

E-Waste Management and Handling Rules

E-waste is a popular, informal name for electronic products nearing the end of their useful life. E-wastes are considered dangerous, as certain components of some electronic products contain materials that are hazardous, depending on their condition and density. The hazardous content of these materials pose a threat to human health and environment. Discarded computers, televisions, VCRs, stereos, copiers, fax machines, electric lamps, cell phones, audio equipment and batteries if improperly disposed can leach lead and other substances into soil and groundwater. Many of these products can be reused, refurbished, or recycled in an environmentally sound manner so that they are less harmful to the ecosystem.

Benefits of E-waste Recycling

- **Electronics Recycling Conserves Natural Resources**

There are many materials that can be recovered from old electronics. These materials can be used to make new products, thus reducing the need to mine for new raw materials. For instance, various metals can be recovered from computer circuit boards and other electronics, and the plastics and glass found in computer monitors and televisions can be recycled.

- **Electronics Recycling Supports the Community**

Donating your old electronics plays an important role in the provision of refurbished products such as computers and mobile phones, which can be of great help to low-income families, schools, and not-for-profit organizations. It also helps individuals gain access to technology that they could not have otherwise afforded.

- **Electronics Recycling Creates Employment Locally**

Considering that around 90 percent of electronic equipment is recyclable, electronics recycling can play a significant role in creating employment. This is because new firms dealing with electronics recycling will form and existing firms will look to employ more people to recover recyclable materials. This can be triggered by the increase in the demand for electronics recycling.

- **Electronics Recycling Helps Protect Public Health and the Environment**

Many electronics have toxic or hazardous materials such as mercury and lead, which can be harmful to the environment if disposed of in trashcans. Reusing and recycling electronics safely helps in keeping the hazardous materials from harming humans or the environment. For example, televisions and computer monitors are hazardous since they have lead in them. Printed circuit boards contain harmful materials such

as cadmium, lead, mercury and chromium. Also, batteries in computers and other electronics may contain hazardous materials such as cadmium, mercury and lead.

Instead of keeping old electronics in the house or dumping them in landfills, recycling or reusing them is an appropriate option that should be supported by individuals and organizations. Considering the benefits of electronics recycling, it is very important that people in various parts around the world embrace this concept.

- **Creates Jobs:** E-waste recycling creates new jobs for professional recyclers and creates a second market for the recycled materials.

Do's& Don'ts

Do's:

- Always look for information on the catalogue with your product for end-of-life equipment handling.
- Ensure that only Authorized Recyclers/Dismantler handle your electronic (i.e. Air Conditioner and accessories) products
- Always call at our toll-free No's to Dispose products that have reached end-of life
- Always drop your used electronic products, batteries or any accessories when they reach the end of their life at your nearest Authorized E-Waste Collection Points.
- Always disconnect the battery from product, and ensure any glass surface is protected against breakage.

Don'ts:

- Do not dismantle your electronic Products on your own
- Do not throw electronics in bins having "Do not Dispose" sign.
- Do not give e-waste to informal and unorganized sectors like Local Scrap Dealer/ Rag Pickers.
- Do not dispose your product in garbage bins along with municipal waste that ultimately reaches landfills.

AWARENESS PROGRAMME

ADDSOFT TECHNOLOGIES PRIVATE LIMITED for creating Promising awareness throughout the country will do the following:

1. General Awareness through various media.
2. Digital awareness.
3. Awareness through trade partners.
4. Awareness through Advertisements
5. Awareness through training and conducting regular workshop.



GENERAL AWARENESS THROUGH VARIOUS MEDIA INCLUDING PRINT MEDIA

Through Booklets /leaflets- Products manuals /products catalog shall contain a booklet /leaflet endeavoring to make the user aware on the E-waste and its handling, manner of disposal (do's and don'ts).The information covers the under mentioned things;

- Hazardous constituents in electrical and electronics equipments.
- Impacts of importers handling/dumping OR disposal/accidental breakage/recycling of e-waste.
- Handling of e-waste (Do's Don'ts).
- Symbol on products & Booklet mentioning prevention of dumping of E-waste in garbage bins.
- Mechanism available to consumers for disposal of their e- waste directly to recyclers data and take back systems.

