

Waste Management Policy

Lightware acknowledges the significant impact of human activities on the environment and is committed to integrating sustainable development and environmental stewardship into all aspects of our operations. This Waste Management Policy delineates our dedication to practicing responsible waste management within our organization and furnishes guidelines for waste minimization, resource conservation, and mitigation of environmental footprint.

Our objectives pertaining to responsible waste management encompass:

- Enhancing awareness among our stakeholders.
- Diminishing waste generation through the implementation of sustainable practices and efficient resource management.
- Advocating for the utilization of recyclable and reusable materials (e.g., in production) to curtail waste disposal in landfills.
- Ensuring compliance with all relevant environmental laws and regulations associated with waste management.
- Enhancing the efficiency of our operational, production, and developmental processes.

The responsibilities entrusted to our management team are as follows:

- Establishing clear waste reduction targets and regularly assessing the progress towards achieving these objectives.
- Providing leadership in the implementation and upkeep of this waste management policy.
- Periodically reviewing and amending the policy to align with evolving environmental standards and objectives.
- Ensuring that all employees are well-informed about this policy and adhere to its principles.
- Developing effective work processes and continuously evaluating their implementation to enhance efficiency and waste reduction.

Our employees are accountable for:

- Respecting and conserving the finite resources of both the environment and Lightware.
- Adhering to established processes and employing sustainable practices to curtail waste generation in their daily tasks.
- Minimizing waste throughout their daily responsibilities by employing materials efficiently and incorporating waste reduction considerations into all stages of AV development.
- Segregating waste materials into appropriate bins designated for recycling, composting, and landfill disposal.
- Communicating potential ideas for improving waste reduction or recycling to their supervisors.
- Relaying any concerns or suggestions related to waste management to their supervisors.
- Reporting any instances of deliberate or accidental waste generation to their superiors.

Waste Reduction

Operational guidelines related to waste reduction (to minimize waste generation, we):

- Ensure product longevity throughout its life cycle by conducting comprehensive quality testing, sustaining engineering processes, and providing post-sales service support resources.
- Adopt eco-friendly packaging materials and practices to reduce package size and overall waste volume.
- Prioritize replacing panels or repairing parts, thereby decreasing the number of discarded devices and PCBs (panels).
- Effortlessly address immediate device replacements by collaborating with clients and offices to set up and update firmware, reducing unnecessary device replacements.
- Minimize the inclusion of unnecessary accessories when dispatching replacement parts, when feasible.
- Offer repair services even several years after the warranty expires, and potentially beyond, as long as spare parts are available, even if the product has been discontinued.
- Incorporate energy-efficient technologies and equipment to curtail resource consumption.
- Apply lean production techniques to diminish material waste during AV equipment assembly and development.
- Enhance procurement practices to minimize excess packaging and single-use items.
- Evaluate and select suppliers who share our commitment to reducing packaging waste.
- Promote the use of electronic documentation and communication to mitigate paper waste.



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Recycling and Reuse

Our commitment to recycling and reusing materials involves:

- Deploying designated recycling bins for paper, plastic, glass, and electronics at all our facilities.
- Encouraging employees to explore opportunities for reusing materials and products whenever feasible.
- Collaborating with recycling partners to ensure responsible disposal and recycling of materials.

Hazardous Waste Management

In handling hazardous waste materials (such as electronic waste), we adhere to all pertinent laws and regulations.

This entails:

- Preventing the contamination of soil, surface and underground waters, and air by hazardous waste materials.
- Safely collecting hazardous waste generated on-site until it can be transferred to the appropriate competent body or company.
- Avoiding the mixing of hazardous waste with other materials or waste.
- Properly labelling, storing, and disposing of hazardous materials.
- Providing training and communication for employees on the proper handling of hazardous waste.

Our Approach

While conducting our operations and tasks, please consider the following points:

- Assess the necessity before making a purchase.
- Evaluate the ethical sourcing of the ordered item, ensuring no involvement of child labour or other unethical practices.
- Explore environmentally friendly alternatives if available.
- Consider the short-term and long-term necessity of the item.
- Preserve resources and values to extend their usage as much as possible.
- Strive to minimize excess production during work processes.
- Prioritize digital documentation over print versions of documents.
- Explore repair possibilities before considering disposal.
- If the item is no longer needed, consider passing it on to someone who can use it.
- Dispose of items properly in suitable containers when necessary.

