

Waste Policy

Policy data

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Role responsible for the policy	Corporate Sustainability Specialist
Role of the approving person	Board Member Cross Functional Departments
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Target group	All employees, including management and senior staff of Unite
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Contact person for questions	Nora Reumschüssel (Corporate Sustainability Specialist)

Revision history

Version	Date	Creator	Content
1.0	17.10.2023	Nora Reumschüssel	Creation of the policy

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A Aim

This policy aims to ensure that Unite Holding SE and its affiliated companies (hereinafter 'Unite') adhere to environmentally responsible, sustainable waste management practices. As well as safeguarding the environment and conserving resources, these practices reflect Unite's core corporate value of sustainability. The relevant principles and responsibilities within Unite are set out below

B Policy

1 Our motivation

Unite is deeply committed to environmental and climate protection. The company intends to significantly reduce or eliminate the environmental footprint of its business operations. Furthermore, it's determined to proactively combat climate change.

Consequently, Unite is committed to stringent waste management. This should help to avoid negative environmental impact.

2 Who does the Waste Policy apply to?

The Waste Policy applies to everyone working for Unite (including management and senior staff), regardless of whether they are employed full- or part-time, self-employed, student workers or interns. The Energy Management Policy is also binding for all visitors to Unite's offices.

3 What types of waste are covered by the Waste Policy?

The Waste Policy covers all types of waste generated during everyday business activities in an office building, including:

- paper waste
- packaging waste
- kitchen waste
- plastic waste
- glass waste
- electronic waste
- batteries
- hazardous waste

4 Compliance with waste legislation

We comply with all applicable legal regulations relating to waste management at our branches. We consider these legal regulations to be minimum standards that we should exceed whenever possible.

5 Principles

Unite's Waste Policy includes the principles of waste prevention, waste separation, proper waste disposal and raising employee awareness.

Unite is taking the following measures to ensure each of these principles is upheld:

1. Waste prevention

Unite promotes the prevention of waste by:

- reusing office furniture, files, office materials and electronic equipment
- using digital media instead of written correspondence -> avoiding paper and envelopes
- defaulting to double-sided printing on printers
- creating electronic copies instead of paper copies

2. Waste sorting

Waste is sorted by type and discarded in line with relevant regulations. All disposal containers bear appropriate labels and employees are trained on correct disposal.

3. Waste disposal

We dispose of waste properly and in an environmentally friendly manner. For this purpose, a certified disposal company is contracted and care is taken to ensure that waste is not disposed of illegally.

4. Raising awareness among employees

Unite raises its employees' awareness regarding the importance of environmentally friendly disposal and encourages them to actively participate in waste management. Certain employees, such as the Facility Management Team, receive specialised annual training on managing hazardous materials such as ethanol and solvents.

6 Continuous improvement

Our waste processes are regularly analysed to identify potential improvements. The execution of this policy is monitored, evaluated, and documented in regular reports. This policy is reviewed annually and amended as necessary to keep up with the latest needs.

7 Responsibilities

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

At locations with their own office equipment, **office management** establishes a waste separation system 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 outlined above.