



## WASTE MINIMISATION POLICY

In pursuance of our green hospitality policy,

We at Welcome Inn Hotels have so far managed to minimise the amount of waste we produce in the following streams

1. Garden
2. Paper
3. Plastics
4. Wood shavings, old furniture, and
5. Food; spoilage in storage
6. Broken glass
7. Hazardous waste; Eliminated the use of dry cell batteries and adopted rechargeable ones for TV remotes & safes.

Our objective is to ensure each section reduces the amount of waste produced to the lowest possible level by putting in place policies for reducing, reusing and recycling where appropriate.

Our Green initiatives towards waste minimisation are as follows:-

Method	Actions
<b>Reduce</b>	<ul style="list-style-type: none"> <li>• Reduced waste paper by fully automating our front &amp; back office system for reservations and accounting.</li> <li>• Our Vegetable suppliers deliver vegetable in crates which they take back instead of small packages.</li> <li>• Stopped purchase of single use dry cell batteries</li> <li>• Farmers - Choice meat products supplier takes back all external packaging leaving only vacuum packaging for sanitation purposes.</li> <li>• We buy just enough food supplies to last till next delivery based on occupancy forecasts.</li> <li>• We provide drinking water by dispensers and flasks instead of single use plastic bottles.</li> <li>• We partially use fabric Napkins in our restaurants to reduce washing</li> </ul>
<b>Re use</b>	<ul style="list-style-type: none"> <li>• We reuse old linen for cleaning.</li> <li>• We buy toilet rolls made of 100% recycled material</li> <li>• Large plastic containers are cut and used as GRA's caddys for carrying cleaning products.</li> <li>• Condiment containers are reused for storing spices.</li> <li>• Paper is re used by printing on the back side.</li> </ul>

	<ul style="list-style-type: none"> <li>• We donate our old uniforms and linen through local leaders to the community.</li> <li>• We give extra containers to staff for re-use at home</li> </ul>
<b>Recycle</b>	<ul style="list-style-type: none"> <li>• All garden waste is used for making compost hence we do not buy manure for our gardens.</li> <li>• Metals are collected by local black smiths who make various tools such as hoe's, grass cutters etc from them</li> </ul>

**Waste reduction targets**

We endeavour to reduce waste paper in 2020 by 20% by embracing the use of technology where communication amongst HOD's will be via email only as well automate our inventory control system.