

# Learn how to improve recycling in your business, address waste-related issues, and save money.



**Are you an owner, manager, or employee at work?**

Refer to the guide below for support with your recycling and waste.

# How to: level up recycling in your business!

## Why should your business recycle and reduce waste?



**It can save you money.** For example in a hospitality business, ordering the correct amount of produce can save you money in food wastage.



**It can bring new customers.** Many people want to spend money at businesses that are socially and environmentally responsible.



**It helps the environment.** We all need to do our part to make the climate livable for the next generation.

Your business produces waste every day. Follow these simple steps to make recycling and reducing waste easy for your staff and customers.



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### Set up your bins inside.

The best way to increase recycling is to ensure your inside bins match your outside bins (*check out the colours in your communal waste area*). Using matching colour tape, labels & signage on your inside bins helps you sort recycling correctly before it hits the dumpster. If you have bins that customers access, make sure they are clearly signed.

### Install signage.

Ask your centre managers to put up colour-coordinated signs for each type of bin (see next page).

2



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### Do you need more recycling options?

Add recycling streams that are appropriate to your business. Speak to your local Council or private waste contractor about options and costs, and [find recycling points](#) for other hard-to-recycle materials.



# Standardised recycling colours

Victoria is moving toward standardised colours and bin lids for different types of recycling and waste. Match your inside bins with these colours to help staff understand which bin to use.

**Mixed recycling**

**Cardboard & paper recycling**

**Food & garden organics (FOGO)**

**Glass**

**General waste**

Other types of recycling (like soft plastic, 10c container deposit scheme (CDS), clothing donation, ground coffee, etc) do not have standardised colours. Make sure you correctly label your inside bins for these types.