



CLIMATE ACTION FOR ASSOCIATIONS

POLICY TEMPLATE

Green Printing Policy





CAFA's Green Printing Policy should be implemented to reduce paper use across your membership organisation. Not only will the Policy help you cut carbon emissions and waste, but also deliver considerable cost savings by eliminating the purchasing of paper, ink cartridges and printer hardware.

This policy should be used together with your organisation's broader policies.

Scope

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

Incorporation into Employment Contract

The Policy is incorporated into the employee and contractor terms of engagement, and becomes automatically binding upon notification.

Paper

- Our organisation adheres to a paperless strategy where possible.
- We will consistently use our Carbon Calculator to record, manage and reduce office and home working printing and paper consumption.
- Before purchasing, we will consider the carbon footprint of paper, 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 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 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.





Reduce Energy Consumption

- If printing is absolutely necessary, employees will use inkjet printers which use up to 84% less power than laser printers.
- Our organisation will stop buying printers and phase out the renewal of existing hardware to reduce energy consumption and become a paperless organisation.
- All printing services will be centralised and restricted access to the printer and/or user logins will be introduced to manage individual use.
- Documents will be sent and received electronically and employees will take any advantage of other digital services that are available which not only reduces printing, but also makes the office more efficient.

Reduce and Recycle

- Our organisation and its employees will re-use and recycle all of the 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

- We will upstream our printing policies and practices on to our suppliers to ensure that during the course of any of our transactions, they too will adopt a paperless policy as much as possible and keep paper usage to a minimum.
- All employees are expected to make meaningful reductions to their individual paper use and will be rewarded and incentivised to do so.
- Employees should measure their expenditure and any cost savings from reduced printing.
- Our membership organisation will engage with and demonstrate the carbon savings and financial cost benefits of going paperless to our membership.



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