

Sustainable Printing Policy template

Aim

We have committed to reducing our overall greenhouse gas emissions, of which printing and paper use forms a significant part. This Sustainable Printing Policy should be implemented to reduce paper use across our small business.

This Policy will;

1. Help cut carbon emissions and waste
2. Deliver considerable cost savings by eliminating the purchasing of paper, ink cartridges and printer hardware.

This Policy should be used together with our organisation's other best employee practice policies.

Scope

The Policy applies to employees and contractors, both full time and part time.

Paper

- We adhere to a paperless strategy and are committed to being a paperless business.
- We consistently measure, manage and reduce office and home working printing and paper consumption.
- Before purchasing paper, paper products or printing products, all departments and individual employees will consider the carbon footprint, including the energy used in producing and delivering the product and any non-energy related greenhouse gas emissions generated from its production, use, and disposal.
- Any paper purchased and used must meet environmental specifications, whether sourcing from sustainable managed forests, 100% recycled paper or paper containing an element of recycled fibre.
- All paper will be recycled once used – most paper can be recycled up to 7 times.
- Documents will be edited as thoroughly as possible on screen before printing to reduce the number of versions.
- Employees will ensure the use of optimal margin widths, double-sided printing, font size and paragraph spacing to reduce print volumes.
- If printing, where possible employees will print double sided, in black and white not colour.

Printers – Reduction of energy consumption

We are phasing out the procurement of printers and the renewal of existing hardware to reduce energy consumption and become a paperless organisation.

If it is necessary to purchase new printing hardware, we commit to sourcing environmentally rated products, recyclable ink cartridges and associated printing/paper products.

There is restricted access to the printer and/or user login restrictions will be introduced to manage individual use.

All documents will be sent and received electronically to reduce printing and boost internal efficiencies. Home printers will not be procured or provided to staff to utilise within the home.

If printing is absolutely necessary, employees must:

- Use inkjet printers which use up to 84% less power than laser printers.
- Use our centralised printer service.
- Employees will take advantage of other digital services that are available.

Cartridges

If there is a need to procure new printer ink cartridges we commit to sourcing and using low carbon, recyclable, fast decomposing, environmentally friendly ink and printer cartridges.

Reduce and recycle

- All employees commit to re-using and recycling all paper waste produced in the course of printing where possible (both in the office and when working from home).
- Once empty, any ink or toner cartridges will be returned for recycling using any applicable eco schemes or methods.

Other measures

- All employees are expected to make meaningful reductions to their individual paper use and by X period this information will be included into the calculation of our overall carbon footprint.
- As part of our organisation's carbon reporting requirements, employees will be required to report their expenditure on and any cost savings made from reduced printing.

Working with suppliers

- We commit to upstreaming our printing policies and practices to our suppliers.
- All employees must ensure that during the course of any of our transactions with suppliers and partners, we will encourage and influence others to adopt a low carbon printing and paperless policy.
- We commit to lead by example and where possible will demonstrate to our suppliers our green printing and paperless impact/outcomes.

Customers

- It is our commitment, over time, to engage with and communicate the impact of going paperless and other related carbon reduction measures to our customers and key stakeholders.

Responsibility and review

This Sustainable Printing Policy was adopted by the Board/SMT of X company on X date.

Implementation of this Policy is the direct responsibility of the board and senior management, and indirectly, all directors, employees and contractors working for the organisation.

This policy was last updated XX date and will be next reviewed on XX date.

NOTE: Working with Climate Action for Associations

HSBC UK is working with the team at Climate Action for Associations (CAFA) to provide small businesses with practical guidance, steps and checklists to support your low carbon journey. CAFA are dedicated to accelerating business and industry climate action. CAFA provide resources, tools, guidance and peer to peer learning to drive greater, and quicker, climate action across whole systems, industries and supply chains.