



# COPTHORNE HOTEL

WELLINGTON, ORIENTAL BAY

## ENVIRONMENTAL SUSTAINABILITY PRACTICES

### STATEMENT

At Cophorne Hotel Wellington Oriental Bay we accept that our business and our activities have an impact on the environment in which we operate, and that it is our responsibility to take the necessary steps to achieve the highest environmental performance possible.

### RECYCLING

#### Guest and Guest Room Recycling

- All guest waste is sorted by room attendants into recyclable and non-recyclable waste.
- All in-room magazines such as Sky TV and Air NZ Kia-Ora are recycled each month.
- Bathroom amenity plastic bottles are recycled.
- Half toilet rolls and tissue boxes are put into staff areas and not disposed of.

#### Hotel Recycling

- Tin, glass, plastic, paper, cardboard is all collected in recycle bins at the back of the hotel and collected daily for recycling.
- All food waste is collected in special bins which are removed and turned into compost by the Wellington City Council programme, Kai to Compost.

#### Administration/Back of House

- All administration and back of house areas have been provided with separate paper bins in addition to their rubbish bins and are held responsible for the proper disposal on paper in the larger recycling receptacles made available.

### WASTE

#### Guest Rooms

- To reduce waste, recycling is offered and promoted.
- Half empty bathroom amenities plastic bottles are donated to Women's Refuge rather than included in waste.

#### Administration

- Reduce paper usage by reusing paper for non official documents.
- Encourage the viewing and storage of soft copies versus hard copy.
- Accounts offered to clients by email, particularly overseas and/or large accounts.

#### Hotel

- Separate all food and non food wastes and recycle all recyclable items.
- Provide suitable receptacles and information around the hotel that encourages and enables appropriate disposal.

### **ENERGY CONSUMPTION**

#### Guest Rooms

- Guests are encouraged to choose the frequency their towels and linen are to be changed by indicating to housekeeping staff through the placement of towels on the floor and a conservation card on the bed.
- Guests are encouraged through information promoted in the room to turn off air conditioning, appliances and lights when not in the room.

#### Administration

- In other back of house areas, including offices, lights are required to be switched off before exiting, even for a short period, as are computer screens.
- Eco-bulbs are utilised where possible throughout all areas of the hotel.

### **INVENTORY AND SUPPLIES**

#### Hotel

- Local suppliers are used where possible.
- Before signing up new suppliers, a request is made to view the environment policy and procedures.

### **TRAINING AND SUPPORT**

- All staff commencing employment at Copthorne Hotel Wellington Oriental Bay are required to attend a 4 hour induction training. Our commitment to environmental sustainability and our practices are now included in this session.

### **ENVIRONMENTAL ACTIVITY IN THE COMMUNITY**

Copthorne Hotel Wellington Oriental Bay aims to be involved in at least 2 community based environmental activities each year with the first one, a beach clean up, due to occur in September 2009.