

# E-WASTE DISPOSAL POLICY

**Effective:** January 1, 2023



Zensark



## 1. PURPOSE

Zensark Technologies Private Limited is committed to environmentally responsible practices, including the proper disposal of electronic waste (e-waste). This policy establishes guidelines and procedures to ensure the safe and legal disposal of e-waste generated by our operations.

## 2. SCOPE

This policy applies to all employees and contractors who handle or are responsible for the disposal of electronic devices or equipment on behalf of Zensark Technologies Private Limited.

## 3. DEFINITIONS

**3.1 E-Waste:** Electronic waste refers to any discarded electrical or electronic devices, components, or accessories that have reached the end of their useful life, including but not limited to computers, laptops, monitors, printers, keyboards, mice, mobile phones, tablets, and other similar devices.

**3.2 Responsible Recycling:** The process of disposing of e-waste in an environmentally friendly manner, adhering to all applicable regulations and guidelines.

## 4. RESPONSIBILITIES

**4.1 Management:** The management team of Zensark Technologies Private Limited is responsible for establishing and implementing this e-waste disposal policy, ensuring its effective communication and enforcement.

**4.2 Employees:** All employees are responsible for following the e-waste disposal procedures outlined in this policy and reporting any potential issues or concerns to the designated authority.

**4.3 Designated Authority:** A designated authority shall be appointed to oversee the implementation of the e-waste disposal policy, including coordinating the collection, storage, and recycling of e-waste.

## 5. DISPOSAL PROCEDURES

**5.1 Identification:** All employees must identify and segregate any electronic devices or equipment that have reached the end of their useful life and are considered e-waste.

**5.2 Storage:** E-waste should be stored in designated collection areas that are secure, well-ventilated, and protected from environmental damage.

**5.3 Third-Party Recycling:** Zensark Technologies Private Limited will engage the services of a reputable and certified e-waste recycling vendor to ensure responsible recycling and disposal of the collected e-waste.

**5.4 Data Security:** Prior to disposal, all electronic devices must undergo a data wiping or destruction process to ensure the protection of sensitive company and personal information.

**5.5 Documentation:** Zensark Technologies Private Limited will maintain accurate records of all e-waste disposal activities, including the type and quantity of e-waste collected, the recycling vendor used, and the corresponding certificates of disposal.

## 6. TRAINING & AWARENESS

6.1 Zensark Technologies Private Limited will provide regular training and awareness programs to educate employees on the importance of proper e-waste disposal, data security, and their roles and responsibilities in implementing this policy.

6.2 Training programs will include information on how to identify e-waste, the proper storage and handling procedures, and the importance of recycling and responsible disposal.

## **7. COMPLIANCE**

7.1 Non-compliance with this e-waste disposal policy may result in disciplinary action, as per the company's disciplinary policies and procedures.

7.2 Zensark Technologies Private Limited will comply with all applicable laws, regulations, and guidelines related to e-waste disposal, ensuring adherence to local, regional, and national regulations.

## **8. POLICY REVIEW**

This e-waste disposal policy will be reviewed periodically by the management team of Zensark Technologies Private Limited to ensure its continued relevance, effectiveness, and compliance with changing laws and regulations.

By following this e-waste disposal policy, Zensark Technologies Private Limited demonstrates its commitment to environmental sustainability and responsible business practices.