

ELECTRONIC WASTE RECYCLING POLICY

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QHSE PROCEDURE

Viking Industrial

Approval and revision status

0	Simon Luu	Simon Luu	16/09/2023	Document Creation
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Areas affected by recent revision are recorded in the above table

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1 Purpose

This policy provides guidance for staff about the secure eraser, reuse and recycling of electronic equipment within our practice.

2 Responsibilities

Viking is committed to the protection of health and the environment and is determined to minimise any adverse impacts from its activities. As such the Viking Senior Management team is committed to informing and motivating all our staff and encouraging them to play an active role in Viking's commitment to its e-waste disposal/environmental policy.

3 Policy

Prior to discarding electronic equipment, we will securely erase all confidential material from any devices that store data. We will use BITRASER® DRIVE ERASER for Desktops and Laptops running Windows and MacOS. And BITRASER® MOBILE ERASER for wipe Mobile Devices such as Android and iPhones. The software mentioned must be used to complete the data destruction and computer sanitation procedure. All IT hardware must be returned to HQ and provided to the CIO to ensure that all processes are carried out correctly.

After ensuring data destruction and computer sanitation. Viking will dispose of any redundant electronic equipment to an e-waste Recycling program to recycle these e-waste items. The list of preferred programs will be listed in section 4 of this policy.

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

4 Related Documents

Preferred Suppliers	Locations
1800ewaste	National
Greenbox	Queensland
Brisbane City Council	Queensland

Viking Integrated Management System:	DOC_V_POL_007_REV0 - ELECTRONIC WASTE RECYCLING POLICY		
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