



## E-waste & Battery Disposal Policy

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<b>Policy Name:</b>	E-waste & Battery Disposal Policy
<b>Policy Date</b>	28/08/2023
<b>To:</b>	Otto IT Leadership Team
<b>From:</b>	Integrator

## E-waste & Battery Disposal Policy

This policy has been written to explain how we should deal with old client equipment and UPS batteries.

The policy is a guideline to the way that client requests for ‘the company’ to remove old equipment and UPS batteries are to be managed.

Whenever a ‘company’ employee is asked by a client to remove and dispose of old IT equipment and/or UPS batteries at the client site, the employee should advise the customer that we don’t offer that service. However, we can align them with a partner within each state or region to arrange this service.

E-waste represents a cost and risk to ‘the company’ for storage, disposal and safety reasons and we also become responsible for secure storage and destruction of any data remaining on the computers.

‘The company’ does not offer equipment life-cycle management or disposal services as a product or service and we should try to avoid doing so in a de-facto way by accepting client e-waste.

### Version Control

Version	Date	Author	Comment
1.0	28/08/2023	A. Kane	Policy created