

WASTE MANAGEMENT - GENERAL

Purpose:

This document is created to assist Millicom International Cellular S.A. (Millicom) and Tigo, hereafter referred to as MIC/Tigo, in the management of environmental aspects related to waste management, such as (but not limited to) storage, treatment, transport, transfer, recycling and disposal of goods and/or equipment.



Following and complying with this procedure outlined in this document will ensure that MIC/TIGO meet the general requirements of waste legislation, although in some operational countries may face additional requirements set by national or local legislation.



All MIC/Tigo personnel are expected to adhere to this procedure. Employees managing and with responsibility for waste contracts, usually within the following departments or equivalents, should find it particularly relevant:

- Supply Chain
- Technology
- Finance

Definitions

- *Waste*: A material, substance, or by-product that the holder discard or intent to or is required to discard or eliminate
- *Used*: Electrical items and equipment beyond use within the operation that may have use with others through resale, refurbishing/ reuse, recycle.
- *Hazardous Waste*: Waste which presents a hazard to human health or the environment because it contains dangerous substances.
- *Inert Waste*: Waste that will not undergo any physical, chemical or biological transformation in landfill conditions.
- *WEEE*: Waste Electrical and Electronic Equipment, as covered by the European Union's WEEE Directive

Waste Risks

As a company MIC/Tigo need to ensure we have an adequate waste management as there are several risks related to bad or poor management. Examples of poor waste management are:

- Inadequate storage, allowing waste to escape or leak
- Inappropriate and illegal disposal of waste, including burning waste
- Used resources are disposed rather than stored or resold
- Contracting unlicensed waste carriers to collect the waste;
- Not ensuring that waste end up in licensed facilities;

Inadequate waste management could have severe consequences for MIC/Tigo, including:

- Environmental pollution
- Harmful health effects on employees and communities
- Adverse publicity and damage to Millicom image
- Litigations due to failure to comply with legislations
- Financial losses from inefficient use of resources and costs for clean up
- Additional tax burdens within territories that tax waste by volume

Storage

MIC/Tigo must verify that all waste is stored in a manner such that it cannot escape, cause pollution of the environment, or harm human health. All skips must be water tight to prevent liquids leaking and causing pollution, and should preferably be covered and lockable.

It is illegal to mix hazardous with other types of waste or to mix different categories of hazardous or special waste. It is important that different categories of waste (hazardous/special, non-hazardous, and inert) are segregated to ensure legal compliance and reduce disposal costs. If applicable, waste containers must be clearly Labeled. To store waste on a site other than the place designed for it may require an exemption. Exemptions are available for the storage of various waste streams.

It should also be noted that no waste may be burnt on site under any circumstances.

Managing Waste

Type of Waste

Waste can be categorized as:

- *General/Non-Hazardous Waste*: Includes mixed office waste, and may not contain any Hazardous Wastes. Once contaminated with Hazardous Waste, the entire load of waste must be treated as Hazardous rather than General Waste. Only wastes produced at MIC/Tigo premises may be disposed of in General Waste skips. Employees and contractors must not be permitted to dispose of household waste or waste originating from other companies.
- *Hazardous Waste*: Is any kind of waste that contain hazardous substances or material that can harm a human, the environment or its surroundings. It includes but is not limited to Explosives, Oxidizing, Highly flammable, Flammable, Irritant, Harmful, Toxic, Carcinogenic, Corrosive, Infectious, Toxic for reproduction, Mutagenic, Sensitizing, Ecotoxic, or any kind of Waste capable by any means, after disposal, of yielding another substance, e.g. a leachate, which possesses any characteristics listed above.
- *Construction Waste*: Is the waste part of residuals or unusable materials used or never used on a site construction, such as but not limited to: Cement, Steel, Concrete, etc.

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- *Electrical and Electronic Waste*: Any kind of waste whose origins is related to electrical or electronic use.

How to manage waste

Based on the categories, the following instructions can help MIC/Tigo operations to manage waste, is important to mention that local laws and policies have to be revised and included if necessary.

TYPE OF WASTE	HOW TO MANAGE
General/Non-Hazardous Waste	Based on the description of the waste can be disposed from a landfill to a specialized recycling company.
Hazardous Waste	Have to be disposed directly with accredited and environmental certified companies inside and outside (if applicable) the area where is collected and where is going to be disposed. MIC/Tigo has to assure that all laws and policies are being accomplished for collection, transport, export, recycling and disposal.
Construction Waste	<p>Have to be disposed in a specialized site. If the disposal is responsibility of a Site Construction Contractor, MIC/Tigo have to assure that the contractor complies with the policy, and even if not a legal requirement it is good practice to:</p> <ul style="list-style-type: none"> • identify a responsible for Construction waste management and maintenance • identify the types & quantities of waste that will be produced during the project; • identify the best options available for reuse, recycling or disposal of each waste stream and set targets; • ensure that all parties involved with managing the waste are complying with their Duty of Care and records are maintained; • Monitor and record progress towards the agreed targets.
Electrical and electronic Waste	First of all electrical and electronic waste has to be assessed for a potential re-use or as a spare part. If the outcome of the assessment is disposal, MIC/Tigo have to dispose the materials directly with accredited and environmental certified companies assuring that the "waste hierarchy" ends in a environmental correct way.

Electronic and Electrical Waste special recommendations

When managing electronic and electrical waste it is important to have the following recommendations in consideration:

- MIC/Tigo suppliers of electronic equipment are identified and contacted to ensure that they comply with Producer Responsibility requirements,
- Where MIC/Tigo supply / distribute electronic equipment to our customers, clear definitions of end-of-life responsibility are defined in contracts;

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- Procedures which ensure electronic and electrical waste compliance are followed when equipment reaches the end of its life.
- In order to comply with WEEE regulations, Duty of Care requirements and health & safety legislation in most of countries, end-of-life equipment must always be decommissioned and removed from site. It must not be left in situ.
- Each Operation shall investigate and assure that its internal procedures to manage waste comply with local laws and legislations.

The document HSE WI 215 further describes the specific recovery & disposal process of E-Waste.

Special Requirements

There are some special requirements that must be taken in consideration to any MIC/Tigo Operation such as:

- *Record Keeping Requirements:* It is the responsibility of the Supply Chain & Warehouse Management departments who manages the waste contract in question to ensure that any and all documents are retained, kept on file for a minimum 3 years and or the specified time periods, and can be easily made available for audit. Documents includes (but is not limited to): contracts, details from collections and payments,
- *Contractors Waste:* All Suppliers and contractors that work with MIC/Tigo shall be responsible for its own waste, unless arrangements have been explicitly made with MIC/Tigo and are included in contracts.
- *End of life products:* Is important to include in all MIC/Tigo contracts, arrangements and agreements an article where the contractor shall have or shall be part of a recycling process and that any product bought from MIC/Tigo to that Contractor can be collected by the contractor with special conditions, prices and/or procedures.

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