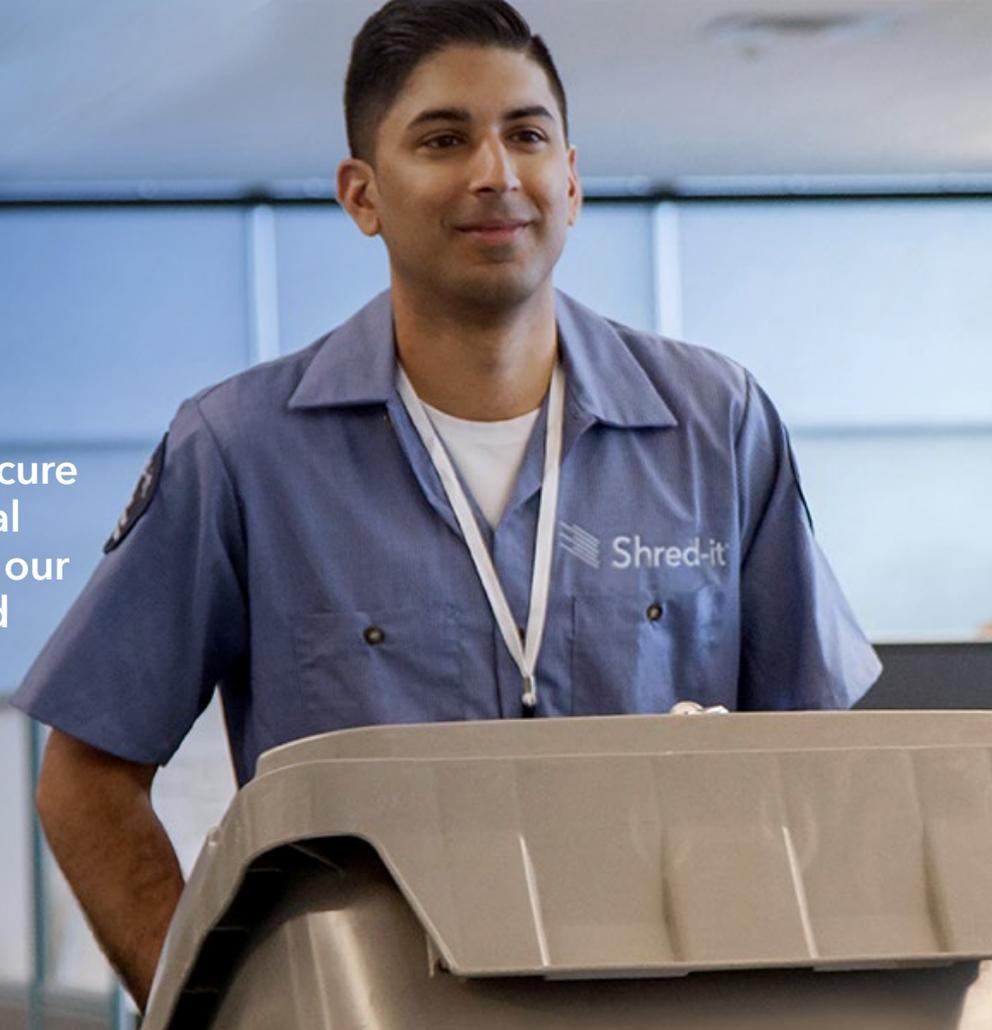


About Shred-it

Our core activity is the secure destruction of confidential information; therefore all our customers can be assured that our focus is on this activity at all times.



We specialise in providing a tailored destruction service that allows businesses to comply with legislation and ensures that the client, employee and confidential business information is kept secure at all times. Through our strict chain-of-custody processes, hand held technology and reliable on-time, on-site and off-site shredding service and a global network of local service centres, we can provide our secure destruction services for paper, media materials such as DVD's, CD's, tapes, uniforms and hard drives on a regular and ad-hoc basis.

Shred-it was founded in 1988 in Toronto, Canada. Since 1988 Shred-it has grown to become a world-leading information security company providing information destruction services to ensure the security and integrity of our clients' private information. The company now operates in 140 markets throughout 18 countries worldwide, servicing more than 400,000 global, national and local businesses.

