Environmental Management System

Waste Management Policy

Date: 2017-10-30
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## DOCUMENT DETAILS

### Version control

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<td>2017-10-30</td>
<td>TO</td>
<td>A</td>
<td>First release</td>
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### Reviews

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### Approvals

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<th>JOB TITLE</th>
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<tr>
<td>Esten Hoel</td>
<td>Senior Vice President Quality &amp; Security</td>
<td>2017-10-31</td>
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### Classification

<table>
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1 INTRODUCTION

The Waste Management Policy applies to Basefarm AS (Org.no 982 211 743) and Basefarm AB (Org.no 556638-0639.)

1.1 Purpose and Scope

Basefarm views responsible waste management as essential to reducing its environmental footprint and to providing a safe, healthy and clean work environment for owners, employees, visitors and customers.

1.2 Objectives

The objectives of The Waste Management Policy are:

- To ensure that waste management is performed in accordance with all waste legislative requirements, particularly the laws mentioned in EMS5 which includes safe and correct handling, storage and treatment of all waste.
- To minimize waste generation and focus on repair, reuse and recycling over the disposal of wastes, where it is cost effective.
- To provide clearly defined roles and responsibilities within the waste management chain.
- To promote environmental awareness in order to encourage waste minimization, and increase reuse and recycling.
- To ensure the safe handling and storage of wastes.
- To provide appropriate information for Basefarm staff on waste management issues.

1.3 Definitions

Waste sorting is the process by which waste is separated into different elements and keeping types of waste separate during handling, accumulation, temporary storage and transportation.

Types of Waste

- Liquid waste: Liquid waste is any form of liquids that is hazardous for people or the environment.
- Hazardous type: This type can cause threats to the environment and human life. Such waste could be inflammable, reactive, corrosive or toxic. These include items like fire extinguishers and old propane tanks.
- Organic Type: Organic waste comes from plants and animal sources. They include food waste, fruits and vegetable peels. This type of waste is bio-degradable.
- Recyclable type: Recycling is processing used materials (waste) into new, useful products. Aluminum products (like soda cans), plastics (grocery shopping bags, plastic bottles), glass products (like wine and beer bottles, broken glass), paper products (used envelopes, newspapers and magazines, cardboard boxes) can be recycled and fall into this category.
- Electronic sources of waste: This is waste from electronic and electrical devices (telephones, computers, monitors, servers, fluorescent lamps, light bulbs, sockets etc). These are also called e-waste, e-scrap, or waste electrical and electronic equipment (WEEE).

2 PRINCIPLES

Basefarm has a range of waste management strategies to create a safe, secure and environmentally friendly workplace.

The prevention and minimization of waste material being created is an important method of waste management.
Basefarm uses additional waste reduction strategies including the reuse of products, repairing broken items instead of buying new, using reusable products etc.

3 OUTCOMES

Basefarm has an effective waste management system of recycling and reusing waste products where ever possible and waste is disposed of safely in a way that least harms the environment.

All staff are supported and encouraged to participate in waste management.

4 FUNCTIONS AND DELEGATIONS

<table>
<thead>
<tr>
<th>Position</th>
<th>Delegation/Task</th>
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<tbody>
<tr>
<td>SVP Quality and Security</td>
<td>Endorse Waste Management Policy.</td>
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<td>Compliance with Waste Management Policy.</td>
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<tr>
<td>Management</td>
<td>Compliance with Waste Management Policy.</td>
</tr>
<tr>
<td></td>
<td>CEO/Manager</td>
</tr>
<tr>
<td></td>
<td>Environmental Officers</td>
</tr>
<tr>
<td></td>
<td>Establish and implement systems for waste management.</td>
</tr>
<tr>
<td></td>
<td>Ensure waste management policies and procedures are effectively implemented.</td>
</tr>
<tr>
<td>Staff</td>
<td>Compliance with Waste Management Policy.</td>
</tr>
</tbody>
</table>

5 RISK MANAGEMENT

Risks involved with waste management are regularly assessed, identified and managed.

Employees are informed about waste management, including becoming familiar with types of waste and appropriate, safe handling and disposal methods (recycling guides/waste instructions).

Basefarm acknowledges that different materials require a different waste management approach.
6 PROCESS IMPLEMENTATION

Responsible waste management is a shared, day-to-day responsibility. Mechanisms are in place to monitor the waste process.

This policy applies to all staff, cleaning staff and visitors on Basefarm premises. Removal of waste from the Basefarm premises includes general waste, paper and cardboard, glass, metal, pledge cans and bottles, redundant furniture and fittings, mobile phones, computers, servers, monitors and toner / printer cartridges.

7 PROCESS DETAIL

Basefarm is committed to minimizing environmental harm from waste and the disposal of waste. Recycling and reusing waste products, and safe disposal of waste, contributes to an effective waste management system.

