



Waste Management Report 2018

Moving together towards a better tomorrow



Kayentis

Dedicated to eCOA & Patient Engagement



Kayentis is committed to responsible waste management

— At Kayentis, we recognize that we all play a part in ensuring each other's well-being and reducing our negative impact on the environment.

We are highly committed to developing our company's Corporate Social Responsibility policy, targeting three main areas of development:

- 1 REDUCING OUR NEGATIVE ENVIRONMENTAL IMPACT,
- 2 PROVIDING THE BEST SUPPORT POSSIBLE FOR EMPLOYEE HEALTH AND WELL-BEING,
- 3 GIVING BACK TO OUR COMMUNITY.



— After the promotion of environmentally friendly transport (e.g. public transport, car-sharing, bicycles), waste management is a key factor in our Corporate Social Responsibility policy - [2018 Sustainable Mobility Report](#)



Kayentis is an IT service provider.

— The waste management needs that result from our activity are mainly the following:

- Paper documentation and end-of-life electronic equipment provided to our clients.
- Paper documentation and end-of-life electronic equipment used by our employees.
- Domestic and day-to-day materials used by our sites, mainly at our headquarters in Meylan, France.

— The type of waste that we generate doesn't require any specific handling and so our waste management approach is based on the following two principles:

- To reduce upstream waste.
- To recycle waste.

Development of responsible waste management solutions at Kayentis

— To achieve our objectives, we have implemented both small and large actions including aspects for both the employees and for the company as a whole.

Most importantly, we aim to work towards a coherent overall approach and a general improvement in our waste management. But we also aim to develop a collective awareness so that our employees do not forget their own environmental principles when they arrive at the office.

— So we have organised our waste management processes around two main objectives:



Objective 1

To improve the waste management linked to the day-to-day life in the company



Objective 2

To improve the management of waste linked to company activities



Objective 1

To improve the waste management linked to the day-to-day life in the company

Objective 1.a

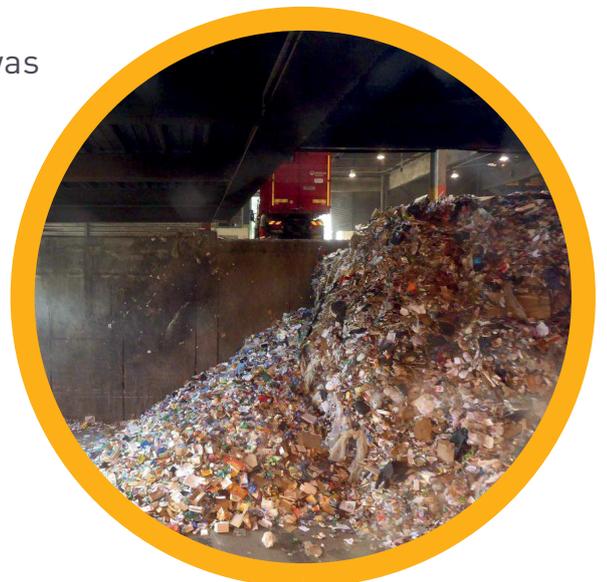
Make employees aware of the importance of recycling



— ACTION 1

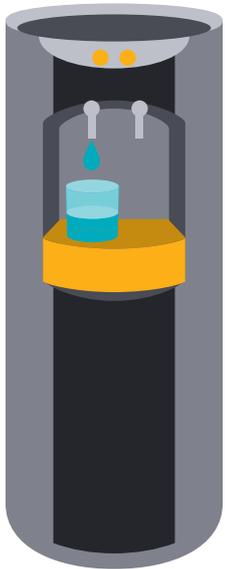
Visit to the Athanor recycling centre

- To make employees more aware of waste management and help them understand our approach, it is useful for them to see the waste management process *in situ* and follow what happens to our waste after the bins are emptied.
- A visit to the Athanor recycling centre was therefore offered to all employees and taken up by two-thirds.



Objective 1.b

Reduce the production of domestic waste throughout the company



— ACTION 2 Elimination of plastic cups and provision of re-usable crockery

- We have acquired a large amount of extra crockery (glasses, bottles, cups).
- Water fountains and coffee/tea machines should be used with a suitable container.

— ACTION 3 Installation of machines for coffee beans and use of loose tea leaves

- The coffee machines use high-quality coffee beans, delivered in catering size packs. The coffee grounds are collected by the company that maintains the machines.
- Recently, we have set up a supply of loose tea leaves to avoid the large amount of disposable tea-bag sachets. Through this approach, 50,000 coffee capsules and tea-bags were saved last year, with total commitment from our employees.





