



IT Asset Disposal Standard

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REVISION HISTORY

This revision history lists all changes to this document, the date of each revision, and the reason for each revision.

<u>Rev.</u>	<u>Rev. Date</u>	<u>Revision Description</u>
1.0	11/01/2022	Initial Version
2.0	11/01/2025	RXO, Inc updates, annual review

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Security Standard – IT Asset Disposal

Executive Summary

Technology equipment often contains parts which cannot simply be thrown away. Proper disposal of equipment is both environmentally responsible and often required by law. In addition, hard drives, USB drives, CD-ROMs and other storage media contain various kinds of data generated or stored by RXO, some of which is considered sensitive. To protect our constituent's data, all storage mediums must be properly eradicated, when possible, before being disposed of. However, simply deleting or even formatting data is not considered sufficient. When deleting files or formatting a device, data is marked for deletion, but is still accessible until being overwritten by a new file. Specialized tools must be used to securely erase data prior to equipment disposal.

Purpose

The purpose of the RXO IT Asset Disposal Standard is to provide information security requirements for the disposal of technology equipment and components.

Scope

The requirements defined in this standard apply to all information technology assets that are no longer needed by RXO, Inc. including its subsidiaries, divisions and any other entities (collectively, "RXO") including, but not limited to, the following: Mainframes, servers, desktops, laptops, handheld computers (i.e. Windows Mobile, iOS or Android-based devices), smart phones, cell phones, hard drives, peripherals (i.e. keyboards, mice, speakers), printers, copiers, scanners, monitors, compact and floppy discs, portable storage devices (i.e. USB drives), backup tapes, network switches and routers, wireless access points, batteries, and printed materials.

Anyone who disposes of RXO assets are subject to the requirements defined in this standard.

Systems or processes that cannot comply with these standards require an exception from the Global Security Office.

Asset Return Requirements

- End user computing devices such as desktops, laptops, peripherals, and removable media that have reached the end of their useful life must be sent to the EUC Services Team for proper disposal. A dated receipt as evidence of the transfer should be provided.
- Information Technology assets may not be re-sold, donated/gifted, or otherwise provided to any other parties outside of the processes defined in this standard.
- Information Technology assets may not be disposed of via skips, dumps, landfills, etc. of secure information, must be considered when defining appropriate and acceptable use of cryptography.

- Locked electronic recycling bins will be placed in locations around RXO offices. These will be used to dispose of physical media such as hard drives, tapes, CDs, etc. The EUC Services Team will properly remove all data prior to final disposal or will ensure that media is destroyed properly.

Asset Disposal Requirements

- Information technology assets awaiting disposal must be stored securely.
- All stored information, including files and licensed software, on all storage mediums identified for return or disposal must be securely overwritten with zero filled blocks in accordance with current industry best practices. This data overwrite is not required if the storage medium is transferred to a certified third party for destruction.
- A physical indicator such as a sticker must be placed on the equipment case indicating the information overwrite has been performed. The indicator must include the date and the initials of the technician who performed the information overwrite.
- Technology equipment with non-functioning memory or storage technology will have the memory or storage device removed and it will be physically destroyed via qualified vendor.
- After disposal all assets must be removed from the Information Technology inventory system.
- All third parties contracted to perform asset disposal services on behalf of RXO must abide by this standard and the policies set forth in DOC-IT-IS-11 Physical and Environmental Security Policy section 11.2.7 Secure Disposal or Reuse of Equipment and must provide a certificate of destruction upon request.

Related Standards, Policies and Processes

- NIST SP 800-88, Guides for Media Sanitization

Certificate of Review

IT Asset Disposal Standard

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