



**Version 1**

# **Waste and E-Waste Management Policy**

**Global**

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## Introduction

The Hansen Technologies Group consists of Hansen Technologies Limited (ACN 090 996 455) (ASX: HSN), and all other related entities of Hansen Technologies (**Hansen** or **we**). At Hansen, we are committed to developing sustainable business practices.

As a leading global technology company, we recognise the impact waste and electronic waste (**e-waste**) can have on the environment and human health. This Waste and E-Waste Management Policy (**Policy**) outlines Hansen's commitment to minimising waste generation, promoting responsible disposal, and contributing to a circular economy.

## Purpose

The purpose of Hansen's Waste and E-Waste Management Policy is to guide waste reduction, e-waste management, compliance, and continuous improvement across the organisation and our supply chain.

The policy aims to minimise the environmental and human health impact of waste and electronic waste, foster transparency, accountability and promote a circular economy mindset.

## Scope

Hansen's Waste and E-Waste Management Policy applies globally to Hansen and its related entities and their employees.

## Objectives

Our Policy is designed to achieve the following objectives:

- (a) **Waste Reduction:** Minimise waste generation across our sites by implementing measures that encourage waste reduction, reuse and recycling.
- (b) **E-Waste Management:** Ensure proper handling and disposal of electronic waste to prevent environmental pollution and promote the reuse and recycling of electronic equipment.
- (c) **Compliance:** Adhere to all relevant local, national, and international laws and regulations related to waste management and e-waste disposal.
- (d) **Employee Engagement:** Educate and engage employees to foster a culture of responsible waste management and sustainability throughout the organisation.
- (e) **Continuous Improvement:** Regularly review and update our waste and e-waste management practices to align with good industry practices and emerging technologies.

## Waste Management Guidelines

Hansen applies the following guidelines in relation to waste management:

- (a) **Waste Segregation:** Properly segregate waste streams into categories such as recyclables, non-recyclables, hazardous waste, and organic waste.
- (b) **Recycled content office paper:** Where feasible providing recycled content office paper for sites to use.
- (c) **Recycling:** Prioritise recycling for materials like paper, cardboard, plastics, glass, and metals. Maintain and enhance existing recycling programs in all office locations.
- (d) **Reuse:** Encourage the reuse of office supplies, equipment, and materials whenever feasible to extend their lifecycle.
- (e) **Minimisation:** Implement waste reduction measures, such as using digital documents, promoting double-sided printing, and reducing unnecessary packaging.
- (f) **Hazardous Waste:** Properly manage and dispose of hazardous waste materials according to regulations. Implement safe storage and disposal practices for chemicals, batteries, and other hazardous materials.

## E-Waste Management Guidelines

### WHAT IS E-WASTE?

E-waste is defined as any item with a plug, battery, or power cord that is no longer working or wanted, and includes printer cartridges.

Hansen applies the following guidelines in relation to e-waste:

- (a) **Inventory and Tracking:** Maintain an inventory of electronic equipment and devices, tracking their usage, maintenance, and end-of-life status.
- (b) **Responsible Disposal:** Where practical, partner with certified e-waste recyclers to ensure proper disposal of electronic equipment at the end of its life cycle.
- (c) **Data Security:** Prioritise data security by securely erasing all sensitive data from electronic devices before disposal or recycling.
- (d) **Offer for Employee purchase:** When requested equipment will be made available for purchase to Hansen Employees for a nominal amount. Only when the asset is deemed end of life from a Hansen

usage perspective. The asset must be completely wiped of all licensed software and data before being handed to the employee.

- (e) **Donation and Reuse:** Whenever possible, donate functional electronic devices to charitable organisations or refurbish them for reuse.
- (f) **E-waste Recycling:** Items are to be returned to the local IT representative and then redistributed out where practical. Where deemed end of life from a Hansen usage perspective, the items will be re-used, recycled, or disposed of in an environmentally conscious way.

## Supplier Engagement and Collaboration

Hansen applies the following guidelines in relation to supplier engagement and collaboration in relation to waste management:

- (a) **Supplier Preference:** Where practical, preference will be given to technology hardware suppliers with e-waste recycling or take-back programs.
- (b) **E-waste recyclers:** Where required Hansen will work with e-waste recyclers to provide secure wiping of items, and recycling services.
- (c) **Supplier Education:** Hansen may provide appropriate guidelines to our suppliers regarding waste reduction, proper waste segregation, and responsible disposal practices aligned with our waste management policy.
- (d) **Communication Channels:** Hansen may look to establish open lines of communication to facilitate the exchange of waste-related information between Hansen and its suppliers.
- (e) **Supplier Collaboration:** Hansen may, where practical, engage with suppliers to identify opportunities for joint waste reduction initiatives, such as optimising packaging and materials usage.

## Employee Engagement

- (a) **Engagement:** Hansen will provide signage about waste and e-waste management practices, including proper segregation and disposal methods. Hansen will also showcase snackable courses on LinkedIn Learning and other sites to encourage our people to learn more.
- (b) **Awareness Campaigns:** Hansen will conduct awareness campaigns to encourage employees to expand their knowledge and understanding and to adopt sustainable practices both at work and in their personal lives.

## Reporting and Monitoring

- (a) **Metrics and Reporting:** Hansen will seek to establish key performance indicators (KPIs) to monitor waste generation, recycling rates, and e-waste disposal practices. Progress will be reported to senior management.

Key metrics that Hansen aims to measure and report on include:

- **Total Waste Generated:** The overall amount of waste produced by Hansen. This may be measured by waste management costs or other waste metrics such as tonnes.
- **E-Waste Recycling Rate:** Amount of electronic waste items that are recycled or refurbished.

- (b) **Audits:** Hansen may conduct periodic waste audits to assess compliance with waste management policies and identify areas for improvement.

Hansen's e-waste policy is to be managed by the ESG cross-functional working group including representatives from technology, procurement, finance, and legal teams.

The cross-functional working group meet as required to review the e-waste policy commitments, as well as to identify opportunities for efficiencies and improvements.

## Communication

- (a) **Stakeholder Engagement:** Hansen may communicate our waste and e-waste management efforts to stakeholders, including customers, partners, and the public, as appropriate, to foster transparency and accountability.

- (b) **Supplier Collaboration:** Hansen may collaborate with suppliers to promote sustainable packaging practices, and responsible product end-of-life management, as appropriate.

## Continuous Improvement

- (a) **Review and Update:** Hansen will as required review and update this policy to reflect changing regulations, good industry practices, and technological advancements.

- (b) **Innovation:** Hansen will explore innovative technologies and practices that can further enhance waste reduction and e-waste management efforts.

## Responsibilities

Implementation of this policy will be overseen by the Head of Investor Relations & ESG and the Corporate Communications Director.

Activities related to the physical administration of this policy will be undertaken by the Administration and IT services leads in each of our offices globally.

The outcomes will be monitored and reported on by the ESG Cross functional working group.

Communication of the policy will be undertaken by the Communications Team.

## Outcome

By adhering to this Policy, Hansen seeks to demonstrate its commitment to environmental sustainability and responsible business practices. Hansen will monitor and communicate the success of this policy to foster transparency, accountability, and continuous improvement across its operations and supply chain.



## Policy Review Log:

Version:	Date of review:	Description of changes made:	Approved by:
1	6 December 2023	Initial version created. No prior review available.	Head of Investor Relations – Peter Beamsley