

# CODE OF CONDUCT

*Amended May 2009*



*Computer Recycling - kept simple, kept secure*

**The Regional Electronics Initiative (REI) links together a number of computer refurbishment centres across the north of England. All of the REI centres refurbish redundant IT equipment donated from businesses and other organisations. Some of the centres offer training opportunities to individuals marginalised in the labour market. The primary objective of the REI centres is the provision of re-usable, low-cost, high-quality IT equipment to businesses and individuals**

## **1. Core Business Activity**

a) The major business activity shall be to supply refurbished computers on a “not for profit” basis primarily to community groups, educational establishments and low income households, and in doing so offer training opportunities to individuals marginalised in the labour market.

## **2. Donated Equipment**

a) The refurbisher shall take ownership of donated equipment before preparing it for re-use. As a *minimum* standard, all data on donated computer equipment will be removed. The standard for data removal shall be agreed with the donor.

b) The centre will guarantee to remove all distinguishing marks from equipment which link the equipment to the donor organisation (e.g. asset marking). Manufacturers’ badges, safety markings etc will not be removed. The refurbisher will ensure that the identity of the donor company is kept confidential unless authorised in writing.

## **3. Quality Systems**

a) An auditable system will be in place to track re-usable equipment from donor through to customer. The system should also monitor reliability of refurbished computer equipment through failure rate.

b) The business will operate an auditable health, safety and environment management system. This system will include:

- Documented risk assessments and procedures which, when implemented, make a safe workplace, and protect the health of employees, volunteers and any trainees working in the business
- Ensure that equipment is electrically safe (portable appliance testing)
- Minimise the impact of the business on the environment through measures to reduce resource usage, and by having an effective waste control system in place.

c) There will be a documented, auditable quality standard within the business for refurbished equipment. This will include removal of all viruses, quality testing of existing components and procurement of reliable new components.

## **4. Software**

a) The centre will ensure that all software used or supplied is properly licensed.

## **5. Disposal of Waste**

a) The business will operate a sustainable waste disposal system for computer equipment that cannot be refurbished. This system should maximise the re-use or recycling of computer components. In addition, the business will responsibly dispose of any remaining equipment, particularly to waste contractors audited and approved by the REI. The system should record weights of each waste stream and be able to make these available to the Group on a quarterly basis.

All REI members must hold waste licences for carriage, brokerage or exemptions appropriate to their business needs. An exemption under paragraph 40, schedule 3 of the Waste Permitting Regulations will be the minimum requirement.

## **6. Review**

a) The refurbisher agrees to periodic inspections of the business organised by the REI Directors. This inspection will coincide with an REI members meeting. The inspection will not compromise commercial confidentiality, but will:

- Confirm compliance with the Code of Conduct
- Identify best practice and regulatory compliance
- Suggest areas where support would be helpful.

b) The REI Directors shall review the Code of Conduct on an annual basis. If the Code of Conduct is amended, all centres will have to abide by the amended code.

**The REI Directors have developed and agreed this code of conduct. By signing it, each centre agrees to abide by the Code’s criteria.**

**Signed:** \_\_\_\_\_

**For:** \_\_\_\_\_

**Date:** \_\_\_\_\_