Recorra

Recorra Ltd Environmental, Social, and Governance (ESG) Policy

Policy Scope

This ESG policy applies to all operations and assets of Recorra Ltd, ensuring our commitments to responsible environmental, social, and governance (ESG) practices are integrated into our business framework.

Purpose

This document formalises Recorra's commitment to sustainability and social responsibility and serves as a guide for our actions and decision-making processes, ensuring both compliance and the pursuit of best practices.

Key Principles

1. Business Integration

Recorra integrates ESG considerations into its core business strategies, enhancing risk management, promoting resilience, and creating business value. Our ESG performance drives innovation, strengthens stakeholder relationships, and attracts top talent.

2. Value Creation and Innovation

Our strategy focuses on improving the effectiveness and resilience of our services, creating significant value for our customers and communities while minimising our environmental impact.

3. Opportunity and Risk Management

We leverage our ESG performance to identify business opportunities, including innovation in sustainability and community engagement, while proactively managing risks associated with climate change and operational integrity.

<u>Environmental Sustainability</u>

Recorra is dedicated to helping our customers achieve the highest environmental standards, minimising the impact of waste production and helping organisations consume responsibly through our sustainable office supplies arm. We commit to reducing our environmental footprint through best practices and continuous improvement.

Objectives

1. Compliance: Adhere to legal and statutory responsibilities
2. Performance Improvement: Continuously enhance and monitor environmental performance
3. Emissions Reduction: Align with global climate goals by reducing greenhouse gas emissions in line with our verified Science-Based Targets and national legislation
4. Employee Engagement: Foster awareness and training on environmental best practices

Key Focus Areas

- Fuel consumption and greenhouse gas emissions monitoring (scopes 1, 2 & 3)
- Decarbonising our fleet and transitioning to electric vehicles and cargo bikes
- Utilising 100% REGO-certificate backed electricity
- Continuous improvement, business ISO 9001 and 14001 certifications

Waste Management and Recycling:

- Zero waste to landfill
- Investing in advanced sorting technology at our recycling facilities to optimise waste processing
- Collaborating with customers to enhance recycling rates and reduce non-target materials

Employee Awareness:

- Establishing a Sustainability and Wellness Action Group which educates staff about environmental impacts
- Monitoring fuel consumption in order to drive fuel and carbon efficiencies

Social Impact

Commitment to Stakeholders

Recorra prioritises strong relationships with all stakeholders, which includes customers, employees, suppliers, the UK government, and industry bodies, and strengthens these partnerships through employee development, due diligence, and active engagement with industry initiatives.

Objectives

1. Inclusive Workforce: Create a supportive and dynamic work environment that supports professional growth
2. Health and Safety: Promote health and safety standards throughout our operations
3. Community Engagement and Social Value: Support local initiatives and charities to enhance community welfare

Key Actions

Employee Development:

- Offering training programs and resources to foster a culture of sustainability
- Providing medical benefits to support employees' health and wellbeing
- Hosting internal events organised by our Sustainability Wellness Action Group

Charitable Contributions:

- Committing over £550,000 in donations to environmental and community charities since 2001

Community Initiatives:

- Supporting a variety of community initiatives both within the UK and internationally.
- Collaborating with local charities, such as PlanZheroes, to provide meals for vulnerable individuals

Governance and Ethics

Recorra maintains a robust governance framework to ensure effective oversight, transparency, and ethical conduct throughout the organisation.

Objectives

1. Transparency: Promote open communication regarding operational, environmental and financial performance of the company
2. Ethical Standards: Uphold high ethical standards through the Ethical Policy and business conduct.
3. Equality, Diversity and Inclusion: encouraging workplace respect and fair treatment

Board of Directors

- Composition and Responsibilities: The Board comprises individuals with diverse expertise, responsible for setting strategic direction, overseeing management performance, and ensuring accountability
- Sustainability Reporting: Recorra's greenhouse gas emissions reporting complies to Streamlined Energy and Carbon Reporting (SECR) and ISO 14064-1 standards

Risk Management

- Principal Risks: Key risks include market volatility, environmental compliance, legislative changes and health and safety standards
- Operational capacities: Recorra operates its own transport fleet with a wide range of vehicle capabilities. It also owns a Materials Recycling Facility and has total control over the sorting, processing and end destinations of their waste, enabling it to achieve the best environmental

outcome for those materials. This mitigates significant and varied risks and adheres to strict environmental regulations through an integrated quality and environmental management system

- Cybersecurity: The company outsources IT administration to a managed IT services company, Transpeed. They handle all network administration, vet and document all administrative requests; no Recorra employees have administrative access. Transpeed ensure Recorra follows best practices, including multifactor authentication, endpoint managed detection and response, and advanced threat protection. Recorra is accredited under the Cyber Essentials scheme, the certificate for which can be found as part of our compliance pack.
- Data protection: Policies and processes are in place to compliantly receive, use and store personal information about our customers, business partners and employees.
- Secured Debt: Bank borrowings and hire purchase contracts are secured against company assets, ensuring financial stability
- Investments: Significant investments made to decarbonise and improve technology

Key Actions

- Monitoring Compliance: Conduct regular audits to ensure adherence to ESG principles, relevant legislation and ISO 9001 and ISO 14001 standards
- Supplier benchmarking: Conduct supplier due diligence to enhance ESG strategies and performance

Conclusion

Recorra is dedicated to maintaining high environmental, social, and governance standards as part of our operational ethos. Through the implementation of this ESG policy, we aim to create positive impacts for our customers, employees, and the communities we serve while driving sustainable business practices.

Signed:

Managing Director

Date: 25/02/2025

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.