



Recycle-IT! Environmental Policy

A. About Us

Recycle-IT! is a **Community Interest Company (CIC)** based in Bolton, dedicated to the **ethical collection, refurbishment, and recycling of IT equipment**.

Our mission is to:

- **Divert electronic waste (WEEE) from landfill**
- **Promote digital inclusion**
- **Support community development**

We provide affordable technology to individuals and organisations while ensuring all electronic waste is handled **safely and sustainably**.

This policy applies to all our operations, employees, volunteers, and contractors.

B. Our Environmental Responsibility

We recognise that our work—particularly in the processing and recycling of electronic waste—has an environmental impact.

Recycle-IT! is committed to **reducing this impact** through:

- Sustainable business practices
 - Minimising our carbon footprint
 - Continuous improvement in our environmental performance
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C. Our Core Commitments

Recycle-IT! is committed to the following principles:



Protection of the Environment

We reduce environmental harm by prioritising **refurbishment over disposal**, ensuring responsible recycling, and supporting the **circular economy**.

Prevention of Pollution

We follow best practices in waste management to prevent **hazardous materials** from contaminating land or water.

Compliance and Leadership

We meet or exceed all relevant **UK environmental laws and WEEE regulations**, and take part in **voluntary initiatives** that go beyond basic compliance.

D. Our Specific Environmental Actions

In line with our mission, Recycle-IT! commits to:

- **Maximising Reuse and Refurbishment**
Every device is assessed for reuse before recycling, extending product lifecycles and reducing demand for new manufacturing.
- **Reducing Energy Use**
We use energy-efficient equipment, automated power-down systems, and staff awareness programmes to lower energy consumption.
- **Using 100% Renewable Electricity**
Our premises are powered entirely by renewable energy sources, cutting our carbon emissions.
- **Encouraging Responsible Disposal**
We educate schools, businesses, and the public about safe e-waste disposal and offer **accessible recycling solutions**.
- **Minimising Travel Emissions**
We promote **remote work**, **virtual meetings**, and **optimised logistics** to reduce fuel use and vehicle emissions.
- **Empowering Our Team**
All staff and volunteers receive **Carbon Literacy and environmental training** to actively support sustainability goals.
- **Working with Sustainable Partners**
We choose suppliers and partners who share our **environmental values** and uphold sustainable practices.

- **Setting Annual Targets**

We measure our **carbon footprint yearly**, set science-based reduction targets, and use data to improve performance.

E. Policy Review

This policy is reviewed annually by the management team to ensure it remains **effective, relevant, and ambitious**.

Revisions may occur sooner if there are significant changes in:

- Business operations
 - Environmental regulations
 - Emerging sustainability challenges
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F. Communication and Awareness

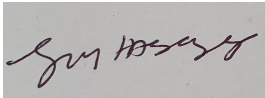
This policy is publicly available on our website and internal systems.

All employees, volunteers, and contractors are introduced to its principles during induction and through **ongoing training sessions**.

G. Signed

John Hastings

Director, Recycle-IT! (Bolton) CIC



H. Document Control

- **Version:** 1.1
- **Issue Date:** 21 February 2025
- **Review Date:** 21 February 2026