

Environmental Policy

From Recovery to Discovery Limited and our employees / volunteers have a duty to act responsibly towards customers, staff, volunteers, suppliers and the public with regard to the effect that business operations may have on the environment and will endeavor to achieve its responsibilities through the following objectives:

Energy Consumption

- Lighting and other energy consuming equipment will be switched off when not in use.
- All new electrical items that are purchased will be chosen for energy efficiency wherever possible.
- Ensure proper maintenance of all equipment to ensure efficiency.
- When considering constructing a new building or the renovation of an older property we will ensure low energy usage.

Transport

- All car usage is private, however we will ensure that any vehicles hired are able to operate on either electric, unleaded petrol or diesel.
- Staff will always work towards reducing fuel consumption by combining journeys to sites via planning and vehicle sharing.

Natural Environment and Nature

- We will not purchase tropical hardwoods from unsustainable sources and will instead use local grown hardwoods where available or wood from sustainable temperate sources.
- COSHH regulations for the use of chemicals will be upheld.

Recycling

- From Recovery to Discovery Limited will adopt a basic strategy of reducing, re-using and re-cycling waste, general waste will be disposed of through the domestic waste stream.
- All paper purchased, and promotional materials created will contain a good proportion of recycled fibre and be as low a grade as possible.
- All waste paper, glass, metal and polythene will be sorted and recycled.
- All electrical products to be disposed of as commercial waste and a waste note obtained.
- All used photocopy toners will be returned to the supplier and a waste note obtained.
- All used fluorescent tubes will be returned to the wholesaler for a like for like replacement
- All batteries of a domestic type will be recycled through the local supermarket

Office and Work Practices

- All cleaning products will be as environmentally friendly as possible.
- The organisation will not purchase products containing CFC compounds and will ban the use of CFC propelled aerosols and aerosols containing 1.1.1. Trichloroethane. Where possible pump action (re-useable) aerosols and non-spray products (e.g. furniture wax) will be used.
- Appropriate machinery and/or tools are to be used for all jobs, because of safety and to minimize the impact on the landscape.
- All opportunities will be taken to recycle.

Policy Implementation

- An environmental audit will be carried out annually to monitor where changes to our environmental practices are required. After which the relevant course of action will then be implemented to achieve the required standards.
- All staff will be issued with a copy of the course of action that they need to take and be encouraged to implement the proposals within their daily working activities and areas of influence.
- It is the responsibility of the Board of Directors to ensure adequate training of staff to enable implementation of the above policy aims.
- All staff are responsible for ensuring that all aspects of this policy are carried out in their area of work.

Fair Trade Policy

From Recovery to Discovery Limited is committed to making Fair Trade an integral part of their business practice. We confirm that:

- We will support, promote and use Fair Trade
- A champion will be appointed who will be responsible for our Fair Trade policy
- Staff understand the meaning of Fair Trade, recognize the benefits that it brings to producers and are aware of the range of Fairtrade products available
- Staff have access to Fairtrade refreshments such as tea, coffee and snacks
- Fairtrade tea and coffee are available in meetings and offered to visitors
- When booking outside venues we always request Fairtrade refreshments
- Communications materials (promotional materials including website, leaflets, menu, annual report and in-house publications) run a feature on Fair Trade
- We will celebrate and promote Fair Trade at least once a year.

Policy Review

A G Clucas will monitor the implementation of this policy.

This policy will be reviewed annually or sooner if there are legislative changes.

Approved by: A G Clucas

Position: Managing Director

Date 01/01/2025

Date of next review : 01/01/2026