IT E-WASTE POLICY

With the use of electrical and electronic equipment in our daily operations, disposal of obsolete equipment is increasingly posing a threat to our environment. The Company acknowledges there is therefore a need to handle such disposals - referred to as E-Waste - in a responsible manner in line with emerging industry best practices and standards.

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* all persons who have an association with the Company.

Objective

The lifecycle of all IT assets spanning from acquisition to disposal shall be managed in a manner which conforms to sound environmental norms. This includes:

- Preferential dealing with IT suppliers having sound E-Waste management processes.
- Extending the useful life of IT assets to postpone or minimise the generation of E-Waste.
- Responsible disposal processes conforming to regulatory requirements and best practices.

Guidelines

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

Responsibility

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

Continuous Improvement

This Policy is reviewed annually by Senior Management and revised as necessary to reflect changing operational conditions, new technology, government policies, legislation and the provision of materials, goods and services.

This Policy was approved by the CEO and Managing Director on 03.06.2019.

Signed Policies are available upon request.