

 iai industrial systems part of HID Global	<h1>Environmental Policy</h1>	QMS-R-004
		Version:3.1
		10-08-2022

Purpose: control/reduce environmental impact.

1. Clean and tidy:

- Keep passageways and emergency routes free and clear of obstacles.
- Keep fire extinguishers freely accessible.
- Aim for a minimum of waste.
- Avoid creating free 'floating' waste during loading and unloading.
- Clean spills immediately and in an environmentally friendly way. (Use cleaning cloths and/or absorption grid).

2. Energy use:

- Keep the heating and air conditioning at 20 degrees Celsius.
- Shut off equipment and lights after leaving the workplace.
- Commute by bike, use public transportation or carpool as much as possible.

3. Water usage:

- Don't keep water taps running unnecessarily.
- Report leakage or defects directly at the reception.

4. Office waste and Operational waste:

• Paper waste

- Print only when necessary.
- Print/copy double side.
- Use email. Shared mailboxes and group accounts.
- Dispose of paper waste through the correct dedicated waste bins.

• Toner cartridges

- Toner cartridges are to be collected centralized for recycling (info reception).

• Batteries, small chemical waste (KCA)

- Batteries and small chemical waste (KCA) are to be collected in the specified wastebins (storage room assembly) and to be disposed under contract.

• Plastic waste

- Coffee cups are to be disposed of as plastic waste.
- Other plastic waste is to be disposed of in the correct bins and the grey bins with yellow lids (assembly).

• Other operational waste

- Separate TL tubes (specified bins warehouse);
- Electronic waste such as cables and non-data wearing equipment (specified bins in warehouse).
- Data wearing waste through QSSHE manager.
- Rest waste in the specified wastebins or gray containers with red lids. (Assembly area);
- For all the specified waste streams there are contracts in place with approved companies.

5. Storage dangerous goods:

- Within IAI there is a small amount of dangerous goods in use. There is a specified storage closed in the warehouse.
- Make sure that jerrycans and vessels are stored in leakage bins.
- For the stored dangerous goods there are MSDS sheets available in the storage room.

6. Calamities, and incidents:

- In case of an incident regarding waste or chemicals always inform reception and or QSSHE manager (frank.vanasten@iai.nl);
- Always register spills and near misses and/or dangerous situations in relation to environmental hazards to by means of document: [KAM-P019 Incident report](#) and submit to QSSHE manager. (frank.vanasten@iai.nl)

7. Contact:

For specific information and/or training please get in contact with the QSSHE/IT manager.