In Ireland and the UK, Shred-it has been operating since 2000, in that time our operation has grown to 19 strategically placed service centres including 6 dedicated off-site shred centres with over 120 on-site shredding trucks and 140 off-site vehicles providing support and service to many organisations requiring the most secure document handling processes anywhere in Ireland.

In 2014, Shred-it merged with Cintas Document Shredding and acquired Iron Mountain's International Secure Shredding businesses in Ireland, the UK and Australia which created a new company that remained under the Shred-it name, employing more than 5,000 associates, and operating a fleet of over 2,000 trucks.

In 2015, Shred-it was acquired by Stericycle and is now a wholly owned subsidiary. Operating for over 25 years, Shred-it continues to focus on delivering solutions to meet the ongoing needs of a diverse customer base, while helping them comply with stringent privacy laws.

We protect what matters.

Shred-it® is a Stericycle solution.

 **Shred-it®**

On-Site Shredding & Recycling in 6 easy steps

Shred-it provide a secure on-site shredding service either 4mm or 16mm cutting width, which complies with BS EN15713 Information Destruction Standard and Data Protection guidelines. Our on-site service would be provided by our security vetted Customer Service Representative who will arrive at your location on the designated, pre-agreed scheduled date in one of our specially adapted logo marked shredding vehicles, wearing the distinctive Shred-it uniform and carrying photo identification.



STEP 1: Confidential documents are placed into the secure locked consoles by your staff for safe keeping. Staff can put paper clips, staples and metal binders in our consoles as these will be shredded by our powerful cross cut shredders.



STEP 2: As per your schedule, our document destruction truck arrives at your location on a pre-agreed schedule to ensure confidential information is not stored longer than necessary.



STEP 3: Shred-it's Customer Service Representative will identify themselves to your designated contact. Console/bags are scanned using our hand held device and documents are removed from the locked consoles and transported securely to the on-site document destruction truck. The hand held device will direct our Customer Service Representative to all units causing no disruption to your staff.



STEP 4: When collection of materials is complete, our Customer Service Representative will obtain a signature using the hand held device. At this point a Service Certificate is printed and given to the site contact displaying the number of units being destroyed.



STEP 5: The Customer Service Representative will then return to the vehicle where the material is loaded into the shredding compartment behind a locked security screen (ensuring no material escapes and allowing you to witness the destruction). The material is then placed into the hopper to be destroyed. Shred-it will then depart the location.



STEP 6: At the end of the day the unrecognizable shredded material is taken to our secure CCTV monitored service centre where it is bailed and transported to a paper mill to be recycled into household products such as tissues and toilet rolls.

For peace of mind, contact Shred-it® today
1800 747 333 | shredit.ie



Off-Site Shredding & Recycling

Shred-it can provide a secure off-site shredding and recycling service from our secure shred centres located across the UK in line with BS EN15713:2009 information destruction standards. Our off-site service is carried out to Shred Level 3, 16mm (cutting width) and would be provided by our security vetted Customer Service Representative who will arrive at your location on the designated, pre-agreed scheduled date in one of our logo marked collection vehicles, wearing the distinctive Shred-it uniform and carrying photo identification.



- Our process begins with confidential documents being placed into the secure locked consoles by your staff for safe keeping. Staff can put paper clips, staples and metal binders in our consoles as these will be shredded by our powerful shredders.
 - As per your schedule, our collection vehicle will arrive at your location on a pre-agreed schedule to ensure confidential information is not stored longer than necessary (in accordance with Data Protection guidelines).
 - Shred-it's Customer Service Representative will identify themselves to your designated contact prior to emptying consoles and or collecting sacks, ensuring the barcode of the unit is scanned using our hand held device to initiate the chain of custody for your information. The hand held device will direct our Customer Service Representative to all units causing no disruption to your staff.
 - Our Customer Service Representative will then obtain a signature using the hand held device and a Service Certificate is printed and given to the site contact displaying the number of units being destroyed.
 - All materials will then be transported to our secure collection vehicle.
 - Once unlocked, our Customer Service Representative will move the material into our vehicle, making sure they scan a consolidated barcode for the collection at this point. Once this is done, our Customer Service Representative ensures the truck is locked and no access can be gained.
 - When the Shred-it Customer Service Representative has completed his collections the vehicle is returned to the Shred-it 24 hour alarmed centre. Here the Customer Service Representative reverses the vehicle into the CCTV monitored warehouse and closes the shutter doors.
 - The barcode is scanned again
- at this point and the materials are placed ready for destruction.
- All confidential materials taken off-site will be shredded with 24 hours of arrival at the shred centre.
 - All the unrecognizable shredded material is then baled within our warehouse and transported to our pre-approved paper mill where the material is recycled into household products such as tissues and toilet rolls. A Certificate of Destruction/ Invoice is then sent to you.

