



Recorra Ltd - SUSTAINABLE PROCUREMENT POLICY

Recorra is an established recycling and waste management company that, by the nature of its work, has a positive impact on the environment. We recognize that procurement is essential to conducting business, and through our ISO 14001 certified Environmental Management System, we strive to do this in a manner that stimulates the market for environmentally friendly and ethical products.

To enhance our sustainable procurement practices and address specific material sourcing risks, Recorra commits to the following objectives as part of our Sustainable Procurement Action Policy:

1. **Eliminating Procurement Needs:**
 - a. We will actively seek to eliminate the need for procurement by rethinking our product requirements, implementing practices such as product reuse and repair.
2. **Sourcing Sustainable Products:**
 - a. We will prioritize the purchase of recycled products and those that offer other environmental benefits whenever practical.
 - b. **Objective:** Source at least 39% of our Workplace Supplies materials from recycled or sustainably sourced products by year 2026, focusing on high-impact materials identified within our supply chain.
3. **Green Procurement Champion:**
 - a. We will identify and empower a Green Procurement Champion within our organization to lead sustainable procurement initiatives and support all staff involved in procurement to make informed and responsible choices.
 - b. **Objective:** Provide training and resources to the Green Procurement Champion and procurement staff by year 2026.
4. **Life cycle Perspective:**
 - a. For major procurement decisions, we will assess the life cycle perspective of products and materials, evaluating environmental impacts, social responsibility, and cost-effectiveness.
 - b. **Objective:** consider life cycle perspectives for major procurement decisions by 2027.
5. **Sustainability in Contracted Services:**
 - a. We will integrate sustainability criteria into our contracted services and supplier selection processes, requiring suppliers to demonstrate compliance with our sustainability standards.
 - b. **Objective:** Ensure that new contracts include sustainability clauses by 2026.
6. **Supplier Engagement and Compliance:**
 - a. We will engage with our suppliers to ensure they adhere to our Supplier Code of Conduct, which outlines expectations regarding environmental practices, social responsibility, and ethical conduct.
7. **Material Sourcing Risks:**
 - a. We recognize the following specific material sourcing risks: environmental degradation, social injustices, and supply chain disruptions. We will take proactive measures to mitigate these risks through responsible sourcing practices.



8. **Periodic Review and Continuous Improvement:**

- a. We will review this policy periodically to ensure compliance with our sustainability objectives and to identify areas for improvement. Feedback from stakeholders will be incorporated into the review process.
- b. **Objective:** Ensure that the policy is updated periodically based on performance data and stakeholder feedback.

9. **Communication and Training:**

- a. This policy will be formally communicated to all staff and external stakeholders. Training sessions will be held to ensure understanding and implementation of sustainable procurement practices across the organization.
- b. **Objective:** Conduct at least one training session for procurement staff by 2026.

By adhering to this policy, Recorra aims to continually improve its sustainable procurement practices, positively impacting the environment and supporting the communities in which we operate.

Signed: 

Date: 01/04/2026

MANAGING DIRECTOR