— ACTION 4 Selection of an environmentally friendly supplier of pre-packed meals “*Au Bon Sens des Mets*”

- We often order pre-packed meals for internal lunch meetings or for visitors. Unfortunately, the usual suppliers often deliver these in excessive packaging.

- We found a supplier that limits the packaging as much as possible, and, when necessary, uses recyclable or compostable packaging.
- We don't order any disposable crockery with these meals since we have our own non-disposable, re-usable supply.

Additionally, we have chosen a local supplier for these pre-packed meals, with the meals being made locally and delivered mainly by bicycle.

— ACTION 5 Availability of re-usable Tote Bags for lunches bought outside the office

- Many staff buy take-away lunches from outside the office which they bring back in a bag from the shop that ends up in the bin a few minutes later.
- To address this and to avoid unnecessary waste, Kayentis has made its own fabric bags ('Tote bag') with the company logo that we make available to all employees.



Objective 1.c

To facilitate the recycling of domestic waste throughout the company

— ACTION 6

The installation of bins with specific recycling options in the cafeteria and at selected areas throughout our office space

Nine different types of recycling option are currently in use at Kayentis:

- Domestic waste (boxes, cartons, plastic bottles, cans, etc)
- Coffee grounds
- Fruit and vegetable peelings and other compostable waste
- Other domestic waste
- Glass
- Broken crockery
- Batteries
- Paper and cardboard, including shredding facilities for confidential documents
- End-of-life electrical and electronic equipment (according to the European Directive on Waste Electrical and Electronic Equipment [WEEE])

To promote a high level of participation by employees we have installed information boards to provide a reminder of the various recycling options and to ensure that the relevant information is continually communicated.





— ACTION 7 Installation of a compost bin

- A compost bin is being installed. This is mainly for fruit and vegetable peelings, as well as compostable packaging.

— ACTION 8 Lobbying for setting up recycling throughout the technology park in which Kayentis is based (Innovallée)

Following our office move the location for our waste collection was changed. Surprisingly, this new waste collection location did not have any sorting in place for recycling.

We contacted the highest level of decision-making in the local area to suggest the implementation of a system for sorting the waste collected throughout the technology park. To help to convince the decision-maker, we conducted a study designed to show the importance of putting in place waste management rules for the whole area, including:

- A request from both the local public as well as our employees.
- The role of Kayentis, who, as a member of the society should, like everyone else, sort and recycle its waste.
- The number of businesses and employees concerned.

Our approach worked and recently bins for voluntary recycling have appeared in addition to those for paper and cardboard as well as for domestic waste.



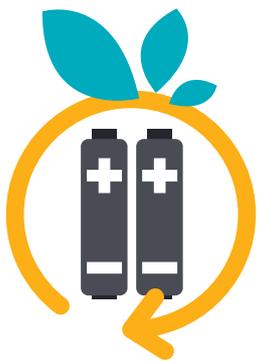


Objective 2

To improve the management of waste linked to company activities

Objective 2.a

Reduce the production of waste linked to company activity



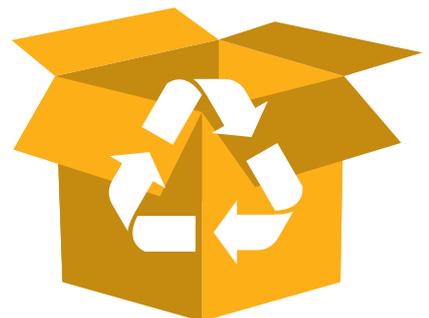
— ACTION 9 Reminder to use rechargeable batteries for electronic equipment

- Many keyboards and mice use batteries (representing approximately 200 batteries per year). The move towards using rechargeable batteries was important since non-rechargeable batteries can be very polluting.

Today, we use rechargeable batteries almost exclusively, even though they require a bit more effort to think about recharging them. At the end of their life, we manage their disposal using a subcontractor according to the WEEE directive.

— ACTION 10 Management of packaging of eDevices during their shipment

- As part of our activity we ship eDevices (several thousand eDevices last year).
- As much as possible, we re-use the cartons and packaging material and use paper and cardboard wherever possible.



Objective 2.b

Recycle waste linked to company activity



— ACTION 11

Implementation of a WEEE-compliant process for waste collection and recycling

- Kayentis buys laptop computers, screens, and accessories for its employees. A little over 2 years ago, Kayentis made the decision to invest in long-lasting equipment to ensure a longer life-span.
- Additionally, we have equipment for the network and some servers and electronic data storage facilities that require recycling.

