

Evolve To Excel



Extended Producer Responsibility (EPR) - Guidelines

Owner	COE
Organization	Quick Heal Technologies Ltd.
Document number	QH-COE-EPR
Version number	1.1
Release Date	20 th September 2022
Effective date	1 st October 2022

Confidentiality: This document is the property of Quick Heal Technologies Ltd. The information contained in this document is classified and must not be duplicated either in part or whole in any manner (either electronically, photocopied or stored in any other retrieval form). This document is created solely for the employees of the Company. The employee shall not at any time allow access to and / or disclose contents to any third party.

1. Overview:-

Quick Heal is a global Cybersecurity solution provider and our commitment to sustainability in today's environmental and societal challenges is an important responsibility. We must be constructive and solution-oriented to advance sustainable, long-term growth in the world in which we live.

We at Quick Heal aim to align ESG approach in our business operations and strengthen the communities in which we live and work. This also extends to ensure environmentally sound management of our products until the end of its life. Our endeavour is to apply the '3R waste management approach' wherever and **whenever** possible – **Reduce, Reuse and Recycle**.

As a responsible brand, we ensure that we assume complete responsibility, financial and/or physical for the entire life cycle of the products that we introduce on the market, from their design until the end of life (including waste collection and recycling).

1.1 What is EPR compliance?

Extended Producer Responsibility (EPR) is the guidelines under the **E-waste management rules 2022**, which makes producers responsible for the E-waste management (including waste collection and recycling).

1.2 E-waste?

E-waste is electronic products that are unwanted, not working, and nearing or at the end of their "useful life."

2. Purpose

Streamlining the end-to-end process of Collection, Storage, and Disposal of E-Waste including **but not limited** to the Company end products.

3. Guidelines

3.1 Guidelines for Collection of E-Waste

Company has designated its branches & Channel Partner locations as **E-waste Collection Centers (ECC)**.

The list of ECC is made available on company website www.quickheal.co.in

Partners, customers, employees of company are requested to deposit the e-waste at designated ECCs.

Individual may visit ECC & handover the e-waste or choose to courier the e-waste to ECCs identified in their geographical location.

3.2 Guidelines for Storage & Disposal of E-Waste

- The Company will analyze the requirement for storage & disposal of E-waste based on quantum of E-waste received.
- Administration department of company will arrange facility for storage of E-waste, also ensure the safety & security of collected e-waste.
- Hazardous E-waste, if any, will be taken for disposal directly. This will help to avoid risk related to Hazardous E-waste.
- The predefined frequency for recycling the E-waste is half yearly. It may be revised based on quantum of collected E-waste.
- E-waste disposal will be done through Authorized E-waste recycler & necessary documentation will be obtained & maintained by the Company.

3.3 Guidelines for E-Waste Compliance

Administration department of Company will maintain reports/documentation for all compliances related to E-waste.

3.4 Commercials involved in the entire process.

The Company is taking initiative to support for E-waste management & hence extending this facility to assist collection and disposal of E-waste at company's own cost. Under any circumstances, Company shall not be liable to pay any commercial/payment for handing over the E-waste under this guideline. Also, the amount so collected by the company from the disposal of such E-waste **is utilized for implementing & maintaining the activities** as mentioned in this guidelines & in any condition it shall not be treated as a source of income for Company.

The Extend Producer Responsibility (EPR) policy will serve as a guiding document for all the initiatives and activities undertaken by Quick Heal. It will have details of all the product and packaging wastes, which the company will be working towards achieving its EPR objectives. This policy will help Quick Heal in streamlining the end-to-end process of Collection, Storage, and Disposal of E-Waste including but not limited to company's end products.

This policy has been developed to define Quick Heal's position regarding its organizational EPR commitment and provide our employees with guidelines related to EPR for our decision-making processes.

3.5 Identifying Waste

We facilitate waste segregation and resource conservation through minimized waste generation. Our Integrated Management System comprises of a system for waste collection, identification, segregation at source level and disposal as per laws of the land. We manage waste by tracking waste-related data, including waste generation and disposal.

In practice, EPR implies that producers take over the responsibility for collecting or taking back used goods and for sorting and treating for their eventual recycling. Quick Heal identifies following waste streams across its product lifecycle:

Sr. No.	Waste Stream	Nature of Waste	Waste collection Process
1	Graphic Paper	Compostable / Recyclable	N/A
2	Packaging (box+ Thin Plastic wrap)	Compostable / Recyclable (box) Non- Compostable (Thin Plastic wrap)	N/A
3	e-Waste (Compact Disc)	Non- Compostable	In place

4. Our Approach

Starting Q4 of FY23, Quick Heal commits to reducing the material used for product packaging and using 100% recyclable or compostable material. We also plan to stop the usage of Compact Discs.

5. Reporting & Disclosure

Quick Heal dedicates its EPR initiatives and approach in the most transparent way possible. Interested stakeholders, regulatory bodies and clients can monitor and review the progress and implementation of EPR initiatives through our publicly available documents like our Annual Report, Sustainability report, Policies, and procedures etc.

