

# WASTE SEGREGATION GUIDELINES



## HEAD OFFICE & BRANCHES OF DIGAMBER CAFFIN LIMITED (DCL)



**Applies to:**  
Employees, Housekeeping Staff,  
Vendors, Visitors



**Locations:** Head Office (HO)  
and All Branches



### 1. OBJECTIVE

This guideline sets out a structured approach to waste segregation across all Company locations including Head Office (HO), with the objective of ensuring compliance with applicable regulations, improving recycling efficiency, supporting sustainability goals, maintaining audit readiness, and fostering a culture of employee accountability in environmental stewardship.

### 2. KEY PRINCIPLES



**Segregate at Source**  
(Point of Disposal)



**Avoid Contamination**  
of Waste Streams



**Promote Reuse and Recycling**



**Ensure Safe Disposal**  
of Hazardous Waste



**Individual Responsibility**  
with Collective Impact

### 3. DEFINITIONS OF WASTE CATEGORIES

Category	Definition	Examples
<b>Recyclable Waste</b>	Waste materials that can be processed and reused to make new products	Paper, cardboard, plastic bottles, clean packaging material, metal cans
<b>Food / Organic Waste</b>	Biodegradable waste that decomposes naturally	Leftover food, fruit/vegetable peels, tea bags
<b>E-Waste</b>	Discarded electrical or electronic items containing components that require specialized disposal	Chargers, cables, batteries, keyboards, old electronic devices
<b>General Waste</b>	Non-recyclable and non-hazardous waste that cannot be processed further	Contaminated paper, wrappers, tissues, multi-layer packaging
<b>Hazardous Waste</b>	Waste that may pose environmental or health risks if not handled properly	Chemicals, bulbs, cleaning agents, toxic materials
<b>Single-Use Plastic</b>	Disposable plastic items used once and discarded	Plastic cups, plates, straws, cutlery, carry bags



### 4. EMPLOYEE ACCOUNTABILITY

All employees, departments, and associated personnel of Digamber Capfin Limited are individually and collectively responsible for:

- ✓ Segregating waste correctly at the point of disposal
- ✓ Using designated bins/bags appropriately
- ✓ Avoiding contamination of recyclable waste
- ✓ Reporting any non-compliance (overflowing bins, improper disposal)
- ✓ Supporting a culture of sustainability within the workplace



### DO'S (RECOMMENDED PRACTICES)

- ✓ Separate waste into defined categories: Recyclables, E-waste, Food Waste, and General Waste
- ✓ Use clearly labelled bins or bags for each waste category
- ✓ Clean/rinse recyclable items before disposal
- ✓ Dispose electronics, batteries, chargers in designated e-waste bins
- ✓ Dispose organic waste in designated bins/bags
- ✓ Use reusable bottles, mugs, and containers instead of single use plastic
- ✓ Encourage colleagues to follow segregation practices
- ✓ Segregate waste strictly at the point of disposal
- ✓ Ensure recyclables are dry and clean before disposal
- ✓ Report overflowing bins/bags to housekeeping (if available) immediately



### DON'TS (PRACTICES TO AVOID)

- ✗ Do not mix recyclables with food or general waste
- ✗ Do not dispose batteries, electronics, chargers in general bins
- ✗ Do not leave food waste exposed or outside bins
- ✗ Do not overfill bins beyond capacity
- ✗ Do not dispose chemicals, bulbs, or toxic materials in regular bins
- ✗ Avoid use of disposable plastic items (bags, bottles, cutlery, etc.)
- ✗ Do not dispose confidential documents without shredding
- ✗ Do not mix hazardous waste with general waste (risk of injury/fire)



### 5. COMPLIANCE & MONITORING FRAMEWORK

#### a. PERIODIC MONITORING

- Monthly / Quarterly waste segregation audits
- Inspection of bins and waste handling practices

#### b. NON-COMPLIANCE REPORTING

- Identification and reporting of:
  - Improper segregation
  - Overflowing bins
  - Hazardous waste mismanagement

#### c. INTERNAL CONTROLS

- Inclusion in internal audits and ESG reviews
- Documentation for audit readiness and regulatory compliance



### WASTE SEGREGATION IS A SHARED RESPONSIBILITY.

Small individual actions collectively contribute to a cleaner, safer, compliant, and more sustainable workplace.



This guideline forms an integral part of the Company's ESG framework and supports its commitment towards responsible resource utilization and environmental sustainability.