When these items of hardware are no longer usable, we provide them to a company PAPREC that specialises in WEEE-compliant recycling and either reintroduces them to the market, recovers usable components, or recycles selected materials from them. Certification of the destruction of data is provided as part of the service.

— ACTION 12

Give a second life to our eDevices

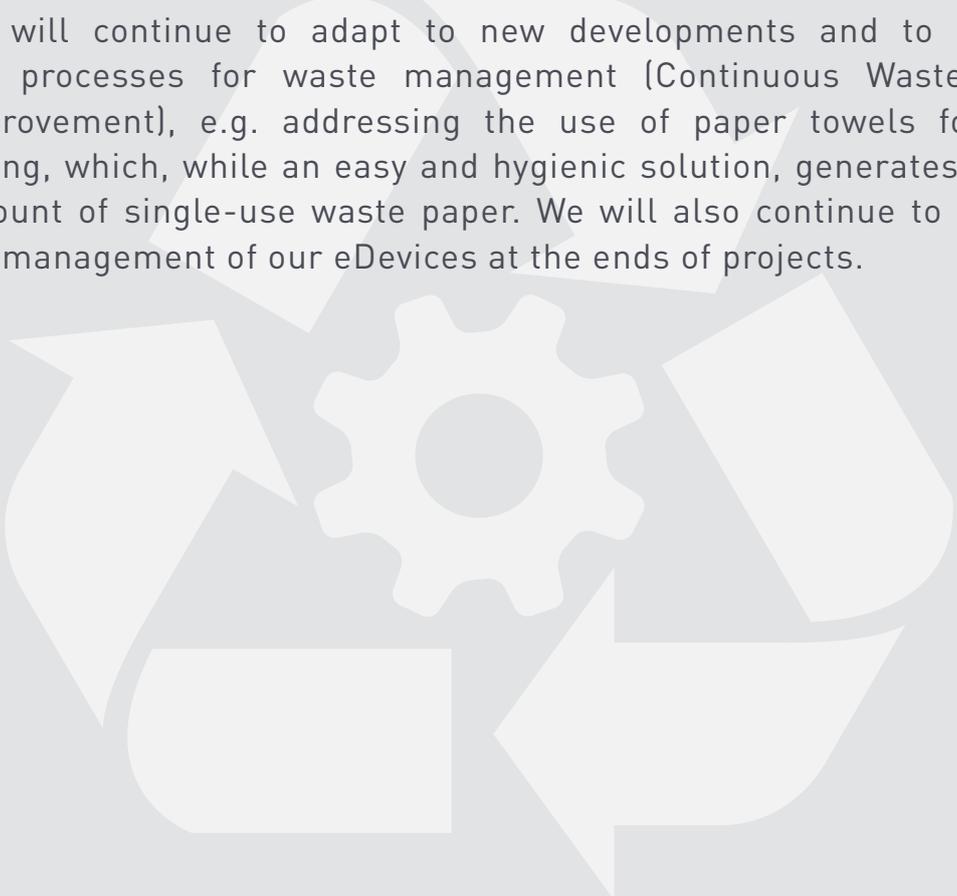
- Kayentis provides electronic equipment such as tablets and phablets to its clients. Currently, all these eDevices are provided to the client new for each new project.
- We have put in place a process for recuperating these eDevices at the end of the project, when we reset and clean them, and add them to a stock used for support purposes.
- When these can no longer be used, we work with a subcontractor to either reintroduce them to the market as second-hand devices or recycle them according to the WEEE directive. Several hundred end-of-life tablets were recycled last year, thanks to our subcontractor (ESAT, a center providing care through employment for disabled or underprivileged workers).



Conclusion

Today, the reduction and management of waste is well implemented and adopted by our employees. Although the foundations are strong, we shouldn't take this for granted.

- We are strongly committed to reminding employees about the waste saving policy and guidelines, encouraging them, and improving their commitment.
- We are focused in making new employees aware of the Waste Policy. For example, we will continue to offer the visit to the Athanor recycling centre regularly to allow new employees to fully understand our approach to reducing and recycling our waste.
- We will continue to adapt to new developments and to improve our processes for waste management (Continuous Waste Policy Improvement), e.g. addressing the use of paper towels for hand drying, which, while an easy and hygienic solution, generates a large amount of single-use waste paper. We will also continue to improve the management of our eDevices at the ends of projects.



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