine in instead of getting food to go	<ul style="list-style-type: none">• Take tupperware boxes with you for snacks while travelling• Carry a re-usable cutlery set, straw and maybe even travel chopsticks with you
Aeroplanes	<ul style="list-style-type: none">• Take your own food and snacks with you on the flight	<ul style="list-style-type: none">• Pack your own headphones to use on each flight – airlines wrap headphones in plastic ahead of each flight



Replace	Recycle
<ul style="list-style-type: none">• Purchase tooth brushes made from bamboo instead of plastic• Buy soap bars instead of shower gel• Try shampoo and conditioner bars instead of liquid• Try biodegradable wet wipes	<ul style="list-style-type: none">• If you don't have recycling facilities in your hotel room check with reception what facilities are available
<ul style="list-style-type: none">• Buy drinks in aluminium cans or glass bottles	<ul style="list-style-type: none">• Find where recycling facilities are located and ensure you place your items in the right area (waste streams and segregation are different from region to region)
<ul style="list-style-type: none">• Pack a reusable carrier bag• Eat fresh food produced locally	<ul style="list-style-type: none">• Check local recycling facility options and recycle where possible
<ul style="list-style-type: none">• Carry a reusable mug / cup on board for drinks	<ul style="list-style-type: none">• Keep the same plastic glass and reuse during your flight• Ask your airline if they recycle plastic and if they don't write a letter of complaint

Purchasing

Purchasing goods with minimal or no plastic packaging can reduce the amount of plastics in the environment. Individually, we can all reduce our impact on the environment through the daily choices we make.

Whether it is choosing to utilise vendors who use minimal or no plastic packaging on their goods, choosing to purchase re-usable goods to cut down on the habit of single use culture or simply opting for an alternative material to plastic.

Purchasing in bulk and bringing your own reusable containers (where it is allowed) reduces use as well as purchasing used items such as appliances, so you are not purchasing 'new' plastics. It all helps reduce the use of single use plastic, reduce demand for new plastic and begin to breakdown single use plastic culture.

Did you know?

If you are not wearing natural fibres like cotton, hemp, or wool, you are probably wearing plastic

40%

of the world's plastic production is directly related to packing and shipping, which is often only used once and not recycled

10

the amount of times you could wrap the bubble wrap we use each year around the world



Tips for home:

- Shop with reusable bags
- Purchase products with less packaging and/or purchase in bulk
- When having items shipped, request fewer shipments (more items in fewer boxes)
- Reuse packaging for various crafts and storage where possible
- Think reusable or biodegradable when purchasing any plastics

Purchasing: Applicable to our office, home and supply chain partners



	Reduce	Re-use
Supplier evaluation	<ul style="list-style-type: none">• Review the supplier's environmental management system to see if it complies with Wood initiatives / targets	<ul style="list-style-type: none">• Request no packing materials in shipments that contain non-breakable items such as clothing• Request fewer shipments; e.g. more items in fewer boxes (Amazon)
Material and waste management	<ul style="list-style-type: none">• Reduce at the source by donating items, buying in bulk, reducing packaging, etc• Shop at local markets where less plastic is used	<ul style="list-style-type: none">• Repair any items for re-use or re-purpose to extend their life cycle
Procurement practice	<ul style="list-style-type: none">• When possible, lease equipment for offices instead of purchasing	<ul style="list-style-type: none">• Change to suppliers who offer more sustainable practices
Clothing	<ul style="list-style-type: none">• Avoid cheap, fast fashion	<ul style="list-style-type: none">• When making a clothing purchase, check to make sure you are purchasing a natural fabric
Packaging	<ul style="list-style-type: none">• Bring your own bags and reusable containers• Request fewer packages for items being shipped	<ul style="list-style-type: none">• Purchase in bulk
Plastic bottles	<ul style="list-style-type: none">• Purchase a water filtration system so bottled water is not needed	<ul style="list-style-type: none">• Utilise reusable bottles and refill as needed



Replace	Recycle
<ul style="list-style-type: none">• Check what alternative items are stocked by suppliers	<ul style="list-style-type: none">• Chose suppliers who reuse and recycle their containers and/or packing material• Reuse packing for shipments to ship items to others• Recycle items that cannot be reused
<ul style="list-style-type: none">• Replace current waste contractor with one who offers more sustainable solutions	<ul style="list-style-type: none">• Provide clearly labelled facilities for recycling• Brief everyone on what recycling facilities there are and where they are located• Consider if your waste materials may be of use to someone else
<ul style="list-style-type: none">• Utilise vendors with products that are sustainable and/or are less wasteful	<ul style="list-style-type: none">• Do suppliers have a take back scheme for packaging
<ul style="list-style-type: none">• Buy good quality clothing that will last longer	<ul style="list-style-type: none">• Donate to charity to be used by other persons• Use old “plastic” clothing for cleaning rags or dog clothing/beds
<ul style="list-style-type: none">• Purchase items in boxes instead of bottles, where the material is not made from plastic	<ul style="list-style-type: none">• Reuse packing for shipments to ship items to others• Recycle all recyclable packaging• Boxes from shipped items can be used as writing/drawing surfaces for children
<ul style="list-style-type: none">• Replace plastic bottles in vending machines with aluminium cans	<ul style="list-style-type: none">• Plastic bottles can be reused for craft projects (planters, soap holders, treat baskets, etc.)

An underwater photograph showing a large, crumpled blue plastic bag floating in clear blue water. The bag is surrounded by other debris, including a black plastic cup, some dry yellow seaweed, and small pieces of trash. The scene is brightly lit, with sunlight filtering through the water, creating a high-contrast image. The text "What change will you make today?" is overlaid in white, sans-serif font in the center of the image.

What change will you make today?



Think globally, act locally

What change are you going to make?
Get in touch at plastics@woodplc.com