



Nova Networks is committed to the protection of the environment through our own internal practices and the services we provide to clients

**Throughout Nova's workspace, including our Service Repair Centre, we ask our employees to follow these practices:**

1. 100% recycled and bio-degradable materials are used for packaging in our shipping department.
2. The use of paper is minimized through electronic documentation.
3. Paper in the office areas is recycled through the use of "Blue bins".
4. Plastics and metals are recycled through city programs or we call specific parts recycling companies.
5. All printer cartridges and other reusable items are collected and recycled.
6. Parts that can be reused internally are stripped from computers or other hardware. Employees are to never sell recycled parts to customers unless the customer is fully informed that it is a refurbished part and only if the customer requests recycled parts.
7. All batteries and other environmentally dangerous parts are again collected and sent to a disposal company.
8. For older but usable equipment such as warranty-expired computers, we will either resell them or donate them to charitable organizations.

**In addition, we provide the following inexpensive or free services to our clients:**

1. Disposal of assets such as printers, monitors, computers, and other hardware through recycling, donating to charities or proper disposal.
2. Repair assessment and parts replacement under warranty or not (We are authorized by all major manufacturers as a repair centre) emphasizing the best environmental approach to repair and replacement.
3. Data "scrubbing" in which data is erased either on site or through an approved service provider to assure there is no residual data on a hard drive prior to disposal.
4. Advice on disposal and referrals to recycling organizations.  
For clients that receive managed services in which we are their IT Department, we follow and promote the use of
5. the same practices within those organizations.