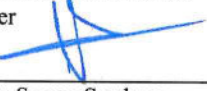
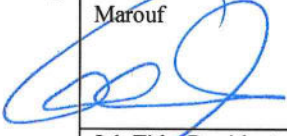
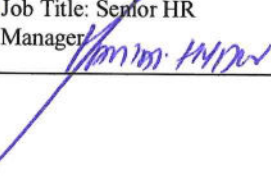
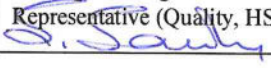


 شركة الديار المتحدة للتجارة والمقاولات Diyar United Company for Trading & Contracting	Document No: EWP-01			
	Issue No 1	Revision No 3	Review No. 3	Department: Management
Title: Electronic Waste Policy	Issue date 01.01.2015	Revision date 09.08.2026	Review date 09.08.2026	Page 1 of 4

REVISION HISTORY

Rev #	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
03	Signature Block: - Move Mariam Hyder Ali, Senior HR Manager, to "Prepared and Maintained by" - Add Mustafa Sharaf, Chief Executive Officer, under "Reviewed by"	MR(QHSE)	MR(QHSE)	President	09/08/2026



Prepared and maintained by 	Name: Mujahid Karim Chohan Job Title: Quality Assurance Manager	Reviewed by	Name: Mustafa Sharaf Job Title: Chief Executive Officer 	Approved by 	Name: Dr. Mohammed Marouf
	Name: Mariam Hyder Ali Job Title: Senior HR Manager 		Name: Seema Sawhney Job Title: Management Representative (Quality, HSE) 		Job Title: President

 شركة الديار المتحدة للتجارة والمقاولات Diyar United Company for Trading & Contracting	Document No: EWP-01			
	Issue No 1	Revision No 3	Review No. 3	Department: Management
Title: Electronic Waste Policy	Issue date 01.01.2015	Revision date 09.08.2026	Review date 09.08.2026	Page 2 of 4

CONTENTS

No:	Title
1.0	PURPOSE
2.0	SCOPE
3.0	DEFINITION
4.0	POLICY
5.0	GUIDELINES & PROCESS
6.0	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.

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 Waste referred to as IT E-waste.

Our IT E-waste covers the following:

 شركة الديار المتحدة للتجارة والمقاولات Diyar United Company for Trading & Contracting	Document No: EWP-01			
	Issue No 1	Revision No 3	Review No. 3	Department: Management
Title: Electronic Waste Policy	Issue date 01.01.2015	Revision date 09.08.2026	Review date 09.08.2026	Page 3 of 4

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 items
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 GUIDELINES & 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.

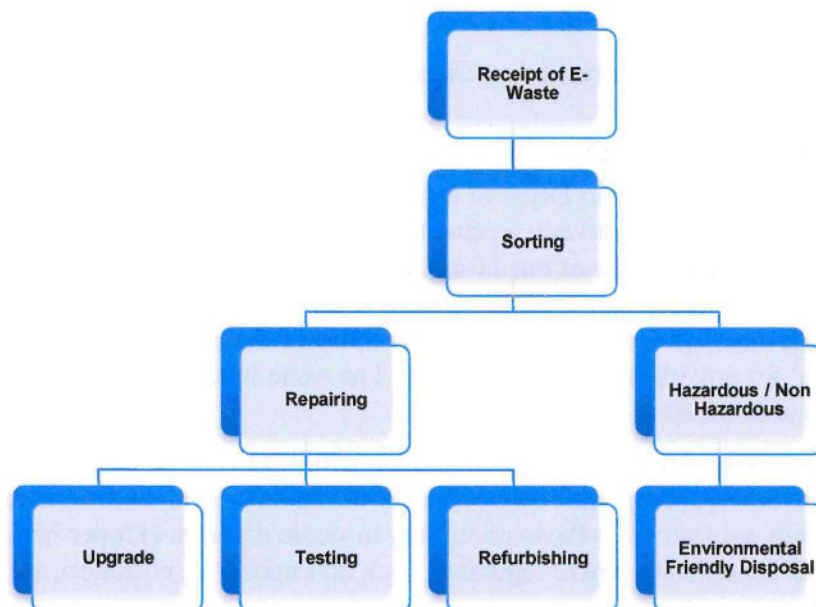
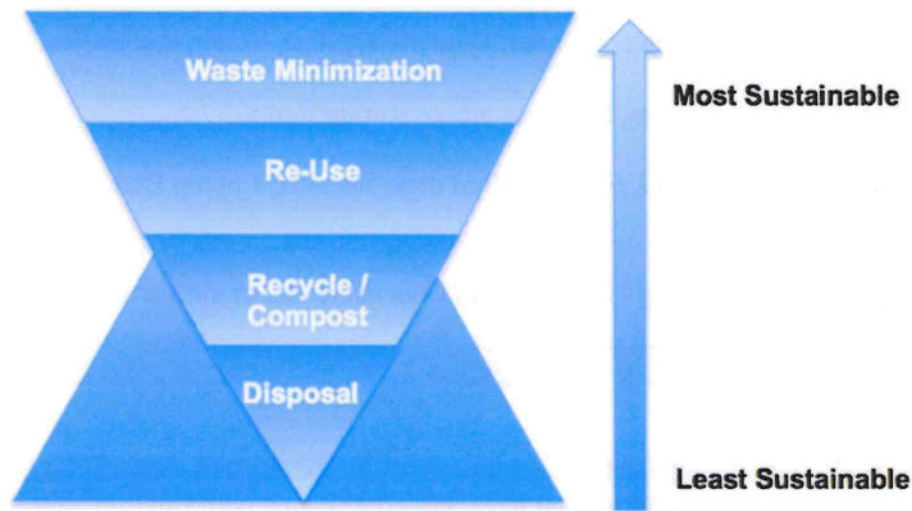
All customers are encouraged to operate in compliance with legally mandated standards for workplace health and safety; along with being considerate against local environmental laws and practices including but not limited to those pertaining to waste disposal (proper handling of toxic and hazardous waste, 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.

 شركة الديار المتحدة للتجارة والمقاولات Diyar United Company for Trading & Contracting	Document No: EWP-01			
	Issue No 1	Revision No 3	Review No. 3	Department: Management
Title: Electronic Waste Policy	Issue date 01.01.2015	Revision date 09.08.2026	Review date 09.08.2026	Page 4 of 4

Processes



6.0 EFFECTIVE DATE

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