



DISPOSABLE AND CONSUMABLE GOODS POLICY

Practical guidance for responsible purchasing, use and disposal

Company	Viajes Matatu Ltd	Policy owner	Operations & Administration Lead
Effective date	28 June 2026	Review cycle	Annual, or when operations change
Version	1.0	Approved by	Director(s)

1. Purpose

Viajes Matatu Ltd is committed to reducing unnecessary consumption and waste arising from its office activities, safari operations, client services and purchasing. This policy establishes a practical approach for avoiding disposable and single-use goods, using consumables efficiently and selecting reusable or lower-impact alternatives wherever safe, hygienic, available and financially reasonable.

2. Scope

This policy applies to directors, employees, contracted guides and drivers when carrying out work for Viajes Matatu. It also guides purchasing decisions and the expectations communicated to suppliers, accommodation partners and activity providers. It covers office supplies, food and beverage service items, guest amenities, packaging, cleaning materials, batteries, printed materials and other goods that are used up or discarded during normal operations.

3. Policy commitment

Viajes Matatu will apply the 5 Rs in the following order before purchasing, using or discarding a product:

Priority	Question	Company response
1. Refuse	Do we really need it?	Avoid unnecessary items, excess packaging, unsolicited promotional goods and disposable products.
2. Reduce	Can we use less or choose a better option?	Buy only the required quantity; choose concentrated, refillable, durable or minimally packaged products.
3. Reuse	Can it be used safely many times?	Prioritise refillable bottles, reusable bags, cups, containers, dishware and durable office supplies.

Priority	Question	Company response
4. Repurpose	Can it serve another useful purpose?	Use suitable boxes, containers and one-sided paper again where this does not compromise confidentiality, safety or hygiene.
5. Recycle	Can an approved collector process it?	Separate recyclable material and use locally available, responsible collection or take-back options.

4. Objectives

- Prevent avoidable disposable and single-use goods from entering Viajes Matatu operations.
- Reduce the quantity and cost of consumables used per office month and per traveller-day.
- Increase the use of reusable, refillable, rechargeable, recyclable and responsibly sourced alternatives.
- Improve staff, guide, supplier and client awareness of responsible consumption.
- Measure priority purchases and waste so that progress can be demonstrated and reviewed.

5. Operating requirements

5.1 Office and administration

- Use electronic communication, e-signatures, digital itineraries and electronic filing as the default. Print only when legally required or operationally necessary, and print double-sided where possible.
- Use reusable cups, glasses, plates and cutlery. Disposable plastic or Styrofoam service items will not be routinely purchased for the office.
- Use refillable drinking-water containers or the office water filter instead of routinely purchasing small single-use water bottles.
- Use refillable pens, durable stationery and rechargeable batteries where practical. Store spent batteries separately for safe disposal or recycling through an available collector.
- Purchase cleaning products in refill packs, larger containers or concentrated form where safe and available. Staff must follow product instructions and must not mix chemicals.
- Reuse folders, envelopes, boxes and non-confidential one-sided paper where appropriate. Confidential documents must be securely destroyed, not repurposed.
- Avoid gift wrapping, plastic bags, disposable decorations and individually packaged refreshments unless there is a clear operational, hygiene or accessibility need.

5.2 Safari operations and client services

- Encourage clients to travel with a refillable water bottle and provide clear pre-departure guidance on avoiding unnecessary single-use plastics.
- Where safe drinking-water refills are available, guides and drivers will support refilling rather than issuing multiple small plastic bottles. Client health and water safety always take priority.
- Use reusable cool boxes, food containers, shopping bags and service items for vehicle and picnic use whenever hygiene and supplier arrangements permit.
- Avoid plastic straws, disposable cups, plastic cutlery, unnecessary wet wipes and individually wrapped amenities. Provide them only when required for health, disability, hygiene or safety.
- Do not leave any waste in parks, communities or roadside areas. Waste generated in vehicles must be retained and delivered to a suitable collection point.
- Brief contracted guides and drivers on this policy before assignment and ask them to identify avoidable waste observed during trips.

5.3 Purchasing and supplier engagement

Before a routine consumable is purchased, the person responsible must consider need, quantity, durability, packaging, refillability, local availability, total cost and the available end-of-life option. Preference will be given to local and responsible suppliers that:

- offer goods in bulk, refillable or returnable packaging;
- accept containers, batteries or packaging for take-back;
- minimise unnecessary plastic and individual packaging;
- provide reusable service options for packed meals, water and guest amenities; and
- can demonstrate safe handling and disposal of chemicals or other controlled waste.