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Shred-it Secure Service - Shred Centres

All Shred-it service centres adopt measures in order to ensure that all confidential materials taken for off-site destruction are secure. When our off-site service is utilised any confidential materials are shredded within 24 hours of arriving at the shred centre, during this time they are kept in a highly secure centre. This includes a maintained intruder alarm covering all shredding and storage areas and is connected to an alarm receiving centre. All service centres have CCTV recording facilities to record all unloading, storage and shredding areas and retain footage for 90 days.

All external doors are secured with high security locks and have restricted entry to non-vetted visitors. All doors are controlled by key fob activation systems only allowing entry to verified personnel.

All visitors sign in and out and sign a confidentiality agreement stating they will abide by our procedures. All visitors then receive an orientation to ensure they are aware of emergency procedures and site rules and are escorted at all times. Some areas of our operations are restricted and cannot be viewed by visitors.

Shred-it Vehicles

All of Shred-it's on-site shredding vehicles carry on-board industrial proprietary multi-edge cross-cut shredders which shred your materials into fragments which are then mixed together in the rear of the vehicle, ensuring all confidential material is totally illegible and impossible to recreate into its original form. Each on-site vehicle can carry approximately 4 tonnes of shredded paper.

All Customer Service Representatives carry out security checks on their vehicles before leaving the service centre and on their return daily; this is to ensure the vehicle is in full operational order, fit for purpose and of the required quality and security standard.

Shred-it vehicles have padlocks across the doors for added security, a maintenance schedule which is completed every 12 weeks along and an annual service plan and GPS Tracking which provides an additional layer of security by allowing us to know where your confidential materials are at all points of the process.



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Shred-it Secure Units - Consoles

Shred-it have two different sized lockable units which can be supplied to store confidential materials in prior to destruction.

Shred-it's Standard & Junior consoles comprise of the following features:

- **Security Feed Slot** (similar to a letterbox) measuring 3.5cm x 43cm which are capable of accepting large documents of up to 250 pages of paper at once, at the same time ensuring that papers cannot be retrieved by a human hand once deposited.
- **Key Operated Deadbolt Lock** which only an authorized individual with a key can operate to access the contents of the consoles.
- **Durable Laminate Finish** designed as off-grade furniture to blend into all environments and sturdy enough to take the weight of office equipment, if required.
- **On-site shredding** the consoles will have Internal Nylon Security Bag to contain papers deposited—this bag is then used to transport the material to the shredding truck or collection vehicle, the console itself remains in situ, maximizing the security of material and minimizing the disruption to your staff.
- **Off-site shredding** the consoles will have a plastic insert to contain papers deposited in the consoles. The paper will then be transferred to a locked wheeled container and transported to the truck. The console itself will remain in-situ, minimising disruption to your staff.



Shred-it keeps your sensitive documents secure.

For service, please contact us at:
1800 747 333
Visit us at shredit.ie

DO place in container:

- Client files and contact lists
- Financial reports
- Private correspondence
- Employee records
- Strategic business documents
- Staples and paper clips are ok

DO NOT place in container:

- Batteries
- Food waste
- Hanging folders
- Large metal objects

Shred-it

Container is the property of Shred-it. Shred-it is a ServiceMarked. © 2018 Shred-it International. All rights reserved.

Our junior consoles are designed to fit conveniently under a desk for convenience. The dimensions of our Standard and Junior consoles are:

Standard: 51cm (w) x 50cm (d) x 91cm (h)
and holds approximately 50 kgs/135 litres

Junior: 51cm (w) x 50cm (d) x 66cm (h)
and holds approximately 35kgs/97 litres

For the convenience of your staff, stickers are placed on all consoles clearly displaying what can and cannot be placed inside, and a number to call our Client Care Associates, should you require support.

