

# E-Waste Recycling Policy

## About Bisley

The Bisley Group conducts its business from its manufacturing site in Newport, South Wales and has showrooms located in Dallington Street, London and the Calico building, Manchester. Bisley is a manufacturer of a wide range of steel and wood furniture, with ranges designed for both the UK and international markets.

## 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 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 off-site 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 the IT department and other locations on-site.

*R Costin*

Signed .....

Richard Costin  
Chief Executive

Date 1<sup>st</sup> August 2025

