Recycling Policy

Sheen Group | All 28 Victorian stores | Effective 1 October 2026

Purpose and scope

Sheen Group repairs before it replaces and recycles everything it can't reuse. This policy applies to all 28 Sheen Group stores in Victoria, every employee, and every contractor who works on our sites or removes our waste.

Recycling is a company-wide objective. Every store, team and person at Sheen Group shares responsibility for meeting it.

Our commitments

1. **Repair first.** Repair plastic, metal and glass parts where it is safe and meets manufacturer repair standards.
2. **Zero hazardous waste to general bins.** Paint, solvents, oils, coolant, refrigerant and batteries always go to licensed handlers.
3. **Separate at the source.** Every store runs colour-coded bins for each waste stream below.
4. **Only use licensed partners** who give us proof of where our waste ends up.

What we recycle and how

Waste	How we handle it	Where it goes
Steel and aluminium panels, parts, offcuts	Separate bins for steel and aluminium; keep free of plastics and fluids	Licensed scrap metal recycler
Plastic bumpers and trims	Repair where possible; strip clips and brackets before binning	Plastics recycler where possible (bumpers are mostly recyclable polypropylene)
Windscreens and auto glass	Store whole in a dedicated glass racking; never in general waste	Glazing sub-contractor
Paint, thinners, solvents, booth filters, used tins	Recover gun-wash solvent with on-site recycling units; seal and label leftovers	Licensed liquid waste carrier, tracked with EPA Victoria
Engine oil, coolant, brake fluid, oil filters	Drain into labelled, bunded containers	Licensed oil and fluid recycler
Air-conditioning refrigerant	Recover with certified equipment by licensed technicians; never vent	Returned to refrigerant reclaim program via sub-contractor
12V and hybrid/EV batteries	Store upright on spill trays; EV batteries handled only by trained staff	Battery recycler or vehicle manufacturer's return program if available
Tyres	Stack separately, away from ignition sources	Tyre Stewardship Australia accredited recycler
Cardboard, paper, parts packaging	Flatten and bale or bin	Cardboard recycler

Legal obligations, reporting and review

This policy supports our general environmental duty under Victoria's *Environment Protection Act 2017*.

This policy is reviewed every year, or sooner if laws or our operations change.

This policy puts into practice the waste and recycling commitments in the **Sheen Group Environmental Statement**. The two are read together and reviewed at the same time.