

HP Reuse and Recycling Policy for Used Hardware Product



HP is committed to conduct its business in a manner that delivers leading environmental, health and safety performance. This is consistent with our commitment to corporate citizenship, social responsibility, and sustainability. Part of meeting this commitment is to provide HP customers with industry leading product reuse and recycling options while also minimizing our impact on the environment.

HP Reuse and Recycling Policy for Used Hardware Product describes the minimum requirements to manage reuse, refurbishment, or recycling services for Used Electrical and Electronic Equipment (UEEE). The Policy covers any brand of UEEE that is managed either directly or through HP vendors or subcontractors.

Policy guiding principles

HP encourages to maintain strict business controls over the way reuse, refurbishment and recycling activities are managed to ensure that UEEE and any electronic waste (e-waste) arising from it are handled responsibly and safe for the environment.

- **Legal and Regulatory Compliance:** HP business organizations and vendors must confirm their operations and services comply with all local, state, federal and other applicable laws, and regulations, HP Corporate Standards and internal positions or processes of UEEE and e-waste.
- **Management System:** Management of vendors and in-house reuse/recycling operations must include ongoing supervision and maintenance to ensure that HP Corporate Standards are met or exceeded in the areas of: Restricted Parties List enforcement, HP accredited Audit programs, insurance thresholds, financial stability, key performance indicators, continuity planning, site closure planning, data protection and assurance that UEEE is only processed by HP approved entities.
- **Remarketing:** Where vendors have remarketing operations, they must maintain adequate sales staff and the remarketing infrastructure necessary to sufficiently handle volume accounts and meet market values on sales of whole units, subassemblies, and components. UEEE must be tested for functionality and sold for its original intended use.
- **Data Privacy/Protection:** HP business organizations and vendors must ensure a well-defined information security management system is maintained that supports data security and protection, including defined and measurable processes, risk assessment programs, training

programs, secure transportation procedures, and physical handling, storage, and final recycling/disposition protections, along with data breach investigation plans.

- **Vendor management:** HP business organizations must ensure their vendors are qualified and contracted through HP Procurement requirements and audited utilizing HP's Reuse and Recycling Vendor Assurance Program and conform to HP's Vendor Standards for Reuse and Recycling:

[HP Standard 007-2 Vendor Requirements for Hardware Recycling](#)

[HP Standard 007-3 Vendor Requirements for Hardware Reuse](#)

Responsibilities

Any HP Organization must ensure that its delivery of reuse, refurbishment, or recycling services meet the requirements of this Policy and bear the cost of any steps taken to assure vendor performance.

The Sustainability organization team is responsible for maintaining and updating this Policy, the related standards and the implementation of the reuse and recycling supplier assurance program audit.

Learn more at www.hp.com/sustainability

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