Administration department of company will maintain reports/documentation for all compliances related to e-waste and the company will disclose the relevant data annually as appropriate.

6. Roles and Responsibilities

The **ESG Steering Committee**, Board, and Senior Management are responsible for adhering and complying to the policy guidelines while making/considering any investment on behalf of the Company and for ensuring consideration of appropriate EPR issues in their decisions. Where additional subject matter expertise is needed, Management may utilize external resources as relevant and necessary.

7. Applicability

The policy shall be applicable to all the operational sites of Quick Heal in India, within the lawfully established limits.

For companies in which Quick Heal has an interest but do not fall under its administrative ambit, Quick Heal shall promote, through its representatives on the boards of directors of such companies, the alignment of their own policies with those of the Company.

8. Policy Revision

The policy shall be reviewed annually by the ESG Steering Committee according to need and opportunity to keep the company's operations as per the global standards and legal norms. The review shall incorporate inputs and participation from all relevant stakeholders and concerned local regulatory authorities.

9. List of E-waste collection centre (ECC)

Sr. No.	City	Firm Name	Address
1	Pune	Quick Heal Technologies Ltd	C-7010, 7th Floor, Marvel Edge, Sr.no.207, Vimannagar Pune - 411014
2	Pune	Quick Heal Technologies Ltd	Office No. 501, 5th Floor, Metropolitan Building, S.No. 27, Wakdewadi, Pune 411 005
3	Pune	Quick Heal Technologies Ltd	Plot no. 11, CTS No.1442 to 1445, Thube Park, Shivaji Nagar, Pune 411005
4	Pune	Insat Digital	104, Nav Maharashtra House, 43, Shaniwar Peth, Pune, Maharashtra - 411030
5	Pune	Om sales & services	Office No 55, Jai Ganesh Varadhasta Complex, Pimpri, Pune - 411019
6	Mumbai	Quick Heal Technologies Ltd	Marathon Futurex, 6th Floor, 604, A -wing, N. M. Joshi Marg, Lower Parel-400013
7	Mumbai	Plus Business Infotech Pvt Ltd	206, Janki Niwas, above D.C.B. bank, Dr. Moose road, opp Gadkari Rangaytan, Mumbai-400602
8	Mumbai	Sujay Softech Private Limited	2nd Floor, 33, Shree Industrial Estate, 2nd, Hasnabad Lane, Santacruz West, Mumbai-400054
9	Nashik	Quick Heal Technologies Ltd	2nd Floor, Shree Ganesh Classic, Plot no.6, Sr.no35/1+2, Near Navshya Ganpati Temple, Anandwalli, Gangapur Road, Nashik -13
10	Nashik	Sayalee Computers	8, Siddhi park, new Pandit colony, Nashik, Maharashtra - 42202
11	Kolkata	Imart Technologies Pvt Ltd.	2nd Floor, Bentinck Street, Gandhi House, Kolkata-700001
12	Kolkata	Quick Heal Technologies Ltd	Diamond Heritage, 7th Floor, Office no. 702, 16, Strand road, P.S.Hare, Kolkata -700001
13	Indore	Quick Heal Technologies Ltd	Office no. 217, Second Floor Shekhar Central, Palasia Square, Indore Madhyapradesh
14	Raipur	Quick Heal Technologies Ltd	115,National Corporate Park, Opp.Maruti Business Park GE Road Raipur - 492001
15	Bangalore	Quick Heal Technologies Ltd	Pride Hulkul Office no. 202 , 2nd floor Lalbagh road, Diagnolly Opposite Passport Office, Bangalore -560027
16	Ahmedabad	Quick Heal Technologies Ltd	204, Earth Arise building near YMC club Sarkhej Gandhinagar highway Ahmedabad - 380051
17	Surat	Quick Heal Technologies Ltd	Office no - 201, 2nd Floor, SNS Axis Business Space, Near Ghandhi Smruti Bhavan, Nanpura, Surat - 395001
18	Delhi	Quick Heal Technologies Ltd	The Berry Coworks, Flat 101, 27 New Delhi House, Barakhamba Road, New Delhi - 110001
19	Chandigarh	Quick Heal Technologies Ltd	S-8 & S-9, Centra Mall Plot no. 177 D, Industrial Area Phase-1, Chandigarh
20	Patna	Quick Heal Technologies Ltd	A-170, 2nd Floor, PC Colony, Lohia Nagar Kankar Bagh Patna - 800 020
21	Guwahati	Quick Heal Technologies Ltd	House No. 563, 3rd Floor, Sood Villa, Christian Basti, GS Road, Guwahati-781005
23	Aurangabad	Quick Heal Technologies Ltd	Office No.AN-14, 2nd Floor, Plot No.P-80, Prozone Trade Centre, API Road, MIDC Industrial Area, Chikalthana, Aurangabad, Maharashtra
24	Chennai	Quick Heal Technologies Ltd	Chaitanya Imperial, 610A & 612,Block A, 7th Floor, Anna Salai Tyanampet Chennai - 600018

-----END OF GUIDELINES-----