Through Invoices:-The Company shall prints on its invoices a one liners information its toll free numbers for disposal of e- waste.

THROUGH LOGOS/SLOGANS ON PRODUCTS WHICH STATE THAT RECYCLING IS NECESSITY:-This step will help the customers to get knowledge and encouragements for proper disposal through recycling of the products.

DIGITAL AWARENESS

Through Social Networks sites: **ADDSOFT TECHNOLOGIES PRIVATE LIMITED** through its various social networking platforms (Facebook, twitter, instagram website) undertakes to post on monthly basis to educate its customers about electronics waste.

AWARENESS THROUGH TRADE PARTNERS

By installing banners /standers/ poster /at its dealers to be put on the prominent places in their premises in order to educate customers /create awareness about what is electronics waste its hazardous impacts and the contact details of our authorized recyclers /dismantler to facilitate the customers for the safe disposal of their electronics waste.

AWARENESS THROUGH ADVERTISEMENTS

ADDSOFT TECHNOLOGIES PRIVATE LIMITED shall spread e-waste awareness by doing advertisements in the following manners

- a) Online Advertisements Videos on YouTube channel/YouTube commercial.
- b) Outdoor Advertisements.

The company shall also advertise in educating its customers in various company sponsored events (awarded functions, contents, seminars, exhibitions etc.) via posters, standees and videos informing and sensitizing the customers about electronics waste, how not to dispose electronics waste in garbage bins but safe disposal of electronics waste.

AWARENESS THROUGH TRAINING AND CONDUCTING REGULAR WORKSHOPS

ADDSOFT TECHNOLOGIES PRIVATE LIMITED will initiate training programs for RAWS, school, and colleges etc. for creating awareness amongst the general public.

ADDSOFT TECHNOLOGIES PRIVATE LIMITED will do this activity twice in every month covering two states /UT/ totaling to at least 24 such activities in a calendar year which covers 24 states/UT.

The Company shall educate all existing employees by conducting quarterly training /worker shops on e-waste and also a presentation on electronics waste shall be mandatorily made as a part of the induction program for all new employees of the company.

The company shall provide training to Shop Owners/ retailers demonstrating the various aspects of electronics waste, safe, disposal, collection centers and hazardous impacts of electronics waste which shall be passed on to the customers visiting the various dealers/retailers. This will be done on a PAN India basis.



Awareness through Advertisement

ADDSOFT TECHNOLOGIES PRIVATE LIMITED shall spread e-waste awareness by doing advertising in the following manner:

- Online Advertising through Videos on YouTube Channel/ YouTube commercial
- Outdoor Advertising

The Company shall advertise in future, educating its customers, in various company sponsored events (award functions, contents, seminars, exhibitions etc.) via posters, standees and videos informing and sensitizing the customers about electronic waste, how not to dispose electronic waste and the safe way of disposing electronic waste.

E-WASTE MANAGEMENT PLAN

ADDSOFT TECHNOLOGIES PRIVATE LIMITED has partnered with E-Waste Recyclers India (EWRI) to comply with the new India E-Waste Management and Handlingrules in providing drop-of centers and environmentally sound management of end of life electronics.

EWRI has obtained authorizations from the appropriate governmental agency for their processing facilities. **EWRI** will receive and recycle customer returned equipment, including all the e-waste.

Customers can drop their e-waste in the drop-box provided at various collection centers of EWRI. A list of collection centers along with the address is mentioned below.

The customers can also call on the following toll free number (1800-102-5679) from Monday to Friday between 10:00 AM to 5:30 PM to get details about the collection centers.

E-Waste material collection centre/point

M/s E-waste Recycler India has signed an agreement with OM LOGISTICS Ltd for reverse logistics for Channelization of E-waste to the facility.

