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## 1. OBJECTIVE:

### E:

The purpose of this procedure is to ensure the recycling of electronic products that have lost their usability and to ensure that they are disposed of by taking measures for environmental and safety purposes.

## 2. SCOPE:

It covers all electronic devices that become unusable within Naturel Energy and its affiliates.

## 3. OFFICIALS

The ISMS Management Representative is responsible for the preparation of this procedure. Bid is responsible for the proper disposal of ALL E-waste.

## 4. APPLICATION

### 4.1 GENERAL RULES

- All E-waste is disposed of safely and in a controlled manner or taken into the recycling process.
- It is included in the process in a way that it does not contain corporate or personal information in all E-WASTE.

### 4.2 DETERMINATION

- It is determined by the BID that the products become unusable.
- The usable parts of the product are then determined by the BID and the E-waste status is decided.

## 4.3 APPLICATION

- Disposal of equipment should be carried out according to the regulation on the control of solid wastes that have undergone various changes in the following years and the Basel Convention published in the Official Gazette dated 14 March 2005 and numbered 25755. The equipment should be shredded, incinerated (with special chemicals) and destroyed by providing the necessary conditions. The location to be destroyed should be determined according to the characteristics and type of the material to be destroyed. The quantity information of the data units should be obtained before the proper breakage and breakage process. A data destruction report should be issued for the wastes that are disposed of by the authorized personnel and a data destruction report should be issued for the serial numbers and quantity information of the products disposed of. It has to be checked whether the broken parts are completely destroyed by physical examination. Disc parts that have not been completely destroyed must be rendered unusable by drilling and cutting machines. It should be shredded for volumetric reduction. Final products should be photographed in groups and forwarded to the relevant person and/or institution. The resulting metals should be separated according to their classes and should be sent to recycling facilities after accumulation.
- If there is a reusable part on the BID product, it separates this part from the device if possible, if not possible, the product is taken to the warehouse in its full form, the storage units such as harddisk etc. are separated for destruction and processed in the FR-0291 Waste Tracking Form and signed.
- If the product is completely unusable, storage units such as harddisks are reserved for destruction, and they are processed in the FR-0291 Waste Tracking Form and signed.

## 5. E-WASTE MONITORING AND DISPOSAL

### 5.1 GENERAL RULES

- Devices that become completely unusable are monitored by the BID with the form FR-0291 in 6-month periods and transmitted to the points determined by the Public Administrations for recycling with the approval of the senior management.
- The products sent for recycling are kept in the list until the next periodic check by adding Recycling and disposal information on the FR-0291 form.
- Parts that are reusable and devices with these parts are still used during periodic controls and the validity of the product is still evaluated by the BID and recorded on FR-0291.

## **5.2 DEVICE DISPOSAL RULES**

- Before the device is destroyed or recycled, it is checked on the device in such a way that there is no information belonging to the user or the company, etc.
- The product decided to be destroyed is definitely approved by the senior management by making a separate list.

## **6. RELATED DOCUMENTS**

- FR-0291 E-WASTE STATUS CONTROL FORM