

Waste Reduction Policy

Purpose and Scope

At Travel Neutral Collective, we view waste prevention as the foundation of responsible resource use. This policy outlines our collective commitment to reducing waste across all operations, including offices, tours, accommodation, and supply chains.

This policy applies to all staff, departments, suppliers, and partners. All are expected to uphold the principles outlined here as part of our broader sustainability goals.

Our Approach: The 5R + Compost Framework

We follow the **Zero Waste hierarchy** of:

Refuse → Reduce → Reuse → Repair → Recycle → Compost

1. Refuse

- Say no to unnecessary materials (e.g., plastic straws, promotional giveaways, double packaging).
- Avoid harmful or hazardous products that require special disposal.
- Encourage guests to refuse single-use water bottles by promoting refillable alternatives and providing water stations.

2. Reduce

- Purchase only what is necessary, in bulk when possible.
- Minimise packaging waste and avoid individually wrapped items.
- Reduce printed materials (e.g., brochures limited to 5,000 copies per year).
- Target a 40% reduction in general waste or 10kg per person annually.

3. Reuse

- Switch disposables (cups, cutlery, soap containers) for durable, reusable alternatives.
- Maximise the use of single-use items in our possession before discarding them.
- Reuse office supplies, containers, folders, and packing materials.

4. Repair

- Prioritise long-lasting and repairable equipment and furnishings.
- Repair items instead of replacing them whenever possible.
- Offer discounted resale or donate usable items (e.g., office furniture, electronics) to staff or local NGOs.

5. Recycle

- Separate and recycle all eligible materials: paper, plastic, glass, metals.
- Ensure at least **75% of all office waste is recycled**.
- Work with licensed local recycling facilities to track and manage waste output.

6. Compost

- Compost all organic waste from office kitchens or hospitality operations.
- Promote composting at partner accommodations and collaborate with local initiatives.

Operational Guidelines & Best Practices

- Use **recyclable and refillable** products (e.g., toner, liquid soap).
- **Bulk-buy** supplies like cleaning agents and food packaging where possible.
- Avoid **excessive packaging** and prioritise eco-friendly alternatives (e.g., cardboard instead of plastic).
- Use durable items like **reusable mugs and bottles** instead of paper cups or plastic bottles.
- Choose **environmentally friendly food packaging**, such as compostable or paper-based materials.
- Educate guests and staff to avoid wasteful practices and model sustainable behaviour.

E-Waste (Electronic Waste) Management

- Take non-functioning devices to certified e-waste facilities.
- Donate or resell only equipment in working condition.
- Handle all data-sensitive e-waste (e.g., phones, cables, drives) through reputable organizations with secure data-wipe practices.

Monitoring & Targets

To understand our waste impact and identify improvements, we will:

- Measure types and amounts of waste across departments (e.g., via disposal invoices).
- Establish a waste baseline and update it annually.
- Set and track measurable goals, including:
 - Reduce reliance on plastic bags in operations by 75%
 - Achieve 100% double-sided printing
 - Increase bulk purchasing by 25%

Roles & Responsibilities

All team members are responsible for adopting waste-conscious behaviour in their daily work. The **Sustainability Coordinator** will oversee implementation, data collection, staff training, and policy review.

Review Cycle

This policy will be reviewed every two years, or sooner as operational needs evolve. Updated versions will be circulated to staff and partners.



Contact

For questions or support related to this policy, please contact:

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Effective date: 1 July 2024

Next review: 1 July 2026