

Waste Policy of Unite

Policy data

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Classification	public
Role of the policy owner	Corporate Sustainability Internal
Role of the policy approver	Board Member Cross Functional Departments
Target group	All Unitees incl. External employees
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Contact for questions	nora.reumschuessel@unite.eu

Revision history

Version	Date	Content	Creator	Approver
1.0	17.10.2023	Creation of Policy	Nora Reumschüssel	Peter Ledermann
2.0	04.05.2026	Updating of Policy	Nora Reumschüssel	Peter Ledermann

Related Documents

This policy refers to other relevant documents that are necessary or supportive for its application or implementation:

- Environmental Policy
- Energy Policy

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A Purpose of the policy

This policy ensures that Unite Holding SE and its affiliated companies (hereinafter: Unite) operate an environmentally responsible and sustainable waste management system. In doing so, Unite puts its corporate value of "Sustainability" into practice, protects the environment and conserves resources. The aim is to keep the environmental impact of its business activities as low as possible, or to avoid it entirely. At the same time, Unite seeks to make a positive contribution to climate protection.

Unite therefore commits to compliant waste management to prevent negative environmental impacts.

B Definitions

1 Employees

Employees are all individuals working at Unite, regardless of whether they are employed full-time, part-time, freelance, as student assistants, or interns. Management and executives are also considered employees.

C Scope of application

The Waste Policy applies to all Unite employees — including senior management and managers — regardless of location and type of employment, whether on a self-employed basis, as student assistants, or as interns. The policy is also binding for all visitors to our offices at all locations

D Responsibilities

The **Executive Board** of Unite approves this policy and all amendments to it.

At locations with their own office facilities, **Office Management** establish waste separation and proper waste disposal.

The **Corporate Sustainability Specialist** is responsible for creating and updating this policy.

All Unite **employees** are responsible for following the principles set out here.

E Principles & Requirements

1 Applicable waste types

The Waste Policy covers all types of waste that may arise during the daily course of business in an office building, for example:

- Paper waste
- Packaging waste
- Kitchen waste
- Plastic waste
- Used glass
- Electronic waste
- Batteries
- Hazardous waste

2 Compliance with waste legislation

Unite complies with the applicable statutory waste management regulations at all locations. We regard these legal requirements as a minimum standard that is to be exceeded wherever possible.

3 Waste prevention

Unite actively promotes the prevention of waste. To this end, the following measures are implemented in particular:

- Office furniture, ring binders, office supplies and electronic devices are reused wherever possible;
- Digital media are preferred to avoid the consumption of paper and envelopes;
- Double-sided printing is set as the default setting on printers;
- Electronic copies are preferred over paper copies.

4 Waste separation

Waste is separated according to its type and disposed of in an appropriate manner in accordance with the applicable statutory requirements. The waste containers are labelled accordingly, and all employees are informed about correct disposal.

5 Waste disposal

Unite disposes of waste properly and in an environmentally responsible manner. To this end, a certified waste disposal company is engaged, and care is taken to ensure that waste is not disposed of illegally.

6 Employee awareness

Unite raises awareness among its employees of the importance of environmentally responsible disposal and encourages them to participate actively in waste management. Employees who work with hazardous substances such as ethanol and solvents — for example, the facilities management service — receive relevant training at least once a year.

7 Continuous improvement

Unite analyses its waste processes on a regular basis to identify potential improvements. The implementation of this policy is monitored, evaluated and documented in regular reports.

8 Consequences of non-compliance

Unite relies on education, support and dialogue to promote compliance with this policy. Employees who have questions about the application of the policy or who become aware of possible violations should contact their line manager or the Corporate Sustainability Specialist. Where violations are identified, Unite will take appropriate measures to address the situation and prevent future violations.

F Coming into effect

This policy comes into force when it is communicated to employees and remains valid until it is replaced by a new version or expressly revoked. Unite informs all employees about this policy directly via the policy management tool. The policy is published in German and English. Unite will make supplementary information relating to this policy available to employees on the intranet (Confluence).

External parties can access and view the policy at <https://unite.eu/en-global/company/compliance>.

G Revision interval

This policy is reviewed at least once every 2 years to ensure it is up to date and amended as required. In doing so, current legal requirements, internal incidents and best practices are considered. The Team Lead Corporate Sustainability Internal carries out this review, documents the results and communicates them to employees.