



## ITSD COMPANY POLICY

ITSD is an IT Asset Management company, providing services to all facets of asset management including asset testing, asset removal, data destruction, dismantling and recycling of all IT equipment and its hazardous and non-hazardous waste.

ITSD recognises the growing impact that organisations have on the environment and commits to limiting the impact caused by following environmental practices within ITSD.

ITSD has developed an integrated Business Management System, complying with ISO 14001, ISO 9001 and ISO 45001. We commit to complying with all requirements of these standards and legal and other requirements. We believe that through our quality, safety and environmental focus, we will continue to maintain and improve upon our guaranteed level of service, whilst achieving our objectives towards preventing injury and illness, preserving our environment and preventing pollution.

ITSD commits to continually improve the effectiveness of the Business Management System within our organisation both internally and externally through regular managements review, internal audits and staff training.

ITSD commits to establishing and reviewing business' objectives ensuring they are measured and maintained.

We are committed to the preservation of our environment and the prevention of pollution both internally and externally and will continue to undergo extensive evaluation of our activities to identify environmental aspects. We commit to complying with all relevant environmental legislation and regulations. We manage programs that reduce water usage, energy consumption, volume of waste going to landfill sites and minimise our overall negative environmental impact. We commit to minimising significant adverse environmental impacts of new developments through the careful planning of environmental procedures and practices.

We commit to the prevention of e-waste to landfill by dismantling end of life hardware and using ISO 14001 vendors.

Comprehensive training, open communication, regular meetings and internal audits ensure that employees understand their role within the organisation and how their performance contributes to achieving organisational objectives.

We communicate and work closely with our customers to achieve continued improvement of the services we provide so that our goal of customer satisfaction is achieved that all parties are satisfied. ITSD and its employees commit to the confidentiality of its customers and their information.

We commit to consultation and participation of our employees as well as providing a healthy and safe workplace for our staff and visitors, this includes regular staff meetings, proactive safety checks and a positive safety culture to ensure the reduction of accidents in the workplace.

ITSD commits to the health and wellbeing of our staff, customers, freight handlers and general public. We have administered procedures to help prevent the spread of COVID-19 and educated staff in safe hygiene-based work practices. Staff are also encouraged to talk to management and seek help if they are feeling overwhelmed with current climatic circumstances.

Signed 12 April 2021

A handwritten signature in black ink, appearing to read 'JEFF EASTHAM'.

**Jeff Eastham**  
**DIRECTOR**