



Policy			
P-000			
Issued by: QEHS	Eff. Date: 05/31/18	Rev.: C	Pg. 1 of 2

**We are concerned with three primary areas when managing surplus electronics:**

1. Security of data stored on electronic media associated with computer equipment
2. Environmental responsibility and commitment to comply with legal requirements and prevention of pollution during the safe disposal/recycling of electronic assets
3. Recovering the highest financial return for assets at the end of their useful life

- We handle all materials through re-use, recover, and dispose hierarchy.
- We meet customer requirements.
- Management is committed to enhancing customer satisfaction through continual improvement of its services (plan-do-check-act methodology), and maintaining a proper Focus Materials Management Plan.
- We uphold the main principles and intentions of the organization in regards to the relationship of our overall quality, environmental, health & safety performance for our materials, products, and our customers and vendors accordingly.
- We will manage our processes and our employees to become more efficient through proper documentation.
- Our Policy provides the framework for setting and reviewing objectives and goals/targets. Our Policy is documented, implemented, maintained, communicated and understood by all employees.
- The organization pledges to implement, operate, review, and amend (as necessary and appropriate) the systems in place to further enhance overall performance.
- Our main objectives and commitments are to reduce pollution by:
  - Properly educating our workforce regarding focus materials
  - Thoroughly educate our workforce regarding the company's policy and objectives
  - Constantly grow our business to recycle more e-Waste to make the community and the world a better place.
- Our specific objectives related to safety, quality, the environment, and security are as follows:
- SAFETY:
  - TAMS will train all of its employees in the proper safety guidelines in order to maintain its safety record of:
    - Less than five (5) man work day lost to on the job injury per year
    - Less than two workers compensation claims per year
    - Zero accident reports in material transport operations



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- **QUALITY:**
  - TAMS production, training, and methods result in less than 2% return rate on items sold through the refurbishment channel
  - Customer satisfaction ratings of at least 4 points on a 1 to 5 scale
- **ENVIRONMENTAL:**
  - TAMS facility strives for 10% of non-electronic waste transported to the landfill annually
  - Zero waste generated at the TAMS facility
  - Air quality testing resulting in particulates 30% below DEQ standards
- **SECURITY:**
  - Alarm systems independently audited at least twice per year
  - Statistical verification of hard drive erasure
  - All employees undergo drug testing.

This policy will be communicated and made available, in regards to the performance of our systems to: the public, suppliers, customers, contractors and all other interested parties.

Brad Morley

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Name (printed)

*Brad Morley*

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Name (signed)

08/28/2020

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Date