Collection Facilities (Collection Point /Centres, Warehouse)

| S.No. | State | City | Address | Phone No |
|-------|----------------|----------------|---|---|
| 1 | Andhra Pradesh | Hyderabad | E-WASTE RECYCLERS INDIA, C/o OM LOGISTICS Ltd PLOT NO. 31 BLOCK-E,, Behind Axis Bank Samshabad R.R. DISTT PIN No 501218 | MR. SANDEEP KUMAR BIJARNIA 9100211137 |
| 2 | Assam | Guwahati | E-WASTE RECYCLERS INDIA, C/o OM LOGISTICS Ltd N.H 37 , Garalia , near National games Stadium , Beltola , Guwahati – 781034 , Assam | MR SURENDER 7086049105 |
| 3 | BENGAL | Central(FTL) | E-WASTE RECYCLERS INDIA, C/o OM LOGISTICS Ltd P-1 , New C.I.T. P-46 Extn.Near Brace Bridge Railway Station,Hide Road , Kolkata – 700088 | MR AJIT SINGH: 8017307286 Telephone: 033- 24391495 |
| 4 | BIHAR | Patna | E-WASTE RECYCLERS INDIA, C/o OM LOGISTICS Ltd D-46 , Near Gate No -1 Zero Mile Trans port Nagar , Patana , Bihar | MR. SANJEEV 7763801969 |
| 5 | CHHATTISGARH | Raigarh | E-WASTE RECYCLERS INDIA, C/o OM LOGISTICS Ltd KHASRA NO.24 VILLAGE TATIBAND TEHSIL RAIPUR ,DISST. RAIPUR RAIPUR (C.G.) 492099 | MR. NEERAJ THAKUR 8370005257 |
| 6 | Delhi | DELHI 21 NO | E-WASTE RECYCLERS INDIA, C/o OM LOGISTICS Ltd 21 RING ROAD , TRANSPORT CENTRE (NEAR PUNBJABI BAGH FLY OVER) NEW DELHI- 110035 | MR. SUSHIL KUMAR 9268568539 Telephone: 011- 45970511/12 |
| 7 | Gujrat | VADODARA | E-WASTE RECYCLERS INDIA, C/o OM LOGISTICS Ltd C-1 TO 12, MARUTI ESTATE, NR. HALOL HIGHWAY TOLL NAKA, GOLDEN CHOUKADI, VADODARA.(GUJ.) - 390022 | MR.SURENDER SINGH 9714500566 |
| 8 | Haryana | AMBALA | E-WASTE RECYCLERS INDIA, C/o OM LOGISTICS Ltd N.H.1, OPP.- MIRCHI RESTORENTNEAR KAUSHAL | MR.VINOD 8397970439 |

