



## DOCUMENT DESTRUCTION POLICY

This policy covers all **printed material and compact disks** (CDs) which may have data or information related to Mahindra Susten Pvt. Ltd. (Susten), its subsidiaries, associates, vendors, customers and employees.

All employees shall ensure that all printed material and CDs when discarded as waste from Susten corporate and regional offices shall be shredded to ensure that there is no possibility of any potential misuse of data contained in such materials. This will also provide an opportunity to recycle the waste.

Every employee shall also ensure destruction of such confidential material when discarded as waste from their custody.



**Basant Jain**

**Chief Executive Officer**

Date: 13<sup>th</sup> Oct, 2015

