



IT Equipment Recycling Policy

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Approved by:	Gray Delacluyse

1. PURPOSE

- 1.1 The purpose of this document is to outline the procedure that Utex IT will utilize for proper disposal of outdated, end of life, or damaged IT equipment

2. SCOPE

- 2.1 This policy applies to all employees and other individuals like partners, volunteers, independent contractors, and those who have access to the company's IT equipment and computing facilities.

3. Definitions

- 3.1 Collection of equipment contains but is not limited to the following types of equipment.

- Computers
- Monitors
- Phones
- Printer
- Network equipment
- Cameras

- 3.2 Approved Recyclers

- Any company that is actively engaged in recycling activities in a Utex area of operation and adheres to local and federal e-waste recycling laws and guidelines.
- Recycling companies will be required to provide certificate(s) of destruction on all recycled equipment that may contain data storage.

4. Recycling Procedure

- 4.1 Collection of equipment

- All recycled equipment will be collected at local Utex sites and held by IT in a designated area.
- An approved recycler will be contacted to collect equipment and remove it from the site, when either enough equipment has been collected by IT or every three months (whichever is first).

5. COMPLIANCE AND EXCEPTIONS

- 5.1 The UTEX Industries, Inc. IT Department will verify compliance with this policy through various methods, including but not limited to periodic walk-throughs, business tool reports, internal and external audits, and feedback to the policy owner.
- 5.2 This policy is to be reviewed and validated annually by the IT Director.
- 5.3 Any revisions to this policy must be reviewed, approved, and maintained by the IT Director.
- 5.4 Any exceptions to this policy will require formal approval from the IT Director.



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5.5 All UTEX Industries, Inc. systems and employees and all third-party systems or employees are required to adhere to this policy, except where a formal exception has been granted.