



Asset Disposal Policy

Purpose

The purpose of this policy is to establish and define standards, procedures, and restrictions for the disposal of non-leased IT equipment in a legal, cost-effective manner. Banks DIH Limited's surplus or obsolete IT assets and resources (i.e. desktop computers, servers, etc.) must be discarded according to legal requirements and environmental regulations through the appropriate external agents and Banks DIH Limited's upgrade guidelines. Therefore, all disposal procedures for retired IT assets must adhere to company-approved methods.

Scope

This policy applies to the proper disposal of all non-leased Banks DIH Limited IT hardware, including PCs, printers, handheld devices, servers, hubs, switches, bridges, and routers. Company-owned surplus hardware, obsolete machines, and any equipment beyond reasonable repair or reuse are covered by this policy. Where assets have not reached end of life, it is desirable to achieve some residual value of the IT asset in question through reselling, auctioning, donation, or reassignment to a less-critical function.

Definitions

1. "Non-leased" refers to any and all IT assets that are the sole property of Banks DIH Limited; that is, equipment that is not rented, leased, or borrowed from a third-party supplier or partner company.
2. "Disposal" refers to the reselling, reassignment, recycling, donating, or throwing out of IT equipment through responsible, ethical, and environmentally sound means.
3. "Obsolete" refers to any and all equipment over 8 years old and/or that which no longer meets requisite functionality.
4. "Surplus" refers to hardware that has been replaced by upgraded equipment or is superfluous to existing requirements.
5. "Beyond reasonable repair" refers to any and all equipment whose condition requires fixing or refurbishing that will likely cost equal to or more than total replacement.

Responsibility

Disposal and disposal procedures of all IT assets and equipment will be centrally managed and coordinated by Banks DIH Limited's Audit department. Banks DIH Limited's IT department is responsible for backing up and then wiping clean company data on all IT assets slated for disposal, as well as the removal of company tags and/or identifying labels. The Environmental department is in charge of selecting and approving external agents for recycling hardware and/or sanitizing hardware of harmful toxins before shipment to landfills. The IT department is also responsible for acquiring credible documentation from third parties that are contracted to conduct the data wiping, tag or label removal, or any other part of the disposal process.



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Acceptable methods for the disposal of IT assets are as follows:

- a) Sold to existing staff.
- b) Auctioned.
- c) Sold as scrap to a licensed dealer.
- d) Used as a trade-in against cost of replacement item.
- e) Reassigned to a less-critical business operation function.
- f) Donated to schools, charities, and other non-profit organizations.
- g) Recycled and/or refurbished to leverage further use (within limits of reasonable repair).
- h) Discarded as rubbish in a landfill after sanitized of toxic materials by approved service provider.

Policy

It is the responsibility of any employee of Banks DIH Limited's IT department with the appropriate authority to ensure that IT assets, equipment, and hardware are disposed of according to one or more of the methods prescribed above. It is imperative that any disposals performed by Banks DIH Limited are done appropriately, responsibly, and ethically, as well as with company resource planning in mind. The following rules must therefore be observed:

1. **Obsolete IT Assets:** As prescribed above, "obsolete" refers to any and all computer or computer-related equipment over [8] years old and/or equipment that no longer meets requisite functionality. Identifying and classifying IT assets as obsolete is the sole province of Banks DIH Limited's IT department. Decisions on this matter will be made according to Banks DIH Limited's purchasing/procurement strategies. Equipment lifecycles are to be determined by IT asset management best practices (i.e. total cost of ownership, required upgrades, etc.).
2. **Reassignment of Retired Assets:** Reassignment of computer hardware to a less-critical role is made at the sole discretion of Banks DIH Limited's IT department. It is, however, the goal of Banks DIH Limited to – whenever possible – reassign IT assets in order to achieve full return on investment (ROI) from the equipment and to minimize hardware expenditures when feasible reassignment to another business function will do instead.
3. **Trade-Ins:** Where applicable, cases in which a piece of equipment is due for replacement by a newer model, reasonable actions must be taken to ensure that a fair and market trade-in value is obtained for the old IT asset against the cost of the replacement. Banks DIH Limited's Purchasing and Procurement manager or IT manager will assume this responsibility.
4. **Income Derived from Disposal:** Whenever possible, it is desirable to achieve some residual value from retired or surplus IT assets. Any and all receipts from the sale of IT



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assets must be kept and submitted to the appropriate department. Income derived from sales to staff, the public, or through online auctioning must be fully receipted and monies sent to Banks DIH Limited's Finance department. Sales to staff should be advertised through the company intranet or via e-mail. Auctioning methods will be chosen as a joint decision between Banks DIH Limited's IT manager and the Audit Executive.

5. **Cannibalization and Assets Beyond Reasonable Repair:** The IT manager is responsible for verifying and classifying any IT assets beyond reasonable repair. Equipment identified as such should be cannibalized for any spare and/or working parts that can still be put to sufficient use within the organization. The IT department will inventory and stockpile these parts. Remaining parts and/or whole machines unfit for use or any other disposal means will be sold to an approved scrap dealer or salvaging company.
 6. **Decommissioning of Assets:** All hardware slated for disposal by any means must be fully wiped clean of all company data. Banks DIH Limited's IT department will assume responsibility for decommissioning this equipment by deleting all files, company-licensed programs, and applications using a pre-approved disk-sanitizer. This sanitizer must **completely overwrite** each and every disk sector of the machine with zero-filled blocks. In addition, any property tags or identifying labels must also be removed from the retired equipment.
 7. **Harmful Substances:** Hazardous materials such as lead, mercury, bromine, cadmium, etc. must be thoroughly removed from computer hardware before shipment to a landfill as rubbish. The IT department may perform this action itself using government-approved disposal methods, or hire an accredited disposal company specializing in this service. No matter what the route taken, the removal and discarding of toxins from Banks DIH Limited equipment must be in full compliance with local laws.
 8. **Donations:** IT assets with a net residual value of less than \$5.00 GYD that are not assigned for reuse, discarding, or sale to employees or external buyers, may be donated to a company-approved school, charity, or other non-profit organization. All donations must be authorized by Banks DIH Limited. All donation receipts must be submitted to the Finance department for taxation purposes.
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