

IT E-WASTE POLICY

We will adopt the principles of the ‘best practicable environmental option’ in delivering our IT e-waste management services. We recognise the importance of meeting legal requirements and managing our IT e-waste responsibly and have applied an approach to reduce, reuse and recycle e-waste products

IT E-Waste is a subset of E-Waste and covers the following IT equipment.

Computers	Server, Desktop Computer, Monitor, Keyboard, Mouse, Laptop, Notebook, etc. or similar items
Printer & Accessories	Printer, Scanner, Printer Cartridge, Toner, etc. or similar items
Networks Equipment's	Routers, Switches, Patch panel, Modem, Converter, VSAT equipment, etc. or similar items
IT Accessories	Floppy, CD and DVD, Pen Drive, External Hard disk, External CD / DVD writer, DAT Drive, Speaker, Laptop Battery, Handheld device, Data Cartridge, etc. or similar items
Associated Electrical Items	Power cable, Data cable, UPS, etc. or similar items

STATEMENT

Scope

This Policy forms a statement of the principles that guide our daily operations and establishes how we expect management, employees, service providers, clients, visitors and Company representatives to act in accordance with the law and applicable company policies, procedures and guidelines.

This Policy does not discriminate at any level and applies **equally to all** persons associated with the company.

Objective

The lifecycle of all IT assets, from acquisition to disposal, shall be managed to conform to sound environmental norms.

The following basic principles shall be followed:

- Minimise the generation of IT e-waste and facilitate repair, reuse and recycle wherever possible.
- Communicate the proper management and handling of IT e-waste.
- Ensure the safe handling and storage of IT e-waste.
- Preferential dealing with suppliers who have sound e-waste management processes.
- Extend the useful life of IT assets to postpone or minimise the generation of IT e-waste.
- Responsible disposal processes conforming to regulatory requirements and best practices.

Guidelines

- Every user shall endeavour to maximise the utilisation of all IT assets to their full productive life.
- Only IT assets which are non-operational and cannot be reused for any other alternate purpose shall be considered IT e-waste for disposal.

Responsibility

As part of IT compliance, the IT Manager shall report the company's compliance with this IT E-Waste Policy during the Management Review.

We welcome any suggestions that could improve our operations.

Violations

Adherence is mandatory, and any violation of this Policy and associated documented procedures may lead to disciplinary action or legal consequence.

Continuous Improvement:

Senior management review this Policy annually and revises it as necessary to reflect changing operational conditions, new technology, government policies and legislation.

ANNUAL APPROVAL OF CORPORATE POLICIES

The Policy was approved by the CEO and Managing Director for release.



Annual Verification

Date: 17th June 2022

Verification Stamp:

Annual Verification

Date:

Verification Stamp:

Annual Verification

Date:

Verification Stamp:

Annual Verification

Date:

Verification Stamp:

Annual Verification

Date:

Verification Stamp: