

## Waste Electrical and Electronic Equipment (WEEE) Compliance Policy

Effective Date: 1<sup>st</sup> June 2023

### Policy Statement:

At Airwave, we are committed to environmental sustainability and responsible waste management practices, particularly when it comes to the disposal of Waste Electrical and Electronic Equipment (WEEE). This policy outlines our commitment to comply with WEEE regulations and guidelines by ensuring that all WEEE waste is properly disposed of using registered and authorised recycling companies.

### Scope:

This policy applies to all employees and departments within Airwave who handle electrical and electronic equipment and are involved in its disposal.

### Policy Guidelines:

#### WEEE Waste Disposal:

- a. All WEEE waste generated within Airwave must be collected and disposed of separately from general waste.
- b. Only registered and authorised recycling companies should be used for the collection and disposal of WEEE waste.
- c. Ensure that all WEEE waste is labelled and stored appropriately in designated areas until it can be collected by the recycling company.

#### Registered Recycling Companies:

- a. Engage with registered and authorised recycling companies that comply with local and national regulations regarding the handling and disposal of WEEE waste.
- b. Prioritise partnerships with recycling companies that have proven expertise in environmentally responsible WEEE waste management.

#### Compliance with Regulations:

- a. Stay informed and up-to-date with relevant WEEE regulations, guidelines, and legislation applicable to Airwave's operations.
- b. Regularly review and assess the compliance of our WEEE waste management practices with the latest regulations and make necessary adjustments as required.

#### Employee Awareness and Training:

- a. Provide employees with clear guidelines on the identification, handling, and disposal of WEEE waste.
- b. Offer training and awareness programs to ensure that employees are familiar with WEEE regulations and understand their responsibilities in proper waste disposal.

## Reporting and Documentation:

- a. Maintain records of WEEE waste disposal, including the type and quantity of waste, recycling company used, and relevant documentation or certificates provided by the recycling company.
- b. Periodically review and audit documentation to ensure proper compliance and record-keeping.

## Continuous Improvement:

- a. Regularly evaluate and improve internal processes and procedures related to WEEE waste disposal to enhance efficiency and compliance.
- b. Encourage feedback from employees to identify areas for improvement and suggestions for more sustainable WEEE waste management practices.

By adhering to this policy, Airwave aims to meet WEEE compliance requirements and minimise the environmental impact of WEEE waste through responsible disposal practices. Compliance with this policy is crucial for all employees to ensure the successful implementation of our WEEE waste management program.

Policy Owner: Mike Maidens, Head of Operations

Review Date: 1<sup>st</sup> June 2023

Next Review: 31<sup>st</sup> May 2024