**Plastic Free Promise for Companies and Organisations**

[*Company Name*] recognises the effect of single use plastic waste on the environment and is therefore committed to minimising single use plastic use within our premises. This promise applies to activities undertaken by [*Company Name*] and supports the wider [circular economy](https://www.circularglasgow.com/) ambition in Glasgow.

[*Company Name*] aim to achieve this through employee co-operation and efficient management procedures. In particular, [*Company Name*] promises to take the following steps:

Step 1:

* Appoint a plastic free champion within the Company who ensures the promise is upheld with support from the Glasgow Over Plastic support manual.
* Provide staff with a link to the Glasgow Over Plastic zero plastic food map and plastic free living book.
* Promote the use of reusable coffee cups or instant coffee in glass jars.
* Provide staff with Tupperware, glass jars and tote bag for those who buy lunch outside the office.
* Promote a plastic free day within the company (e.g. Plastic Free Fridays).

Step 2:

* Eliminate plastic cups, bottles, cutlery and plates.
* Eliminate the usage of cling film.
* Use soap bars or refillable gel dispensers in the bathroom and kitchens.
* Use toilet roll that is wrapped either in paper or compostable plastic.
* Use caterers that use compostable plastics or no plastics at all.

Step 3:

* Try, when possible, to purchase items online from suppliers who use no plastic packaging.
* Reduce the number of office bins or eliminate the plastic liners from them where viable.
* Eliminate plastic folders, binders and branded plastic stationery.
* Mark clearly on the recyclable bin what should be thrown and what should not (it is common to see plastics that are not recyclable within the “blue” bin).
* Incorporate a local community clean-up event within the CSR policy.

We commit to improve resource efficiency to achieve the above goals, sustain a programme of continual improvement in plastic reduction performance.

We commit to this promise only when the above complies with all relevant legislation and regulation.

This promise is publicly available upon request.

Signed: [*Name*]

By: [*Signature*]

Date: [*Date*]