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Shred-it Secure Units - Reinforced White Sacks

Robust white paper sacks can be provided which are ideal for bulk collections and will hold approximately 15 kgs of paper. The white sacks can be sealed by peeling back the sticky strip and folding over the front of the sack.

All sacks will be labelled with what can and cannot be shredded, the Shred-it logo, a barcode for tracking the materials along with the label 'Confidential Materials Destruction' and Shred-it's telephone number.

Risk Assessments

A full risk assessment of our services has been carried out for the delivery of our goods and services on all our shredders, manual handling and the operation of our vehicles.

Shred-it ensures our health and safety measures are effective to prevent a risk or injury to ill-health, this covers all groups of people who might be harmed. Shred-it understands how their business could potentially cause harm to people and ensures that appropriate and sensible control measures are put into place.

Duty of Care

As part of our duty of care to you, Shred-it will provide a Certificate of Destruction after each service has taken place to confirm that you have fulfilled your duty of care in disposing of your confidential materials by applying the waste hierarchy as required by Section 21A of the Waste Management Act 1996 - 2018.

The Certificate displays the following information:

- The number of containers or equipment serviced.
- Any extra materials collected.
- The date and time of service.
- Customers contact name and signature.
- Our Customer Service Representative's name and signature.
- Shred-it's shred centre who has serviced you.
- Customer address.



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Shred-it Training

Shred-it provide all staff with appropriate training in order to conduct their duties in a safe and secure manner.

Each job within Shred-it has been assessed for specific training requirements to ensure a high level of competency is achieved throughout the work force. Personal development plans are used to identify individual training requirements, where training is required, Shred-it will arrange and assess competence of the individual prior to allowing them to conduct critical operations.

Upon commencement of employment, all employees are required to read, sign and abide by our Confidentiality Agreement, ensuring all employees are aware of their obligations and duties.

All operational staff, including our Customer Service Representatives who drive and conduct all frontline shredding operations, undergo a formal 2 week induction process. This includes training in security, health and safety and Data Protection legislation.

Subsequent to induction all Shred-it Customer Service Representatives sign off documents to confirm they have received training in vehicle incidents, personal accident procedures, manual handling/safe lifting and safe shredder operation with all elements of the health and safety operations being evaluated by a supervisor.

All driving staff are CPC accredited (or are working towards this) and have been trained in-house to drive in a safe and fuel efficient manner. This is monitored electronically through our Masternaut system which displays if there are any issues immediately with the driving style deployed.

Specific training is provided on how to use our hand held device to ensure all staff know how to scan each item ensuring a full audit trail is provided. This is completed along training on how to conduct other duties including only putting the appropriate amount of sacks on to the trolley when taking the sacks to the collection vehicle.

Training is provided on hazards and risks of tasks undertaken, measures in place to deal with these and how to follow all emergency procedures. This training has been modified based on feedback to ensure all training is relevant. All Customer Service Representatives receive a checklist to help ensure these policies are understood along with updates via weekly meetings, newsletters and emails. Customer Service Representatives are subject to random security audits to ensure all policies and procedures are being adhered to.



For peace of mind, contact Shred-it® today
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 Shred-it®

Shred-it Accreditations & Memberships

Shred-it are always striving to improve our services, and to this end we have the following accreditations and memberships to industry associations in order to keep up to date with current legislation and best practice.

ISO 9001:2008

This quality management system certification enables Shred-it to demonstrate our commitment to service quality and customer satisfaction. Customers can be assured that we are continually improving our quality management systems and integrating the realities of a changing world.

ISO 14001:2004

This environmental management system certification demonstrates Shred-it's commitment to the environment. The standard provides guidelines on how we can manage the environmental aspects of our business activities more effectively, whilst taking into consideration pollution prevention, environmental protection and socio-economic needs.

BS EN 15713

This Code of Practice outlines the key requirements of a professional information destruction company and the importance of security. Shred-it is assessed against these requirements as part of our ISO9001 external audit and it is listed on our ISO 9001 certificate.

Data Protection Commission

Registered Registration Number: 16987/A.

Shred It is registered with the Data Protection Commissioner under Section 16 of the Data Protection Acts 1988 and 2003.

Waste Collection Permit

Reference: NWCPO-09-01178-03
Expiry: 20/11/2022



All certificates can be downloaded from our website:

www.shredit.ie/en-gb/about/certificates-and-policies

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