

Waste Management & Internal Waste Reduction Instructions

Applicable To: All Employees, Contractors, and Departments

1. Purpose:

The purpose of this instruction is to establish a structured waste management system at GLS Polyfilms that prioritizes waste reduction, reuse, recovery, and responsible disposal. The company is committed to minimizing internal waste generation through improved process efficiency, material reuse, repurposing initiatives, and continuous monitoring.

This document supports GLS Polyfilms' environmental responsibility commitments and aligns with sustainability frameworks and responsible sourcing standards.

2. Scope:

This instruction applies to: - Manufacturing operations - Quality control and R&D activities - Maintenance and utilities - Warehousing and logistics - Administrative offices - Contractors operating within company premises

3. Waste Management Hierarchy:

GLS Polyfilms adopts the following hierarchy in managing waste:

1. **Reduce** – Prevent waste generation at source
2. **Reuse** – Reuse materials internally wherever feasible
3. **Recover/Recycle** – Recover value through recycling
4. **Dispose** – Safe disposal as a last resort

All departments must prioritise actions higher in the hierarchy.

4.0 Identification and Segregation of Waste:

4.1 Waste Categories:

Internal waste may include PET film edge trims and start-up rejects - Metallised or coated film scrap - Packaging materials (cores, cartons, stretch wrap) - Chemical containers and laboratory consumables - Maintenance waste (metal parts, lubricants, filters) - Office paper and general waste

4.2 Segregation at Source:

- Waste shall be segregated at the point of generation
- Clearly labelled bins must be placed in designated areas
- Hazardous and non-hazardous waste must never be mixed
- Production scraps shall be collected separately for reuse or recycling assessment

Supervisors are responsible for ensuring compliance within their departments.

5.0 Waste Reduction Measures:

5.1 Process Optimisation:

- Continuous monitoring of process parameters to minimise start-up losses
- Root cause analysis of high rejection rates
- Implementation of corrective and preventive actions to reduce scrap generation

5.2 Production Planning Improvements:

- Optimised batch scheduling to reduce changeover waste
- Improved roll planning to reduce edge trim losses
- Preventive maintenance to avoid material damage due to equipment malfunction

5.3 Inventory Management:

- First-In-First-Out (FIFO) system for raw materials
- Monitoring of shelf-life-sensitive inputs
- Avoidance of over-ordering and material expiry

6.0 Reuse, Recovery and Repurposing Initiatives

6.1 Internal Reuse of Production Scrap:

- Evaluation of suitable PET scrap for reprocessing or authorized recycling
- Reuse of acceptable non-conforming rolls for downgraded applications where technically feasible

6.2 Reuse of Packaging Materials:

- Reuse of pallets, cores, and cartons when structurally intact
- Encouragement of returnable packaging systems with vendors where possible

6.3 Equipment Repurposing:

- Repair and refurbishment of machine components before replacement
- Repurposing of decommissioned equipment for training or spare part recovery

6.4 Office Waste Reduction:

- Digital documentation to minimize paper usage
- Double-sided printing as default setting
- Refillable stationery where feasible

7. Recycling and Authorized Disposal:

- Tie-ups with authorized recyclers for PET scrap and packaging waste
- Disposal of hazardous waste through licensed vendors only
- Maintenance of waste disposal manifests and records as per statutory requirements

All disposal activities shall comply with applicable environmental regulations.

8.0 Monitoring and Performance Tracking

8.1 Waste Quantification:

- Monthly tracking of scrap generation per production volume
- Monitoring of rejection rates and recovery percentage
- Documentation of recycled and disposed quantities

8.2 Reporting:

- Monthly review by Production and EHS teams
- Quarterly reporting to senior management
- Identification of improvement targets for waste reduction

9. Roles and Responsibilities:

Employees:

- Segregate waste properly
- Avoid unnecessary material usage
- Report process inefficiencies causing excess waste

Supervisors and Managers:

- Ensure adherence to segregation and reduction practices
- Investigate abnormal scrap levels
- Promote reuse initiatives within teams

EHS Department:

- Maintain waste records and compliance documentation
- Conduct periodic audits of waste practices
- Coordinate with authorized recyclers and disposal vendors

10. Training and Awareness:

- Induction training on waste segregation and reduction practices
- Periodic awareness sessions on environmental responsibility
- Display of waste management instructions on shop-floor notice boards

11. Continuous Improvement:

GLS Polyfilms commits to continuous improvement by: - Setting annual waste reduction targets - Investing in process upgrades to minimize scrap - Reviewing waste data trends for corrective action - Encouraging employee suggestions for waste reduction initiatives



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12. Commitment Statement:

GLS Polyfilms recognises waste management as a critical component of sustainable manufacturing. Through structured waste reduction practices, internal reuse initiatives, and responsible disposal mechanisms, the company strives to reduce environmental impact while improving operational efficiency.



Approved By

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