Lowest purchase price alone will not determine selection. Viajes Matatu will consider durability, frequency of replacement, transport, waste generated and the total cost over the product's useful life.

6. Approved alternatives

Avoid or limit	Preferred alternative	Application
Plastic shopping bags	Reusable tote bags or durable crates	Office purchases and trip supplies
Disposable cups, plates and cutlery	Ceramic, metal or durable reusable items	Office, vehicle and picnics
Small single-use water bottles	Refillable bottles and safe refill stations	Office and trips, subject to water safety
Single-use batteries	Rechargeable batteries	Torches and compatible equipment
Printed documents	Electronic files and mobile-friendly materials	Itineraries, vouchers and internal records
Paper towels	Washable hand towels	Where hygienic laundering is available
Individual sachets and amenities	Bulk dispensers or refillable containers	Office and partner discussions
Excess wrapping and packaging	Minimal, reusable or recyclable packaging	Purchasing and gifts

7. Measurement, targets and records

The Operations & Administration Lead will establish a baseline using at least three representative months of purchase records. Priority items include printing paper, single-use water bottles, disposable service items, plastic bags, batteries, cleaning products and other frequently purchased consumables. Where practical, the company may also record waste by bag, volume or weight and separate paper, plastic, glass, metal, organic waste and residual waste.

Timeframe	Target	Measure	Evidence
Within 3 months	Record the baseline for priority consumables	Quantity and cost by item	Invoices, receipts or purchase log

Timeframe	Target	Measure	Evidence
Immediate and ongoing	Do not routinely purchase office plastic cups, plastic straws or Styrofoam service items	Number purchased	Purchase log and spot checks
Within 12 months	Reduce at least two priority disposable items by 10% against the baseline, adjusted for activity levels	Units per office month or traveller-day	Annual comparison
Annual	Review suppliers and identify at least two additional reusable, refillable or lower-waste options	Number of alternatives adopted	Supplier review notes

8. Responsibilities

Role	Responsibility
Directors	Approve the policy, provide resources, review annual performance and support corrective action.
Operations & Administration Lead	Maintain the purchase baseline and monitoring log; brief personnel; review purchases; report progress; coordinate annual review.
Employees	Apply the 5 Rs, use supplies carefully, follow waste-separation arrangements and report avoidable waste or better alternatives.
Guides and drivers	Follow trip requirements, brief clients where appropriate, retain waste for suitable disposal and report supplier or field issues.
Suppliers and partners	Support agreed low-waste measures and comply with applicable safety, hygiene and waste-management requirements.

9. Awareness and staff involvement

This policy will be introduced during staff and contractor briefings and made available with other sustainability documents. Personnel are encouraged to identify quick, practical improvements and propose alternatives. Viajes Matatu may use short awareness activities, such as a plastic-free month, an office challenge or recognition for useful waste-reduction ideas. Any incentive or corrective measure must be fair, clearly communicated and consistent with company procedures.

10. Exceptions

A disposable product may be used when necessary to protect health, safety, hygiene, accessibility, legal compliance or service continuity, or when a suitable alternative is not locally available. The exception should be proportionate. For repeated or material exceptions, the responsible person should record the reason and seek a better alternative for future use.

11. Non-compliance and corrective action

Minor non-compliance will normally be addressed through guidance, replacement of the item or improvement of the relevant process. Repeated or serious non-compliance will be reported to a director and handled under the applicable staff, contractor or supplier procedure. Corrective action may include retraining, changes to purchasing approval, a supplier improvement request or discontinuation of a product or supplier relationship where justified.

12. Review and continuous improvement

The Operations & Administration Lead will review this policy and the monitoring results at least annually. The review will consider changes in trip volume, available alternatives, supplier practices, costs, legal requirements and staff or client feedback. Targets and action points will be updated based on the findings.

13. Simple monitoring log

Month	Item/category	Quantity	Cost (UGX)	Reusable option?	Action/remarks

Approval

Approved by: _____	Position: Director
Signature: _____	Date: _____
Next review date: 28 June 2027	Version: 1.0

Internal policy of Viajes Matatu Ltd. This document supports the company's sustainability commitments and should be read together with its Sustainability Policy and Sustainable Purchasing Policy.