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| | | | FILLING STATIONSAMBALKHI ROAD, MOHRI , AMBALA (HARYANA) 136135 | |
| 9 | Himanchal Pardesh | Baddi | E-WASTE RECYCLERS INDIA, C/o OM LOGISTICS Ltd KHASRA NO. 652/2.0, NEAR RADHA SWAMI SATSANG BHAWANSAI ROAD TEH .BADDI DISTT. SOLAN (HP) 173205 | MR. PAWAN KUMAR 7832940021 & 7832940028 |
| 11 | Jharkhand | RANCHI | E-WASTE RECYCLERS INDIA, C/o OM LOGISTICS Ltd C/O VINAIKA CAMPUS LALI RAJA ULHATU ROAD SIDROUL ON TATA ROAD RANCHI- 834010 | MR.RAKESH 7091598665 |
| 12 | Karantaka | BOMMANSA NDRA | E-WASTE RECYCLERS INDIA, C/o OM LOGISTICS Ltd SLN AUTOYARD NO. 7/3 1ST CROSS BOMMANSANDRA,INDUSTRIAL AREA OPPOSIT KANORYA PLASTIC PVT. LTD. BOMMANSANDRA-560100 | MR.RAJ KUMAR CHAUBEY 8050070247 |
| 13 | Kerala | TRIVANDRUM | E-WASTE RECYCLERS INDIA, C/o OM LOGISTICS Ltd KALLUVETTANKUZH, VIZHINJAM-(PO), NEAR CHRIST NAGAR COLLEGE KOVALAM, TRIVENDRUM, KERALA-695521. | MR.SHAILESH TIWARI 7034025580 |
| 14 | Maharashtra | BHIWANDI | E-WASTE RECYCLERS INDIA, C/o OM LOGISTICS Ltd SONALE VILLAGE, MUMBAI - NASIK HIGHWAY, OPP. PRESIDENCY SCHOOL, TAL. BHIWANDI, DIST. THANE - 421302 | MR.GOVIND SINGH 9594966655 |
| 15 | Madhya Pradesh | Bhopal | E-WASTE RECYCLERS INDIA, C/o OM LOGISTICS Ltd C/O SUBHAM WARE HOUSE KATARA HILL / NEW BY PASS 11 MILL TOLLE STATE - MADHYA PARDESH 462021 | MR.GHANSHYA M RAI 9644401084 |

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| 16 | ORRISA | Bhubneswar | E-WASTE RECYCLERS INDIA, C/o OM LOGISTICS Ltd PLOT NO - 573,574 SAMEIGADIA,CHAKEISAHANI P.O-RASULGARH BHUBNESWARPIN CODE - 751010 | SHIVA PRASAG SAEANGI 8500311580 |
| 17 | Punjab | Amritsar | E-WASTE RECYCLERS INDIA, C/o OM LOGISTICS Ltd SULTANBINT ROAD NEAR AJAY PALACE DUBURAJI AMRITSAR PIN CODE - 143001 | MR.SUNIL THAKUR 8558899519 |
| 18 | Rajasthan | JAIPUR | E-WASTE RECYCLERS INDIA, C/o OM LOGISTICS Ltd NEAR DPS SCHOOL N.H. 8 AJMER ROAD BANKROTA JAIPUR 302026 | MR. SANDEEP 9649999015 |
| 19 | Tamilnadu | TIRUNELVELI | E-WASTE RECYCLERS INDIA, C/o OM LOGISTICS Ltd PLOT NO- 163C ,CHIDAMBARA NAGAR, SHANKAR NAGAR, TIRUNELVELI-627357(T.N) | MR.SURENDER KUMAR POONIA 8939877540 |
| 20 | Uttrakhand | Dehradun | E-WASTE RECYCLERS INDIA, C/o OM LOGISTICS Ltd A-61,TRANSPORT NAGARSAHARANPUR ROADDEHRADUN NEAR ISBT STATE - UTTARAKHAND | MR.SHANKAR POONIA 8392921855 |
| 21 | UTTER PRADESH | Agra | E-WASTE RECYCLERS INDIA, C/o OM LOGISTICS Ltd A-13/6, SITE-III, MEERUT ROAD INDUSTRIAL AREANEAR UTTAM TOYOTA SHOWROOM & FORD SERVICE CENTEROPP. CLOUD- 9 MARRIGE HOME, GHAZIABAD PIN CODE- 201001 | MR.CHANDRA SHEKHAR SHARMA 9213097162 |
| 22 | GOA | GOA | E-WASTE RECYCLERS INDIA, C/o OM LOGISTICS Ltd PLOT NO.S141,PHASE IIIB, NEAR HOTEL RAVI CAFE, NEAR LOKMAT PRESS, VERNA, GOA 403722 | RAKESH 9922444062 |
| 23 | TRUPURA | AGARTALA | E-WASTE RECYCLERS INDIA, C/o OM LOGISTICS Ltd SURYA ROAD AGRTALA , NEAR DEVEN ROADWAYSPIN- 799001,TRIPURA | MR.AKSHYA KUMAR 7086045046 |