



TECHNO ELECTRIC & ENGINEERING
COMPANY LIMITED

Waste Management Policy

Techno Electric & Engineering Co. Ltd. (TEECL) is committed to responsible waste management practices, in alignment with organizational values and environmental stewardship goals. This policy encompasses all aspects of waste generation, collection, transportation, disposal, and reduction without our operations.

Applicability: This Policy shall apply to all establishments of TEECL such as sites and offices.

Objectives:

1. Ensure that waste management is performed in accordance with all applicable rules.
2. Minimize waste generation at its source
3. Maximize recycling and reuse of materials
4. Safely and legally dispose of waste that cannot be recycled or reused
5. Conduct training and awareness programs among employees, contractors, sub-contractors, and stakeholders on waste management policy and practices.

Categorisation of Waste Materials:

1. Biodegradable Waste:

Biodegradable waste can be naturally broken down by water, oxygen, the sun's rays, radiation, or microorganisms. In this process, organic forms of matter are broken down into simpler units. The matter is decomposed which eventually returns to the soil. In this way, the soil is nourished. All biodegradable wastes are kept in identified dustbins. The facility management team will collect the same on a daily basis.

2. Non-Biodegradable Waste:

Waste that cannot be decomposed by the biological process is known as "Non-biodegradable waste". Most of the inorganic waste is non-biodegradable. Non-biodegradable wastes which can be recycled are known as "Recyclable waste" and those that cannot be recycled are known as "Non-recyclable waste". All biodegradable wastes are kept in identified dustbins. The facility management team will collect the same on a daily basis.

3. Medical Waste:

Medical wastes are generated in rare cases. All medical wastes are kept in designated dustbins and the facility management team will collect the same periodically and dispose in the nearest First Aid Centre or Medical Centre dustbins.



4. Hazardous Waste:

A hazardous material is any item or agent (solid, liquid, or gaseous) which has the potential to cause harm to humans, animals, and the environment, either by itself or through interaction with other factors. Disposal of Hazardous Waste, if any, should follow guidelines specified in Hazardous Waste Rule [Handling, Storage & Disposal] Amendment Rules 2016.

5. E-Waste:

Electronic waste or e-waste is a term used for electronic products that have become unwanted, non-functional, and obsolete and have essentially reached the end of their useful life. These wastes are monitored by IT Department and stored at a designated place. Periodically all materials are handed over to the approved vendor or placed into the designated E-Waste Collection bins. At sites, all e-wastes are handed over to the Client.

6. Responsibility:

Department HODs
Site-In-Charge
Safety Officer
Facility Management Team

The senior management is responsible for providing the necessary resources and support to implement and maintain effective waste management practices. All employees are expected to follow waste segregation and disposal guidelines, contribute to waste reduction efforts, and report any waste-related concerns.



Plan for Collection, Storage, and Disposal of Wastes:

At Head Office:

S. No	Type of Waste	Method of Collection	Method of Storage	Method of Disposal	Responsibility
1.	Bio-Degradable	Personnel places the waste in designated bins	Place the secondary bag into the designated bins and store the wastes	The bags are kept at the designated place of the building premises on a daily basis and is collected by KMC	HOD Facility Management
2.	Non-Biodegradable	Personnel places the waste in designated bins	Place the secondary bag into the designated bins and store the wastes	The bags are kept at the designated place of the building premises on a daily basis and is collected by KMC	HOD Facility Management
3.	Medical Waste	Personnel places the waste in designated bins	Place the secondary bag into the designated bins and store the wastes	The bags are kept at the designated place of the building premises on a daily basis and is collected by KMC	HOD Facility Management
4.	E-Waste	Personnel places the waste in designated bins	Place the secondary bag into the designated bins and store the wastes	Non-IT wastes are sent to the E-waste Collection centers. IT wastes are handed over to authorized agencies.	HOD Facility Management



At Sites:

S. No	Type of Waste	Method of Collection	Method of Storage	Method of Disposal	Responsibility
1.	Bio-Degradable	Personnel places the waste in designated bins	Place the secondary bag into the designated bins and store the wastes	The bags are kept at the designated place of the client's premises on a daily basis and is collected by collection agents of the client.	Site In Charge
2.	Non-Biodegradable	Personnel places the waste in designated bins	Place the secondary bag into the designated bins and store the wastes	The bags are kept at the designated place of the client's premises on a daily basis and is collected by collection agents of the client.	Site In Charge
3.	Medical Waste	Personnel places the waste in designated bins	Place the secondary bag into the designated bins and store the wastes	The bags are kept at the designated place of the client's premises/First Aid Centre/Medical Bins at health centres on a weekly basis and is collected by approved collection agents.	Site In Charge
4.	E-Waste	Personnel places the waste in designated bins	Place the secondary bag into the designated bins and store the wastes	designated place of the client's premises for Non- IT wastes. IT wastes are returned to Head Office.	Site In Charge



We are committed to continually improving our waste management practices through regular reviews and updates to this policy.

This policy reflects our dedication to minimizing our environmental footprint and promoting sustainable waste management practices. By adhering to this policy, we contribute to a healthier environment and a more responsible future for our organization and the communities we serve.

Avantika Gupta

Avantika Gupta
(Chief Sustainability Officer)

Policy	Version	Adopted	Revised
Waste Management Policy	v 2.0	16 August 2023	09 August 2024