

ENVIRONMENTAL POLICY

Mana Recovery is committed to protecting the environment through their work in sustainability. All staff are encouraged to contribute their ideas through IMANA, Inspire, ORM and staff meetings to make Mana Recovery a more sustainable organisation.

Mana Recovery has two key priorities which are fully supported by the board. These are:

- Provide vocational rehabilitation and training for people with a mental health disability focused around sustainability
- Provide training and services around resource recovery

Our commitment to the environment is based around the 6 R's.

1. rethink
2. reduce
3. reuse
4. repair
5. recover
6. recycle

This forms our philosophy and vision of sustainability. All staff, trainees and volunteers receive education on resource recovery enabling them to work effectively for a truly sustainable organisation.

How does Mana Recovery minimise environmental impact through each of its sites?

- Oranga
 - business contracts are based around sustainability and recycling
 - we recycle paper, all grades of plastics, cans and cardboard
 - we recycle Cores for the meat export industry to reduce hard plastics ending in the landfill
 - Whittaker's bags are separated to enable recycling of the paper and plastic
- Vailima
 - We plant scrubs and trees to off-set carbon emissions
 - We have a native plant nursery
 - We maintain our lawn mowers so they run efficiently
 - We work in the local area providing a community service and reducing fuel and vehicle emissions
- Trash Palace
 - Trash Palace has become renown as a leader in resource recovery
 - We recycle all products through reuse (sell as it is), repair (to make suitable or have certified for sale) and recycle
 - Our largest recycling operation is metal and electronic waste (e-waste)
 - E-waste recycle is conducted under strict guidelines to protect staff and the environment e.g. careful dismantling of TV's and degassing fridges prior to dismantling
 - As part of our commitment we have a free day on the last Tuesday day of each month to reduce stock and keep products out of land-fill

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The combined efforts of our unit

As an organisation we also work towards minimising our impact on the environment through our worksites.

Internal Recycling

- All sites have recycle bins so we can recycle paper, cardboard, plastic and cans. These are then sorted at our Oranga business recycling unit
- All sites have food compost bins which provide food for our worm farms. This is collected and taken to our Vailima site where the compost is used in the growing of our vegetable garden and native plant nursery
- All sites are to be conscientious of electricity use and use lights sparingly, taking advantage of natural light
- We use paper that is obtained through business recycling before using new paper
- We repair and reuse items and furniture through our units utilising second hand goods rather than purchasing new

Our vehicle fleet

- Our vehicle fleet is regularly serviced and maintained by our in-house mechanic
- We provide a shuttle service for staff from our Oranga unit to Trash Palace providing a car pool and reducing the need for individual cars driving to Trash Palace
- All of our vehicle runs are to be scheduled for greatest efficiency to prevent back tracking and extra kilometres
- Our fuel cards and RUC are regularly audited to ensure no unnecessary wastage of fuel or expense
- Our training units are in walking distance and all staff and trainees are encouraged to walk between sites.

Mana Recovery works to continually improve their services and processes with the environment being a focus point of everything we do.

Related Policies/Procedures:

Systems_Template_WEMRO Monthly Data Report
Systems_Template_Electrical Record Sheets
Systems_Templates_WEMRO Degassing Record Sheet
Systems_Templates_Drop-Off Record Sheet
HR_General_IMANA Innovative Ideas Process
General_Complaints Procedure
General_Manua Recovery Driver Policy