



Bulk Packaging Policy for PC Systems

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01	October 29 th , 2020	First issue	Ali K.	Roch B.	Roch B.

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1. ABOUT THIS POLICY

The purpose of this procedure is to describe the bulk packaging policy for PC Systems by presenting the various processes and instructions. The WEEE Directive aims to reduce the waste arising from electrical and electronic equipment and improve the environmental performance of all those involved in the life cycle of electrical and electronic equipment.

2. SCOPE

This procedure is to help customers make a better decision as to what means of packaging they would prefer for the PC systems they are purchasing. Ciara Technologies offers both individual packaging and bulk packaging methods for all PC systems purchased from Ciara. The customer will be informed of this program at the time of the contract review.

3. DEFINITIONS

- 3.1 Throughout this document, Ciara shall be identified as the Company.
- 3.2 Ciara as a company caters only to businesses.
- 3.3 Packaging: A process by which the systems are prepared for shipment to the customer by inserting the systems in individual packaging or bulk packaging.
- 3.4 Acronyms:

4. RESPONSIBILITIES

The Sales department is responsible for updating this procedure.

5. PROGRAM CONDITIONS:

All PC systems offered by Ciara are eligible to either individual packaging or bulk packaging. At time of review of contract, the customer will be advised that he can select bulk packaging as the primary means of packaging if the required quantity is forty-eight (48) systems or more. The bulk packaging box contains forty-eight (48) systems. If the quantity required is less than forty-eight (48) systems, individual packaging will apply. If the quantity exceeds forty-eight (48) systems, then the primary means of packaging offered will be bulk packaging. There is no difference in cost between individual and bulk packaging. The customer will always have the last word in deciding which means of transport he wants to select.

Ciara's packaging is made of 100% recycled content and is 100% recyclable. Ciara will retake upon request any packaging material whether it is individual or bulk packaging.

For further information on this program, please communicate with the customer service by clicking on <https://ciaratech.com/contact/>

- 5.1 Program Description: The PC Systems Packaging Policy applies all over the world.
- 5.2 Program scope: applicable to all clients including Government, Education and Institutional purchasers.
- 5.3 Program charge: Free of charge.
- 5.4 Ciara provides free retake of packaging materials upon request.
- 5.5 Eligible Purchase Volume: No restriction other than a minimum of forty-eight (48) systems required for bulk packaging.
- 5.6 Shipping fees: included in pricing of the PC systems.

Appendix I



October 29th, 2020


Green Electronics Council
PO Box 12149
Portland, OR 97212-0149
USA

Attention: To whom this may concern

Object : Ciara Bulk packaging policy

Ciara hereby officially confirms that it offers bulk packaging as a primary means of packaging to all customers who want to order a minimum quantity of forty-eight (48) systems or more. Ciara is the manufacturer of the systems. Ciara is responsible for packaging the systems per the method of packaging chosen by the customer at time of review of contract. If the customer has chosen bulk packaging, the systems will be inserted in the bulk package box one by one as soon as they are ready to ship. If the customer has chosen individual packaging, the systems will be packed one by one in individual boxes. There is no difference in cost between bulk packaging and individual packaging. The customer has the last say as to what means of packaging he is willing to use. Ciara is responsible also for shipping the systems to their final destination.

Regards,

A handwritten signature in black ink that reads 'Roch Brunet'.

Roch Brunet
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