

DIMO	POLICIES		Document Number: EHS/9120/P21
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	Single Use Plastic and Non-recyclables Policy		Revision no:
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Prepared by: Mega Ganeshan & Tharushi Jayawickrama		Reviewed by: Suresh Gooneratne	Approved by: Gahanath Pandithage

1.0 Purpose

This document establishes and maintains a documented procedure to identify and control single-use plastics resulted from key activities/ operations in line with the DIMO’s Sustainability Agenda 2030.

Objectives:

- To minimise and eliminate the usage and purchase of most commonly used non-recyclable single-use plastics and products from DIMO premises.
- To promote responsible plastic consumption.
- To actively seek and integrate sustainable alternatives to single-use plastics.
- To enhance the company’s waste management practices by improving recycling rates for plastic materials.
- To encourage employees and stakeholders including suppliers and customers, to support and align with the company’s single-use plastic policy.

2.0 Scope

- The policy addresses Single-use plastics (Recyclable and Non-Recyclable) and other Single Use Products that contain plastic as a raw material (ex: Packaging materials containing polythene/plastics).
- This policy is applicable to all DIMO subsidiaries in Sri Lanka.
- The following areas are considered to be under the policy guidelines: Office premises, Meeting rooms (for internal and external meetings), Canteens, Vehicle service centres, stores and internal events held at DIMO premises.
- It is also recommended to follow the policy guidelines whenever possible in the following area: DIMO events held at external premises.

3.0 Definitions:

Single use plastic products: are products made wholly or partly from plastic and that are not conceived, designed or placed on the market to accomplish, within their lifespan, multiple trips or rotations by being returned to a producer for refill or reused for the same purpose for which they were conceived. Often also referred to as disposable plastic products.

Waste Management Hierarchy: DIMO’s KPI to achieve, ‘Zero landfill by 2030’, the most preferred step of waste management, prevention and reducing the generation of single-use plastic is encouraged among the DIMO tribe. Where avoiding and reducing them is not possible, the next most preferred options are re-use, recycling and energy recovery of single-use plastic. Hence one of the least preferred options of the waste management hierarchy would be landfilling (Please refer the waste management SOP).

4.0 Responsibility

Sustainability manager shall be responsible for the successful implementation and execution of this policy within the company. He/she will work together with the compliance team with expertise in waste management aspects during the operation phase.

5.0 Procedure

5.1 Goals:

Key Area	2024 Goal	2025 Goal	2026-2030 Goal
Waste Management: Single-Use plastic and non-recyclables	- Inventory and monitoring mechanism for all entries and exits of single-use plastics in the DIMO premises by the end of 2024. Complete elimination of: - Plastic straws - Plastic cutlery - Polystyrene / Styrofoam containers - Single-Use Polythene bags - Plastic bottles (PET) - Proactively segregate, measure and manage single-use plastic waste. 100% recycling of PET plastic bottles.	- Waste mapping for zero landfilling. - Adopt reusable and sustainable packaging materials. Complete elimination of: - Back drop - Cling wrap - Plastic posters/cut outs - Decorative items such as balloons (for single use events; Helium balloons)	- Adopting 100% sustainable packaging materials for business operations and processes. - Implement viable solutions and feasible alternatives for all other forms of single use plastics and non-recyclables.

5.2 Awareness & Communication:

The key objective of creating awareness is to educate DIMO employees on the issue of plastic pollution, plastic dependency and issues surrounding this. Through this it is expected to create and maintain momentum when implementing the policy.

The following programs are encouraged:

- Guests' and experts' discussions
- Awareness through e-flyers
- Discussion platform – DIMO Nature Club WhatsApp group
- Quizzes and competitions

In addition, awareness should be carried out to make employees aware of the policy that will be in effect. It is recommended to carry out awareness campaigns in frequent intervals.

5.3 Activities & Recommended Alternatives:

Type	Policy direction	Suggested Alternatives	Exceptions/Special Circumstances/Notes
PET Bottles (Water and other beverages)	Reduction and complete recycling	- Facility encourages to provide water dispensers/easily accessible safe drinking water for employees. - Facility encourages to bring their own mugs that employees can use to serve water if needed. - Facility can utilize glass water bottles/water jug with glasses for meetings within premises. - Facility encourages to not have PET water bottles for sale/use, unless there are no drinking water/water dispensers available. If PET bottles are sold/used at premises, Facility must have a designated bin to separately collect PET plastic and send to recycling. - Facility is recommended to eliminate usage of carbonated drinks/juice that are served in PET bottles, but if used to collect separately and send to recycling. - Employees encouraged to bring reusable water bottles (glass, metal etc.) to fill up water.	- If PET bottles were used under special circumstances, facility must ensure that all PET bottles are recycled. It is strongly recommended to apply this to external events as well.
Plastic Straws	Complete elimination	- Facility to ensure that no plastic straws are provided with any beverages. -Utilization of paper/steel/bamboo straws are encouraged.	-Special considerations are to be made for differently abled individuals or those with medical needs that require straws. -It is recommended to partner with suppliers who include paper straws with their products.
Plastic plates and cutlery	Complete elimination	- Facility to ensure that plastic cutlery and plates not to be provided for internal events.	- if plastic utensils are unwittingly bought into the Facility, employees are encouraged to reuse the

		- Employees to request non-plastic packaging upon food delivery when ordering food from delivery services/restaurants. - Employees are encouraged to own a set of reusable cutleries to be used when/if required.	utensils (according to food safety norms) and/or to take products back home unless it is contaminated/dirty/torn, in which case it should be disposed accordingly (wash and put it into the right recycling bin).
Polystyrene / Styrofoam containers	Reduction aiming towards possible Elimination	- Employees to note that food bought from outside should not be in Styrofoam packaging. (Own lunchbox can be bought to vendor in case it is required)	
Single Use Polythene bags ("sili sili bags")	Complete Elimination	- Facility to discourage employees/visitors from bringing in polythene bags into DIMO facilities. - Facility to encourage usage of cloth bags and other reusable bags amongst employees. - Employees to note that when ordering food from delivery services/restaurants, to request no plastic bags are included with the food delivery if possible.	- Thicker polythene bags (similar to bags that are sold at clothing shops) that are reused multiple times are not considered for this. - If polythene bags are unwittingly bought into facility, employees are encouraged to reuse the bags and/or to take products back home unless it is contaminated/dirty/torn, in which case it should be disposed accordingly (In which case put it into the right recycling bin).
Non-Compostable Lunch sheets	Reduction aiming towards possible Elimination	- Facility to ensure that, when needed, all internal canteens only carry lunch packets in compostable polythene lunch sheets or other alternatives like banana leaves etc. - Employees who bring food from home are encouraged to bring food in reusable containers/lunch boxes.	- In case of large-scale events, facilities are encouraged to communicate requirements to caterers/vendors in advance.
Cling wrap	Reduction aiming towards possible Elimination	- Facility is encouraged whenever possible, to cover food items with plastic (non-single use), silicone or glass food covers.	- Policy recognizes that recycling facilities and readily available alternatives for given item is limited currently, therefore, reduction of usage is recommended.
Single-Use Posters/Banners /Back drops for one-time use	Reduction aiming towards possible Elimination or	- Facility is encouraged to print posters/banners/back drops in a manner which is conducive for multiple usages, either at facility or by providing to another facility or third party.	

	100% recycling	- Facility to consider LED screens/panels, other digital technology, printing on cloth to be used for awareness campaigns. - Facility to consider possibility of reprinting on same canvas	
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