

	Company Name: شركة الديار المتحدة Diyar United Company			
Title: Electronic Waste Policy		Issue date 01-01-2015	Rev date 1-11-2016	Page 1 of 3

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

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.

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.

	Company Name: <div style="text-align: center;"> شركة الديار المتحدة Diyar United Company </div>		
Title: <div style="text-align: center;"> Electronic Waste Policy </div>	Issue date 01-01-2015	Rev date 1-11-2016	Page 2 of 3

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.

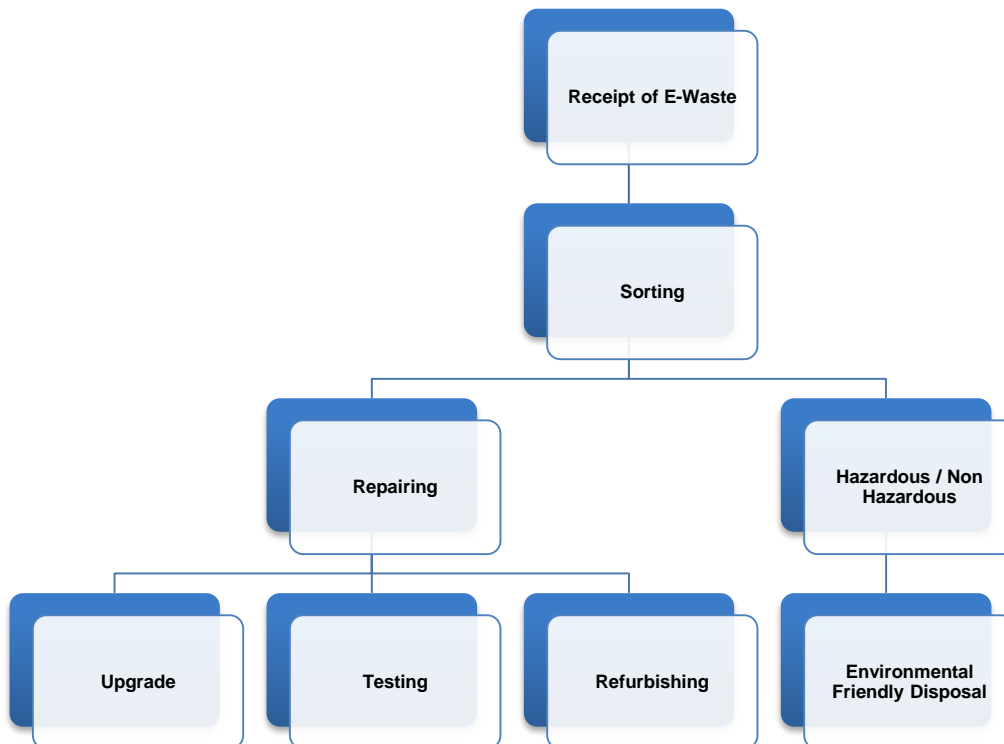
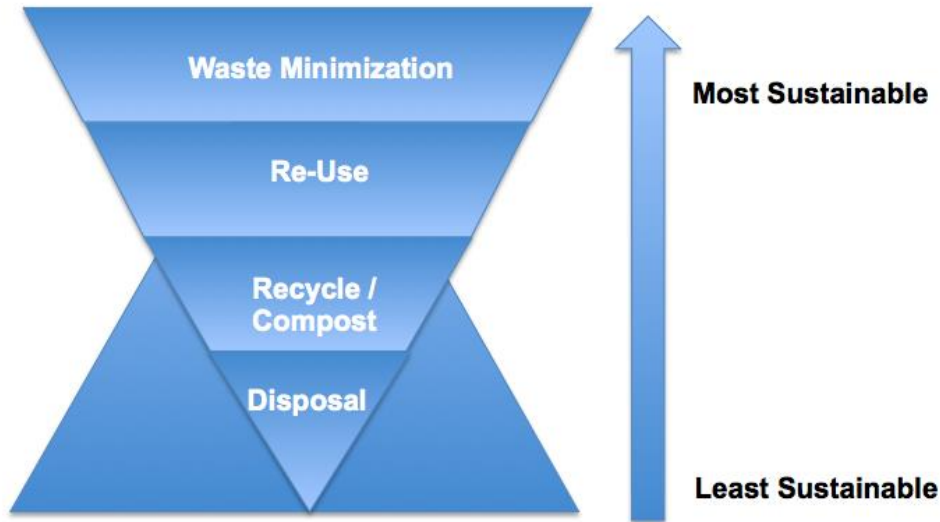
All customers are encouraged to operate in compliance with legally mandated standards for workplace health and safety; along with being considerate against local environmental laws and practices including but not limited to those pertaining to waste disposal (proper handling of toxic and hazardous waste,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

	Company Name: شركة الديار المتحدة Diyar United Company			
Title: Electronic Waste Policy	Issue date 01-01-2015	Rev date 1-11-2016	Page 3 of 3	

Processes



6.0 EFFECTIVE DATE

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