

Tata Teleservices Limited

**Policy
on
Electronic Waste Management**

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1.0 INTRODUCTION

The objective of this document is to provide guidance for identification of various sources of waste electrical and electronic equipments (e-waste) and prescribed procedures for handling e-waste in an environmentally sound manner.

TTSL reaffirms its commitment to environmental protection by ensuring proper E-waste management.

This document details the way TTSL handles and disposes outdated and useless electronic devices.

2.0 SCOPE

These Guidelines are reference document for the management, handling and disposal of e-wastes. These are intended to provide guidance and broad outline, however, the specific methods of treatment and disposal for specific wastes needs to be worked out according to the hazard/risk potential of the waste under question.

This procedure applies to work activities of all employees of Tata Teleservices Ltd. All the electronic items purchased and owned by TTSL are within the scope of this document.

Battery banks and electronic items being used in towers are managed by WTTIL/ Business Partners and hence out of scope of this document.

3.0 PROCESS

3.1 Identification of Electronic Waste materials

TTSL has identified following electronic items which could be categorised under potential electronic waste, once become useless or non productive and/or outdated.

- Computers – Desktop/ Laptops
- Servers
- CPU and peripheral devices like monitors, mouse, keyboard, webcam, printers, scanners etc
- Photo Copiers
- Projectors, Plasma screens, LCD Screens
- Pocket and desk calculators
- SIM Cards
- Mobile, wireless and wire-line devices/handsets, chargers and batteries
- wireless and wire-line electronic equipments
- BTS, BSC and MSC electronic equipments
- Antennae
- Air Conditioner Units/ Refrigerators
- Lighting Equipments
- Mobile Charger Stations

- Smoke detectors/ fire alarms / Access control devices
- Other products and equipments used for the collection, storage, processing, presentation or communication of information by electronic means.

3.2 Segregation of Electronic Waste

TTSL follows the principle of reduce, reuse and recycle for management of electronic waste items. All electronic waste items are to be segregated into 2 categories –

- a. Items which can be reused
- b. Item which are to be destroyed by way of proper recycling.

Circle Admin teams to ensure proper segregation and then will have to handover list of items to Corporate Sustainability (CS) team.

Waste must be securely stored to avoid it being blown around the site, leached by rain, creating a hazard to the public or environment and to prevent access to it by unauthorised persons.

When storing Hazardous Items such as batteries, they should be stored in a secure, dry and well ventilated area. Care should be taken not to store together items that could inter-react i.e. batteries and flammables. If material is leaking, storage provisions should be in order to contain the leakage.

All waste transfer documentation should be retained for audit.

3.3 Reuse, Recycle, Disposal of electronic waste items

Once CS team gets list of electronic waste items to be disposed off from Circle Admin teams, they will ensure proper donation/ disposal of all such e-waste items and ensure that it is disposed in compliance to regulatory norms.

Corporate Sustainability team has tied up with renowned NGOs like NASSCOM foundation, MS Swami Nathan Research Foundation for items which can be reused viz Computers and its peripheral devices. CS team would ensure the donation of all such items for productive reuse.

CS team has also tied up with Nokia for recycling of old handsets and in turn a tree is planted for each waste handset.

CS team is has also tied up with Government approved electronic waste recyclers for proper disposal of remaining e-waste items.

CS team will promote the possible reduction in the use of the natural resources, like paper and energy conservation from time to time.

3.4 Contractor's Waste

All electronic waste items which are not owned by TTSL and are managed by third party agencies/ Business Partners have to be disposed by the respective agencies/ business partners and TTSL will not hold any responsibility for disposal of its electronic waste. However, TTSL shall create awareness among customers and channel partners disposal of electronic waste disposal responsibly and as per the regulatory norms.

3.5 Collections and Disposal Methods

The collections of electronic waste materials from various office spaces/ retail outlets/ sites will be carried out at least once a year to centralised storage locations at Circle/Corporate Office. The responsibility of collection and segregation would lie with respective Circle Admin/ FMSS team.

This list of all such e-waste items would be handed over to CS team at least once a year and CS team will ensure that the electronic waste is handed over to respective agency for reuse/disposal as per the agreed understanding and category of waste as defined in 3.2.

4.0 RESPONSIBILITY MATRIX

S No.	Activity	Responsibility Owner
1.	CS team will request FMSS/Network/IT/SCM to identify e-waste at their area of work and prepare a list of items	Head – Corporate Sustainability (frequency – once a year)
2.	Identification of e-waste at respective work locations and preparation and submission e-waste item list to CS head	Network related – Circle Technology Head IT related – Circle IT Head Warehouse – Circle SCM Head Office Space/Others – Circle Admin Head
3.	CS team to consolidate circle wise list of items and classify waste as per categories defined in 3.2	Head – Corporate Sustainability
4.	CS team to request Circle Admin Head for transportation of e-waste to centralised location, where ever required	Circle Admin Head
5.	Donation/ Disposal of e-waste	Head – Corporate Sustainability
6.	Publishing of e-waste donation/disposal	Head – Corporate Sustainability

5.0 DEFINITIONS

E-waste - E-waste comprises of wastes generated from used electronic devices and house hold appliances which are not fit for their original intended use and are destined for recovery, recycling or disposal. Such wastes encompasses wide range of electrical and electronic devises such as computers, hand held cellular phones, personal stereos, including large household appliances such as refrigerators, air conditioners etc. E-wastes contain over 1000 different substances many of which are toxic and potentially hazardous to environment and human health, if these are not handled in an environmentally sound manner.

Hazardous Waste - A solid waste, or combination of solid wastes, which because of its quantity, concentration, or physical, chemical, or infectious characteristics may (1) cause, or significantly contribute to, an increase in mortality or an increase in serious irreversible, or incapacitating reversible serious, illness or (2) pose a substantial present or potential hazard to human health or the environment when improperly treated, stored, transported, or disposed of, or otherwise managed.

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CHRO

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