



## Recycling Policy

Tel-Lingua Ltd is committed to protecting and improving the environment. As a software development company we utilize a variety of IT related equipment that at some point becomes redundant and therefore needs to be disposed of in the most appropriate manner.

### IT Hardware

Most electronics contain hazardous or toxic materials which can cause an environmental problem if discarded in the trash. Safely recycling and reusing electronics helps keep substances like lead and mercury from harming people or the environment.

Examples:

- Computer monitors and televisions are hazardous because they contain significant amounts of lead (an average of four pounds of lead each).
- Printed circuit boards contain hazardous metals such as lead, chromium, cadmium and mercury, with significant variation depending on the board.
- Batteries in electronic and electrical products may contain lead, mercury and cadmium.
- Mercury-containing components like switches and relays are found in some electronic and electrical products, including the popular flat screen monitors

The benefits of recycling computer equipment include:

**Conserves natural resources** - Valuable material can be recovered from old electronics and these materials can be used to make new products. For example, precious metals are used in computer circuit boards.

**Supports the community**- Donating old electronics supports schools, low-income families, and non-profit agencies by providing them with refurbished computers, cell phones, and other electronics. Individuals are helped by being able to access technology that they could not otherwise afford.

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**Creates jobs locally**– As demand for electronics recycling grows, new businesses will be forming and existing companies will be looking to hire more people to staff their facilities to recover recyclable materials (more than 90% of electronic equipment is recyclable!).

It is the policy of Tel-Lingua that each office identify appropriate e-waste, target any surplus hardware to local charities if applicable, targeted as allowing people without the means to connect to the internet in order to bridge the growing gap between those who have access to the internet and those who do not..

What cannot be donated to a charity must be disposed of in an environmentally responsible manner according to best practices.

## CD's/DVD's

Although CDs are accepted in landfills, it does create a problem for environment advocates since they don't break down easily unlike some other biodegradable materials. They also release Bisphenol A, which can create several health complications to communities living near a landfill site.

- A cd/dvd is considered a class 7 recyclable plastic
- To manufacture a pound of plastic (30 CDs per pound), requires:
- 300 cubic ft. of natural gas, 2 cups of crude oil and 24 gallons of water
- It's estimated that AOL alone has distributed more than 2 billion CDs.
- That's the natural gas equivalent of heating 200,000 homes for 1 year
- It is estimated that it will take over 1 million years for a CD to completely decompose in a landfill

Tel-Lingua commits that each office will be responsible for locating an appropriate organisation to recycle their unwanted CD/DVD's

## General Waste

It is the responsibility of each of the Tel-Lingua offices to participate in appropriate recycling programs available in the location in which they operate.

Approved: Andrew Mangold

Date: 23<sup>rd</sup> May 2011