7.1 Reduction of Consumption and Waste Minimization

Basefarm reduces consumption, minimize waste, conserve energy, and reduce air pollution through strategies such as:

Preventing the need to use energy
- We use free cooling in all our data centers
- Any excess heat is stored for heating when heating is necessary.
- In our Stockholm datacenters, we use energy from an energy company for cooling. The excess heat in the data center is then recycled in the form of hot water that the energy company uses in their production of heat.
- Reduce power usage by powering off HW not in use.

Minimizing use
- Turning off lights and equipment when not operating
- Automatic 2-page printing and black/white on all printers
- Secure printing on all printers
- Reusing cartridges and containers where possible.
- Basefarm also arranges environmental events such as "ReUse event" order to increase the Environmental awareness amongst the employees: https://inside.basefarm.com/?q=en/reuse-events-2017

Use of efficient equipment, lighting and heating
- Power Usage Efficiency (PUE) in OSL3 and OSL5
- Using energy efficient office equipment and power saving functions
- Using efficient lights and heating system

Supporting green purchasing
- Encourage our suppliers to use less packaging
- Buying recyclable products when possible
- Donating waste (computers, servers, mobile phones) to other organizations.

Reduce air pollution
- Encourage our employees to use environmental friendly transportation (free subway and bus tickets, use Basefarm bike in Stockholm)
- Limit travelling, use video/collaboration tools.
8 PROCEDURES FOR THE MANAGEMENT OF WASTE

Basefarm employees dispose of waste in accordance with our recycling guides/waste instructions:
### Kontorspapper / Office Paper
- **Here you do not sort:** Plastic, binders and envelopes

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### Metall / Metal
- **Here you sort:** Food cans, metal cans, bottle caps, clean paint cans, aluminum trays, aluminum foil
- **Here you do not sort:** Paint cans with residues or electrical waste

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### Brännbart / Combustible Waste
- **Here you sort:** Food waste, coffee filters, tea bags, soiled napkins and other burnable waste not sorted out for recycling
- **Here you do not sort:** Hazardous waste such as electronics, light bulbs, batteries, paint, plastic or oil-contaminated material

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### Batterier / Batteries
- **Here you sort:** Knappcellsbatterier, laddningsbara batterier, alkaliska batterier och andra småbatterier
- **Here you do not sort:** Batterier innehållande syra t ex bilbatterier

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### Elktronic / Electronics
- **Here you do not sort:** Tangentbord, miniräknare, radio- och tv-apparater, kaffebyggarer, elektriska verktyg och annan trasig eller uttjänt elektronik. OBS! PC och mobiltelefoner lämnas in till Intern IT
- **Here you do not sort:** Kylskåp, frysar, lysrör, lågenergilampor, kondensatorer eller glödlampor
- **Here you sort:** Keyboards, calculators, radio- and TV sets, coffee makers, electrical tools and other broken or worn out electronics

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### Färgat, Ofärgat Glas / Colored, Clear Glass
- **Here you sort:** Food cans, metal cans, bottle caps, clean paint cans, aluminum trays, aluminum foil
- **Here you do not sort:** Paint cans with residues or electrical waste

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### Pappersförpackningar / Paper Packaging
- **Here you sort:** Bottles, caps, cans, bags, plastic wrap, Styrofoam, plastic bags and other plastic packaging
- **Here you do not sort:** Magazines, envelopes and office paper

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### Plastförpackningar / Plastic Packaging
- **Here you sort:** Bottles, caps, cans, bags, plastic wrap, Styrofoam, plastic bags and other plastic packaging
- **Here you do not sort:** Magazines, envelopes and office paper

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### Förpackningar / Packaging
- **Here you sort:** Keyboards, calculators, radio- and TV sets, coffee makers, electrical tools and other broken or worn out electronics
- **Here you do not sort:** Refrigerators, freezers, fluorescent lamps, compact fluorescent lamps, capacitors or light bulbs

