

Recorra Ltd – WASTE DISPOSAL POLICY

Recorra recognises that if wastes are not effectively segregated, securely contained and disposed of in a legal and responsible manner, they can damage the environment and present health and safety risks.

It is our policy to:

- Identify appropriate waste streams
- Correctly segregate different types of waste
- Introduce new recycling streams for different types of waste that are being disposed of as general waste
- Provide suitable storage arrangements for each type of waste, to ensure waste is secure and does not escape
- Clearly identify stored wastes by labelling containers with their contents or storing according to a set plan documented in operating procedures
- Keep records of the quantity and composition of different wastes
- Only transfer waste to licensed disposal sites or a contractor with authority to take it
- Pass a description of the waste to the person removing the waste
- Keep copies of transfer/consignment notes covering the movements of waste, ensuring all documentation is accurate and complete
- Correctly and effectively maintain suitable storage arrangements for waste and undertake periodic checks upon them
- Transport wastes by the most appropriate economic means, in order to reduce the use of fossil fuels, reduce pollution and minimise the impact on the environment
- Ensure that all residual waste that cannot be recycled is sent to an energy from waste facility, in line with our zero to landfill policy

This policy will be reviewed on an annual basis.

Signed:

Date: 01/04/2024

A handwritten signature in black ink, appearing to be "B. S.", written over a horizontal line.

MANAGING DIRECTOR

Recorra includes Recorra Ltd and its subsidiaries. Recorra was formerly known as BPR Group which included Paper Round, Secure Paper, Brighton Paper Round Ltd and Reef Environmental Solutions Ltd.