Do you have a corporate recycling policy?

**Question:** “Our company is interested in establishing a corporate policy for recycling at our office. Has anyone written such a policy?” — Linda Goode

**Comments**

Yes, we have one. You need to incorporate into your policy, where recycling bins will be kept, when they will be emptied, and what items are considered recyclable, i.e., plastic bottles, glass jars, copier paper, newspapers, junk mail, etc. You must also include recycling guidelines such as, please rinse all bottles and jars and remove the lids. Flatten all cans and plastic bottles to conserve space, etc. Set-up a timeline to become a recyclable office. With my current office, I sent everyone the policy with dates the new policy would take affect and I also posted the policy and the guidelines by each recycling area. It was slow at first, however, now more associates than not, appreciate that we do our part in the recycling effort.

*Posted by: Theresa | February 15, 2008 at 01:52 PM*

We incorporate it into a team game of sorts. We have varied products that we recycle and then we find fundraisers that benefit and we donate. Currently we are donating pull tabs from cans to a cancer patient facility, cans for redemption we donate to a local daycare, printer cartridges we donate to a battered women's shelter, etc. It created more participation because everyone knows where the product goes and how can you not put it in the bin vs throwing away??? Still there are some, but not many.

*Posted by: Jocelyn | February 15, 2008 at 02:03 PM*

We let the recycling company provide their list of items, procedures, etc. They also supplied containers and would pick them up on a regular schedule. All I had to do was put out a company memo and email letting people know where the bins would be and the list of items qualified for the program. Don't forget to warn people that anything they set on top of or even near a bin may wind up gone. We lost a whole project because someone decided to use the recycling container for "storage" at their desk.
Our company recycles white office paper and aluminum soft drink cans by placing the recognized blue recycling containers in our break rooms and copy/fax areas. Cleaning staff is briefed by their director on how to handle.

I would like to piggyback a question. How would you handle a boss who brings in his magazines from home and asks you to recycle them for him by taking them to the nearby hospital, affiliated with our business? I have discussed this with him during our annual evaluation, saying I feel it's his personal responsibility to recycle his own things.

Lshar: It looks like you are asking a much different question than recycling. Your question seems to be focusing on job duties. Since you already have brought this up with your boss and it hasn't changed, this probably won't change.

Either follow through with your boss's requests or if it is that important to you, you might want to look for work elsewhere.

If you decide to do the recycling, perhaps you could leave work early to drop off the recycling.