

E-waste Recycling Policy

About Bisley

The Bisley Office Furniture Group conducts its business from its manufacturing site at Newport in South Wales, Bagshot in Surrey and the showrooms located in Dallington Street, London and the Calico Building, Manchester. Bisley is a UK manufacturer of a wide range of steel storage products predominantly for the business workplace, with ranges designed for those working from home for both the UK and international markets. Bisley also manufactures industrial storage products designed for use in heavy engineering environments for both commercial and private sectors.

Aim

Bisley is committed to acting responsibly and resourcefully concerning both our environmental impact and the care of employees. E-waste is a major problem for the environment, harmful to both wildlife and human health. To safeguard ourselves and the environment as well as sensitive data, it is important for proper and secure disposal of electronic waste.

This policy will;

Provide guidance for all staff regarding the secure reuse, recycling and disposal of electronic equipment within our company.

Aim to inform and educate of all our staff regarding these issues to ensure everyone adheres to correct practice and ensures Bisley's commitment to its e-waste disposal/environmental policy.

Scope

The Policy applies to all employees, both full time and part time.

Identifying E waste

If any staff member has an item of work equipment that they determine to be e-waste, they should contact the IT department who can confirm how the items can be appropriately disposed of.

Data protection

Prior to discarding electronic equipment, we will securely erase all confidential material from any devices that store data. We will use our recycling company to destroy the hard drives to complete the sanitisation procedure.

Reducing waste and increasing life cycle

We will aim donate any redundant electronic equipment to local causes to ensure the continued life cycle of the products.

If electronic equipment is beyond repair, we will utilise the services of local suppliers and contractors that are reputable and adopt best environmental practices to recycle the e-waste items.

We will continue to actively promote, develop and implement the correct waste prevention, reduction, reuse and recycling onsite in a systematic, environmental and cost-effective manner.

We will use correctly regulated waste management contractors to ensure safe management of hazardous and non-hazardous e waste sent offsite in accordance with best environmental practice. This practice also applies to batteries, which are to be recycled using the supplied battery bins that will be available in IT and other locations on site.

R Costin

Signed

Richard Costin
Chief Executive

Date 1st August 2024

