



SANGHVI MOVERS LIMITED

IT E-WASTE POLICY

DATE OF APPROVAL:

10 FEBRUARY 2023



IT E-WASTE POLICY

Sanghvi Movers Limited (SML) has total commitment towards environment and sustainability with regards to the disposal of unwanted and /or end of life products or its parts. With extensive use of electrical and electronic equipments in our daily operations, disposal of obsolete equipments is increasingly posing a threat to our environment. Therefore, a need to handle such disposals referred as E-Waste in a responsible manner in line with emerging global best practices and standards. The Ministry of Environment and Forests has notified the e-waste (Management and Handling) Rules, 2011 with effect from 01st May 2012. At SML IT E-Waste covers the following IT equipments listed as below:

No.	Category	Items
1	Computers	Server / Desktop computer (CPU, Monitor, Keyboard and Mouse), Laptop, Notebook, terminal, or similar items
2	Printer & Accessories	Printer, Scanner, Printer Cartridge, Toner or similar items
3	Network equipments	Routers, Switches, Patch panel, Modem, Converter, VSAT equipments or similar items
4	IT Accessories	TV Tuner box, Floppy, CD and DVD, Pen Drive, External Hard disk, External CD / DVD writer, DAT Drive, Speaker, Laptop Battery, UPS Battery, Hand Held device, VC equipments, Data Cartridge, etc. or similar items
5	Associated Electrical items	Power cable, Data cable, UPS, etc. or similar items

The lifecycle of all IT assets spanning from acquisition to disposal shall be managed in a manner which conforms to sound environmental norms as detailed in the IT E-Waste guidelines. This includes:

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

Different government bodies have published regulatory framework for handling E-waste. Similarly, different trade and industry bodies are also evolving the best practices to deal with IT E-Waste. EDP Department will scan the evolving code of practice and keep updating this policy document in line with the best practices for disposal of IT E-Waste. The appropriate government bodies, e.g., Ministry of Environments & Forests / Central or State pollution control boards in India, etc. have initiated the process of approving and authorizing E-Waste Recyclers.

EDP Department shall identify authorized Recyclers, finalise list of such E-Waste Recyclers and enter into appropriate agreements covering all aspects of the E-Waste disposal.

IT E-Waste Minimization Process

It shall be the endeavour of every user to maximize utilization of all IT assets to their full productive life. Apart from internal re-use, option to extend use outside SML through donation to bonafide philanthropic institutions will also extend the useful life of IT assets. 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. The EDP Department will certify this position.

The Policy is part of the SML's Sustainability Framework. This policy is approved by SML's Board of Directors.

Review

This Policy may be amended by the Board from time to time to be in line with relevant amendments.

Version	Particulars	Date	Approved by
1.0	New Policy adopted	10.02.2023	Board of Directors
