



Environmental Program



Cascade operates an e-Stewards and ISO 14001 Certified Environmental Management System that engages the company and its stakeholders in reducing our negative environmental impacts and promoting environmental sustainability. We do this by optimizing the resource potential of electronic assets from the time they are retired by our customers until they reach their next best use and by committing to continual improvement, prevention of pollution and compliance with applicable environmental regulatory requirements.

You Can Help:

During your visit, help Cascade achieve its environmental goals by:

- Minimizing your resource use;
- Conserving energy;
- Recycling bottles, cans, newspapers and more;
- Ensuring all hazards and spills are reported and cleaned up properly; and
- Staying safe.

Signs for recycling, emergency procedures, and required protective equipment are posted in designated areas of the building.

Contractors working at Cascade:

If you are a contractor providing services to Cascade at our facility (equipment maintenance, lawn service, truck drivers, etc.) we require that you alert us of any chemicals or materials you bring into our facility or remove from our facility so that we may ensure conformance with our Environmental Management System. A Cascade employee will be assigned to be responsible for any contractor working on site. Contractors are required to follow all Cascade policies and procedures while working at our facility.



Security Program



Since Cascade collects and processes computer equipment that may contain sensitive and confidential personal and corporate data, security is paramount at the company. During your visit, please respect these security requirements and report any suspected or actual breaches of security to your Cascade escort.

Security Rules:

- **All visitors must sign in**—there are two visitor entrances at Cascade, one in the front lobby and one by the dock doors for deliveries. Any person meeting with a Cascade employee or entering the Cascade facility beyond a secure entrance must sign in. Visitors may be asked to verify their identity before being allowed access to a secure area.
- **Each visitor entering our secure areas must wear a badge** from Cascade. Employees are asked to look for badges for all people in Cascade and to escort out anyone without an appropriate badge.
- **Visitors must be escorted** by a Cascade staff member or be under the supervision of a Cascade staff member during their visit.
- **No personal computer or electronic products may be taken onto the production floor**, unless they are designated for processing by Cascade and title has transferred to Cascade and assigned a Cascade Job ID.
- Visitors acknowledge that the information they learn during their visit must be kept **confidential** (see sidebar on confidentiality).
- **You may not take pictures at Cascade, without authorization from management.** We can provide photos of many parts of the operation upon request.
- **Each visitor must read this document and acknowledge** their understanding of Cascade’s security rules.

Stay Safe:

You will be instructed to **wear personal protective equipment** (e.g., safety glasses) when visiting certain areas of the building. These are required for your protection. If you must operate special equipment or perform maintenance work at Cascade, you must check in with the designated Cascade representative to be trained on policies and procedures that may relate to your activities (e.g., “lock-out, tag-out”, “spill clean-up”, “handling hazardous wastes”).

In the event of a Fire: follow evacuation routes and maps posted throughout the building and meet outside away from the building with other Cascade staff.

In the event of Severe Weather: follow the instructions of your Cascade escort and meet in the shelter area inside the building.

Confidentiality:

Our customers, and Cascade itself, value confidentiality. It is possible you may come into contact with confidential information during your visit. “Confidential Information” is any information learned during your visit that is not published or part of the public domain and was in Cascade’s possession (inside this facility or as a part of Cascade’s knowledge base) prior to your visit. Confidential information includes the names of Cascade customers, technologies and programs used by Cascade, any data stored on Cascade owned equipment or inventory. **Visitors may not share any confidential information with any other person**, even from their own company, unless written permission is first obtained from the CEO of Cascade.