Steel Strips Wheels Limited

NON-HAZARDOUS WASTE MANAGEMENT POLICY

Document Number: SSWL/ ESG/NHW/ 01

Classification: Internal

Address:
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Document Control

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Custodian Department	EHS & ESG Department
Prepared By	HOD-EHS & ESG
Approved By	Dy. Managing Director

Revision History

Revision	Requested By	Revision Date	Sections modified/ Summary of Changes	Approved By

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1. Purpose

Steel Strips Wheels Limited (SSWL) is committed to preventing pollution, conserving resources, and minimizing non-hazardous waste generation through waste hierarchy principles and circularity practices. This Policy defines SSWL's commitments and minimum requirements for segregation, storage, recycling, recovery, and landfill diversion for non-hazardous wastes.

2. Scope

This Policy applies to all SSWL sites and covers non-hazardous wastes generated from operations and offices, including but not limited to paper, plastics, metal scrap (non-hazardous), packaging, wood, cafeteria waste, domestic solid waste, and other non-hazardous wastes as identified in the waste register. Hazardous waste is governed by SSWL's Hazardous Waste Management Policy and applicable legal requirements.

HO: S.C.O 49-53 Sector 26, Madhya Marg, Chandigarh -160019, India.

Plant: Village Somalheri/Lehli, Ambala-Chandigarh Road, P.O. Dappar, SAS Nagar, Punjab-140506
Plant: Village Muria, P.O.- Kolabirathana No.-150 Distt. Seraikela, Jharkhand - 833220

Plant: Plot No. 77,78,136B & 394, Village- Martoli, Taluka – Jotana, Mehsana, Gujarat, India-3844330

Plant: Plot No. 733, 734, 735, 747 Jojobera, Chhota Govindpur, East Singhbhum, Jharkand – 831 015

Plant: A-10, Oragadam Sipcot Industrial Growth Centre, Mattur PO, Vallam Village, Oragadam, Sriperumbudur , Taluk, Kanchipuram, Tamil Nadu – 602105

Note: This policy replaces SSWL/ESG /01 v1 revision 00.

3. Principles and Commitments

SSWL commits to:

a) Comply with applicable waste and environmental regulations (as amended) and consent conditions.
b) Apply the waste hierarchy: prevent, reduce, reuse, recycle, recover, and dispose as a last resort.
c) Implement segregation-at-source with clearly labeled collection points.
d) Maximize recycling and recovery through authorized, environmentally responsible vendors.
e) Reduce landfill disposal through diversion programs and continuous improvement.
f) Eliminate littering and prevent waste leakage to the environment.

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g) Track waste quantities and disposal routes with documented evidence.

h) Integrate waste considerations into procurement and packaging decisions.

i) Engage employees, contractors and suppliers to support waste reduction and circular practices.

4. Governance and Responsibilities

- Site Head/ Department Head: Ensures implementation, resources and compliance.
- Department Head: Maintains waste register, defines segregation norms, conducts inspections, trains stakeholders, and ensures vendor compliance.
- Admin/Facility: Supports housekeeping, collection logistics and signage.
- Procurement: Ensures contracts with authorized waste vendors; includes waste-related clauses in supplier/contractor contracts.
- Employees/Contract Workers: Follow segregation rules and report issues.
- Authorized Vendors: Comply with legal requirements and provide manifests/receipts as applicable.

5. Minimum Operational Requirements

5.1 Waste Identification and Register: Maintain a site-wise waste register identifying waste streams, sources, storage locations, and disposal routes.

5.2 Segregation at Source: Segregate waste into categories (e.g., recyclables, organics, inert) and prevent cross-contamination.

5.3 Storage and Housekeeping: Store waste in designated areas with spill/leak prevention, pest control, and fire safety measures.

5.4 Internal Movement: Use suitable containers; avoid open transport where spillage is possible.

5.5 Recycling/Recovery: Prioritize recyclers/handlers with valid authorizations; maintain documentation for each pickup.

5.6 Landfill Diversion: Implement reuse/recycling programs; explore co-processing/recovery routes where suitable and legal.

5.7 Packaging Waste: Promote returnable/reusable packaging and reduce single-use packaging where feasible.

5.8 MS Scrap, Miscellaneous Scrap: Route through authorized channels; maintain handover documents.

5.9 Vendor Due Diligence: Conduct risk-based checks on waste vendors (authorization, compliance history, capacity, declaration).

5.10 Emergency Preparedness: Maintain response procedures for waste-related incidents (fire/injury).

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6. Targets, Monitoring and Reporting

SSWL shall set site-wise and/or company-wide targets such as:

- Reduction in total waste generation (absolute or intensity).
- Increase in recycling rate.
- Landfill diversion percentage.

Waste data shall be tracked monthly and reviewed at least quarterly. Performance and initiatives will be reported through appropriate internal and external channels (including EcoVadis evidence submissions).

7. Training and Awareness

Segregation instructions and signage shall be provided at waste collection points. Training and periodic refreshers will be conducted for employees, contract workers and housekeeping staff.

8. Non-Compliance and Corrective Action

Non-compliance (e.g., mixing waste streams, illegal disposal, and missing documentation) shall be investigated and corrected. Repeated violations may lead to disciplinary action or vendor de-empanelment.

9. Review

This Policy will be reviewed once in two years and updated as needed.

Annexures

Annexure A: Waste Stream Register Template

Site	Waste Stream	Source/Process	Category	Storage Location	Vendor	Disposal Route	Frequency	Records

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Annexure B: Scrap Vendor/Recycler Due Diligence Checklist Template

Vendor Name	Declaration/Authorization	Audit Done (Y/N)	Evidence Type	Approved By	Review Date

Prepared By:	Approved By:
HOD - EHS & ESG	Dy. Managing Director

STEEL STRIPS WHEELS LTD. ★ Chandigarh ★

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