



Our Waste Reduction Plan

The owners and employees of Cornerstone Timberframes commit themselves to the implementation of a waste-reduction plan with application to every area of the company's work.

Waste reduction makes sense. It's a genuine and logical response to a system that generates waste, causing that system to be less efficient, more expensive and ultimately less sustainable.

Reasons why we want to address waste:

- We care about the wellbeing of our planet and future generations.
- We can be a sustainability leader in our community.
- Efficiency and zero waste is financially rewarding.
- Conserving material and labour are good for employee morale.
- A smaller carbon footprint aligns with the products we sell.
- Reducing energy use, saves expense and reduces our carbon tax burden.

Let's Follow a Plan

The following components comprise Cornerstone's Waste Reduction Strategy:

1) The Waste Audit

- Describe the amount, nature and composition of the waste generated in each functional area of the company
- How is each type of waste produced? What decisions and policies contribute to the waste?
- Describe how the waste is currently managed.
- What role does re-use or recycling have in the production of company products?

2) Setting up a Waste Reduction Work Plan

- Communicate. As leaders and workers, we'll meet together to learn about our waste streams and discuss ideas for reducing waste. Workshop the ideas.
- Which waste items can be addressed through reduction, by stopping waste before it is produced? Take time to rethink each work process, how materials are ordered, stored and used.
- We'll choose one person to give oversight to waste reduction: a WR Leader.
- In existing waste streams, which items can be effectively recovered and re-used?
- What portion of the waste can be recycled into a new product with the help of an upcycling or downcycling process?
- Formulate, and agree on a plan.
- For each source of waste, indicate **who** will implement the reduction effort, **when** it will be done and **what** the expected outcomes will be. Set realistic reduction targets and provide additional support to staff tackling the most challenging items.

3) Implement the Plan

- Start by communicating the plan to every employee, supplier, and partner.

- Demonstrate personal commitment to the plan from the top. Have owners and managers speak to the plan's importance and their commitment to seeing it fully implemented.
- Identify and provide the tools, documents and signage needed to initiate and measure the reductions.
- Check-in regularly with implementation leaders to gauge progress, resolve issues and adjust actions to stay on track.
- Ask for feedback from frontline employees, report and celebrate milestones.

4) Annual updates to audit and work plan

- Re-run the waste audit as often as needed to ensure that sources of waste are being addressed. Revise the audit process to pinpoint where and how waste is being generated.
- Do a candid re-appraisal of the plan with key stakeholders.
- Revise the plan.

5) Documentation and Monitoring for Continuous Improvement

- The first waste audit provides base levels which will provide a reference for measuring progress towards reduction targets.
- Annex 1 provides a draft set of tracking and reporting forms which can be modified as implementation progresses.
- Persons having oversight of specific waste streams play a key role in monitoring the effectiveness of the reduction measures and relaying results and issues to the WR Leader.
- Initially, the "check ins" will be carried out at a higher frequency to ensure reduction activities are understood and that issues are quickly resolved.