

Environmental Policy

Green Haven Retreat Ltd and its Directors, Volunteers and employees have a duty to act responsibly towards customers, staff, 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 unleaded petrol, diesel or electric.
- 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

- The Organisation 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 Partnership 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 directors to ensure adequate training of staff to enable the 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

Green Haven Retreat 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 coordinator 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
- Our cafe offers Fairtrade produce
- 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
- Green Haven Retreat will celebrate and promote Fair Trade at least once a year.

Busnes Cymdeithasol Cymru Social Business Wales

[/busnescymru.llyw.cymru/busnescymdeithasol](https://busnescymru.llyw.cymru/busnescymdeithasol)
[/businesswales.gov.wales/socialbusinesswales](https://businesswales.gov.wales/socialbusinesswales)

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Delivered by

cwmpas

- Our retail range offers customers a choice of Fairtrade product lines (including tea and coffee).

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Llywodraeth Cymru
Welsh Government



GREEN HAVEN
RETREAT