



Waste Management Procedure

SUS-PR01
V.1-15.10.2024



Procedure owner	Sustainability
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Alexa-Maria El Hedd	Head of Sustainability Unit	15.10.2024	
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Updating the JDs related to the procedure by HR manager	Name	Date	Signature
	Carmen Youssef	15.10.2024	

CEO's Final Approval	Name	Date	Signature
	Paula Hayek	15.10.2024	

Based on CEO's approval , it is sent to Corporate Governance department to be announced officially on: 15.10.2024

1. OBJECTIVE

1.1. The purpose of this procedure is to outline the waste management process at IPT, ensuring compliance with applicable local legal regulations and promoting environmentally responsible practices.

2. SCOPE

2.1 This procedure applies to IPT activities that generate, or may generate, waste, including any waste streams that may be identified in the future. All employees and contractors are required to comply with this procedure.

3. RISKS

- 3.1 Inefficient waste segregation and collection leading to non-recyclable waste.
- 3.2 Lack of employee awareness on waste recycling policies
- 3.3 Noncompliance with applicable laws and regulations
- 3.4 Improper and/or unlawful waste disposal from contractors

4. MODIFICATION HISTORY

Date	Description
15.10.2024	Creation-V.1

5. RELATED DOCUMENTS

- 5.1 Waste Management Matrix **SUS-FM01-01 V.1-15.10.2024**

6. DIFFUSION

- 6.1 Sustainability
- 6.2 Corporate Governance
- 6.3 Procurement
- 6.4 Building & Construction
- 6.5 HR

7. PROCEDURE

- 7.1 At IPT, waste management follows a hierarchy of priorities:
- 7.1.1 **Reduction or Minimization** – Reducing waste generation at the source.
 - 7.1.2 **Re-use** – Maximizing the re-use of materials.
 - 7.1.3 **Recycling** – Ensuring recyclable materials are processed accordingly.
- 7.2 The detailed waste management strategy for each location is documented in the Waste Management Matrix **SUS-FM01-01**.
- 7.3 The Environment Senior Officer is responsible for issuing, communicating, and maintaining this matrix.
- 7.4 The Sustainability Unit ensures proper implementation of the strategy as outlined.
- 7.5 The procurement department ensures that waste management suppliers are selected based on their adherence to environmental standards and legal requirements. Regular evaluations are conducted to ensure continued compliance and quality of service. The evaluation reports and related SOW (statement of work) and contractual documents are maintained available for inspection and audit.
- 7.6 All waste prior to disposal is stored in secure containers/bins. Hazardous and Non-Hazardous waste (if any) are stored separately in designated areas. This is checked during HSE inspections, and it is maintained by the Building & Construction department.
- 7.7 The Environment Senior Officer ensures that this procedure is communicated to all staff within the IMS awareness presentations and during specific waste management training.
- 7.8 HR ensures that all staff have gone through adequate waste management awareness and training.
- 7.9 Employees or subcontractors who fail to comply with this procedure may face corrective actions, including additional training, audits, or disciplinary measures, depending on the severity of the noncompliance. Any detected compliance failure or breach will be communicated to the HR department for appropriate action.