



Title:

Electronic Waste Policy

Issue date  
01.01.2015

Revision  
date  
21.05.2023

Review  
date  
30.03.2023

Page 1 of 4

### REVISION HISTORY

Revision	Description of Change	Author	Reviewed By	Approved By	Effective Date
01	In line with ISO 26000, the IT E-waste minimization process revised to include customer encouragement of proper e-waste disposal	MR(QHSE)	MR(QHSE)	President	1-11-2016
02	Addition of Review No. & Review date Change in Header Format	MR(QHSE)	MR(QHSE)	President	21-05-2023

### CONTENTS

1. PURPOSE
2. SCOPE
3. DEFINATION
4. POLICY
5. GUIDELINES & PROCESS
6. EFFECTIVE DATE

#### 1.0 PURPOSE

This document outlines policy laid down for managing Electronic Waste in Diyar.

Diyar being a Quality, Health Safety & Environment certified organization ensures effective recycling and disposal of the Electronic waste.

#### 2.0 SCOPE

This policy applies to all the Electronic waste outcome from the businesses within DIYAR.

#### 3.0 DEFINITION

**Electronic waste** or **E-Waste** describes discarded electrical or electronic devices. Used electronics which are destined for reuse, resale, salvage, recycling or disposal are also considered e-waste.

#### 4.0 POLICY

Our policy has been reasonably designed to ensure compliance with the environmental norms; reinforcing our recycling and disposal practices for Electronic Waste.

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	Job Title : Manager (OD)		Job Title : Management Representative (Quality, HSE)		Job Title : President

 <b>شركة الديار المتحدة للتجارة والمقاولات</b> <b>Diyar United Company for Trading &amp; Contracting</b>	Document No: <b>E-Waste Policy</b>			
	Issue No 1	Revision No 2	Review No. 2	Department: Management
Title: <b>Electronic Waste Policy</b>	Issue date 01.01.2015	Revision date 21.05.2023	Review date 30.03.2023	Page 2 of 4

The lifespan of all IT assets bridging from acquisition to disposal shall be managed in a manner which conforms to sound environmental standards and practiced as detailed; which includes responsible disposal of such Electronic waste conforming to regulatory requirements and best practices.

Being the pioneer in Information and Communication technology, we ensure meeting the demanding standards of responsible waste management in all aspects of our operations.

The nature of Diyar's operations generates an Electronic E-Waste referred to as IT E-Waste.

Our IT E-Waste covers the following:

1. Computers - Desktop computer / Server (CPU, Monitor, Keyboard and Mouse), Laptop, Notebook etc or similar items.
2. Printers & Accessories - Printer, Scanner, Printer Cartridge, Toner, etc or similar item
3. Network Equipment's - Routers, Switches etc or similar items
4. IT Accessories - CD and DVD, External Hard disk, Speaker, Laptop Battery, etc or similar items
5. Other Related Electrical Items - Power cable, Data cable etc or similar items

## 5.0 GUIDELINE AND PROCESS

### Environment

With pervasive use of electrical and electronic equipment's in our daily operations, disposal of obsolete equipment's is increasingly important to ensure compliance with Environmental norms. Our E-waste is handled in a responsible manner in line with best practices and standards. (ISO 14001:2004)

Our E-waste goes through the authorized recycler for disposal purposes.

### IT E-WASTE Minimization Process

It is the responsibility of every user in Diyar to maximize utilization of all IT assets to their full productive life. Apart from internal re-use, option to extend use to the society through donation to needed parties as well extend the life of our IT assets.

For disposal purpose; our IT E-waste consists of only those IT Assets which are non-operational and cannot be reused for any other alternate purpose. The same is received at our warehouse and then disposed to the authorized recycler.

