

Why do Siemens employees have to return their old laptops?

Maybe you are not aware of this, but outdated laptops, no longer required by Siemens Canada, must be wiped clean of all data, and properly disposed. Cleaned laptops are either: reused, recycled or refurbished. Many of Siemens' outdated laptops are refurbished by volunteers, before being donated to charitable organizations, for use by the underprivileged.



It's a process that has been going on for more than a year. If old laptops are hoarded in closets, or on shelves, throughout the organization for months, or in some cases, years, then the charitable organizations that stand to benefit from them, are denied the opportunity.

But more importantly, there is a policy in place – the PC Procurement and PC Lifecycle Process – which requires that managers request the old PC from employees:

- when they leave the organization, or
- get a new upgraded PC

The manager is responsible

to ensure that the old PCs are properly returned, with a completed return form(s) as specified in section 8.8 of Policy 30P01057.

Currently, many laptops are not being returned in a timely manner. Often, when an employee leaves the company, or when a user orders a new laptop, the old one is not returned for some time. Businesses and departments are frequently keeping these old laptops in their cabinets, with data still stored in the PCs.

It's very important to return PCs in a timely manner, to ensure compliance with data retention regulations (V Circular No. 11/2010) and information security. Before a computer can be passed on to another individual or to a vendor, all

data on the hard disk drive has to be removed, and the hard disk drive must be securely erased. There is also no support provided for out-of-warranty devices.

Among the other benefits to Siemens of returning PCs without delay is that they can be part of a loaner pool (if the PCs are within warranty and still in a useful state) for temporary or urgent PC requests.

Donated laptops provide Siemens with a tax receipt, and promote Siemens' corporate image, both as a socially and environmentally responsible member of the community.

Laptop donation workshops are held several times a year, in which a growing number of volunteers prepare the used laptops for distribution to charities, through Rotary International.

The next laptop refurbishing workshop will be held on November 24, 2012 so it is essential for old laptops to be properly returned, as soon as possible.

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