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**NOTE!** The packages must be clean and dry. Sort out parts of the package that is not plastic.
<table>
<thead>
<tr>
<th>KARTONG OCH WELLPAPP / CORRUGATED CARDBOARD</th>
<th>GLÖDLAMPOR / LIGHT BULBS</th>
<th>TONER</th>
<th>PANTFLASKOR / PANTBURKAR / PLEDGE BOTTLES / PLEDGE CANS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Här sorterar du: Wellpapp, kartonger och annan well med ”vågigt” mellansiklet</td>
<td>Här sorterar du: Glödlampor, halogenlampor och länergilampor</td>
<td>Här sorterar du: Tonerkassetter från skrivare, faxar och kopiatorer</td>
<td>OBS! Här sorterar du: Alla tomburkar och petflaskor kastas i separat pantflaskebehållare stående invid läskedrycksmaskinen.</td>
</tr>
<tr>
<td>Här sorterar du inte: Matförpackningar som innehåller plast som tex mjölkcartonger</td>
<td>Här sorterar du inte: Lysrör eller neonlampor</td>
<td>Här sorterar du inte: Refill brukar</td>
<td>Here you sort: All empty pledge cans and pledge pet bottles thrown in separate pledge bottle container standing beside the soft drink machine.</td>
</tr>
<tr>
<td>Here you sort: Corrugated cardboard, cardboard boxes and other corrugated cardboard with “wavy” interlayers</td>
<td>Here you sort: Light bulbs, halogen and energy saving lamps</td>
<td>Here you sort: Toner cartridges from printers, faxes and copying machines</td>
<td></td>
</tr>
<tr>
<td>Here you do not sort: Food packaging containing plastics such as milk cartons</td>
<td>Here you do not sort: Fluorescent lamps or neon lamps</td>
<td>Here you do not sort: Refill bottles</td>
<td></td>
</tr>
<tr>
<td>Waste symbol</td>
<td>Description of waste</td>
<td>Process and responsibility</td>
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<tr>
<td>--------------</td>
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</table>
| ![Papir and Papp og kartong] | **Examples:**  
  - Paper  
  - Cardboard  
  - Newspapers and magazines  
  - Envelopes  
  - Flyers & brochures  
  - Wrapping paper  
  - Drink cartons and anything made of paper that’s dry/uncontaminated  
  Napkins are not paper waste, but residual waste.  
**What happens with the waste:**  
The paper waste is recycled for new cardboard and paper products. | **Disposal method:**  
Paper and cardboard must be disposed in bins marked “Paper” in the waste stations. The waste stations are emptied daily by the cleaners who sort the waste in the big bins in the basement.  
Cardboard must be flattened and thrown in the waste stations. If there is no space, put the cardboard on top of the waste stations, and the cleaners or someone from the administration dept. will remove it.  
There is a separate compactor for cardboard in the basement that everyone has access to.  
There are separate machines for papers to be shredded in the printer rooms. Cleaning staff empty the shredder every day, or when needed.  
**Responsibility:** All staff. The Adm. Dept. is responsible for ensuring that there is always room for waste disposal at the waste stations and that the cleaning staff empty the stations every day. |
| ![Restavfall] | **Examples:**  
  - Solid paper  
  - All plastic containers  
  - Wood | **Disposal method:**  
The waste must be disposed in the bins marked «Restavfall» for daily collection.  
**Responsibility:** All staff. The Adm. Dept. is responsible for ensuring that there is always room for waste disposal at the waste stations and that the cleaning staff empty the stations every day. |
| ![Matavfall] | **Examples:**  
  - Food, fruits and vegetables  
  - Coffee grounds  
  - Tea leaves and -bags | **Disposal method:**  
Food waste must be disposed in bins (in all kitchens) for organic waste.  
**Responsibility:** All staff. The Adm. Dept. is responsible for ensuring that there is always room for waste disposal at the waste stations and that the cleaning staff empty the stations every day. |
| ![Elektrisk og elektronisk avfall EE-avfall] | **Examples:**  
  - Lamps  
  - Wires  
  - Computers  
  - Parts with power cables  
  - Mobile phones  
  - Fluorescent lamps, light bulbs and sockets | **Disposal method:**  
EE waste is electrical and electronic products. This type of products may contain hazardous waste.  
IT equipment and mobile phones are to be delivered directly to Internal IT. Parts with power cables, wires etc must be disposed in the waste stations that have a drawer labeled “EE waste”.  
Fluorescent lamps, light bulbs and light bulbs (must not be broken), can be delivered to the Adm. Dept. will be disposed in the basement.  
**Responsibility:** Internal IT is responsible for mobile phones and computer equipment.  
The Administration is responsible for handling light bulbs etc. and other EE waste. EE waste (from the sorting plant in the basement) is collected by Avantor’s waste partner to ensure proper disposal.
### Eksempler på hazardous waste:
- Batteries
- Printer and toner cartridges
- CD / DVD discs
- Solvents
- Cleaning products

### Disposal method:
Hazardous or harmful waste are those that potentially threaten public health or the environment. Such waste could be inflammable (can easily catch fire), reactive (can easily explode), corrosive (can easily eat through metal) or toxic (poisonous to human and animals).

**Responsibility:** Toner cartridges are collected by the Internal IT / Adm. Dept. and disposed in the sorting facility in the basement. Then collected by Avantor’s waste partner to ensure proper disposal.

### Glass- og metall-emballasje
- Glass bottles
- Broken glass

**NB!** Plastic bottle bottles are thrown in own containers (you can find them in all printer rooms)

**Responsibility:** All staff. The Adm. Dept. is responsible for emptying the containers and deliver bottles to Coca Cola.