All customers are encouraged to operate in compliance with legally mandated standards for workplace health and safety; along with being considerate against local environmental laws and practices including

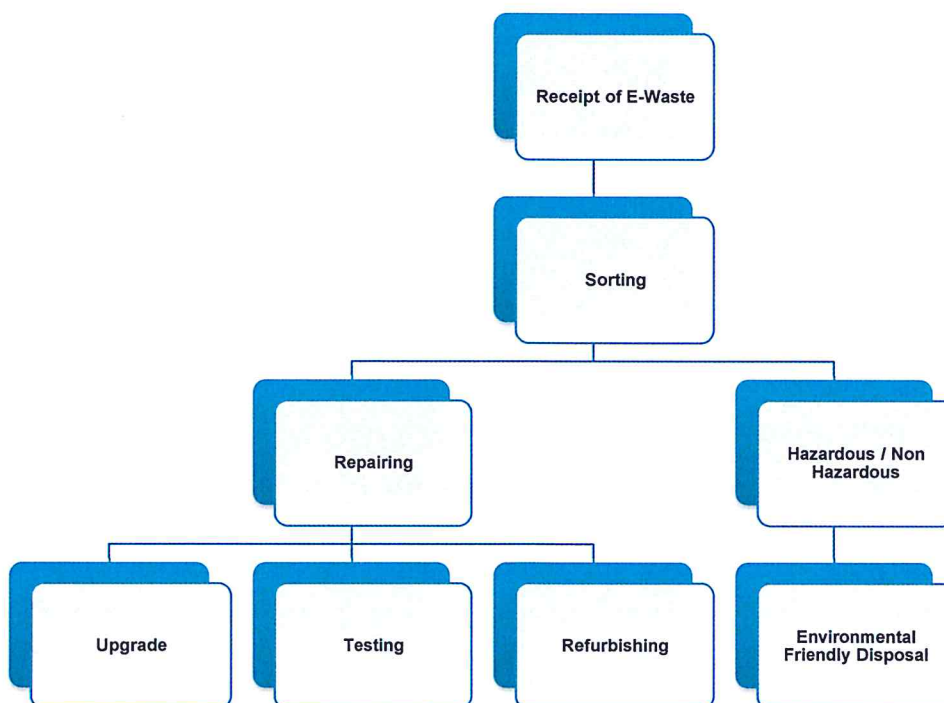
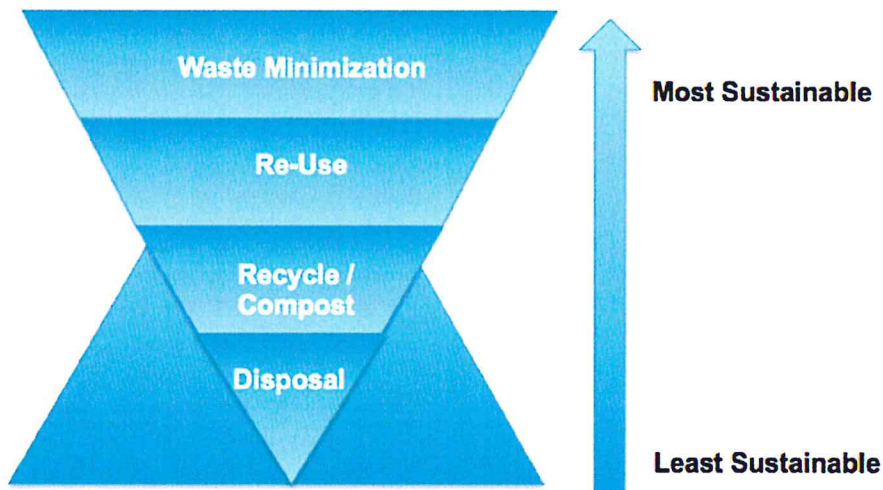
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	Issue No 1	Revision No 2	Review No. 2	Department: Management
Title: <b>Electronic Waste Policy</b>	Issue date 01.01.2015	Revision date 21.05.2023	Review date 30.03.2023	Page 3 of 4

but not limited to those pertaining to waste disposal (proper handling of toxic and hazardous waste, segregation where regulated, etc), air emissions, pollution, etc.

**REPORTING**

As part of Quarterly Management Review Meetings, the Warehouse Manager shall report the compliance to E-Waste Policy.

**Processes**





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	<b>Issue No</b> 1	<b>Revision No</b> 2	<b>Review No.</b> 2	<b>Department:</b> Management
<b>Title:</b> <b>Electronic Waste Policy</b>	<b>Issue date</b> 01.01.2015	<b>Revision date</b> 21.05.2023	<b>Review date</b> 30.03.2023	<b>Page 4 of 4</b>

### 6.0 EFFECTIVE DATE

This policy is effective from **1<sup>st</sup> November 2016** and supersedes any other such policy previously in effect.