

COMPANY POLICY

Waste Duty of Care Policy

Document ref: IC-POL-03

Issue date: 1 July 2026

Review cycle: Annual

1. Policy statement

As an operator of a permitted waste facility, Ignis Circular Ltd takes its duty of care under section 34 of the Environmental Protection Act 1990 and the Waste (England and Wales) Regulations 2011 extremely seriously. The duty applies to every load we receive, treat and dispatch, and to everyone we deal with in the chain.

2. Receiving waste

- Every incoming load is weighed, visually inspected and accepted only if it conforms to our permit and the description provided.
- Waste transfer notes with accurate descriptions and EWC codes are completed for every transfer, and season tickets are used only where appropriate.
- Non-conforming loads are quarantined, documented and either returned or transferred to an appropriately authorised facility.
- We verify that carriers delivering to site hold current upper-tier carrier, broker or dealer registrations.

3. Dispatching material

- Recovered recyclate, RDF and residual fractions leave site only with complete, accurate transfer documentation.
- We confirm that every receiving site — including energy-from-waste facilities and export routes — holds the permits, exemptions or international notifications required for the material sent.
- RDF exports comply with the Waste Shipments Regulation and are notified where required.

4. Records and training

- Duty-of-care records are retained for a minimum of two years (three for hazardous consignment notes) and made available to customers and regulators on request.
- Weighbridge, acceptance and dispatch staff are trained in waste classification, EWC coding and non-conformance procedures.
- Compliance with this policy is audited internally and reviewed by the Director at least annually.

Stephen Iddon

Stephen Iddon
Director, Ignis Circular Ltd

Signed: 1 July 2026

Reviewed: Annually