

PAPER USAGE POLICY

Neoinfinit Multicons Pvt Ltd is moving towards a paperless environment, and the following actions are expected from staff:

1. Prefer e-mails for correspondence, avoiding the use of paper
2. If selected portions of a report or document are needed, limit your printing to that
3. Use the backside of the papers with one side printing
4. While printing, use both sides of the paper wherever possible
5. Review and proofread the documents before printing to avoid any wastage of paper
6. Use multimedia projector instead of paper handouts for classroom discussions
7. Try to share copies wherever possible to reduce paper printing
8. Make an exact number of copies for examinations and meetings to avoid wastage of paper
9. Eliminate duplication of documents, i.e. online and printed copies
10. Reuse paper envelopes
11. Keep smaller paper chits for writing short messages or other material
12. Promote electronic backups as compared to paper files
13. Use and promote recycled paper wherever possible
14. Minimize use of disposable paper products

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In particular, for them to:

1. Use electronic communications where possible
2. Not print e-mails unless necessary
3. Provide memos, documents, reports and briefings online or circulate them amongst staff rather than providing multiple copies
4. Post-meeting agendas and display information covers in meetings on a projection screen
5. Add reminders on e-mail signatures to avoid printing
6. Ensure minutes from meetings are distributed and saved electronically
7. Reduce the page count of documents by narrowing margins and eliminating white space
8. Avoid printing pages that are not needed when printing a document
9. Avoid printing draft copies. If this is unavoidable, print two pages to an A4 sheet
10. Review and edit files on-screen rather than on paper
11. Use line spacing of no more than 1.5 where documents are printed
12. Collect all paper that has been printed on one side and reuse it for printing in draft or for scrap message pads
13. Reuse envelopes wherever possible, especially for sending information internally
14. Avoid overproduction of marketing and publicity materials by reviewing distribution lists and regularly updating databases

IT department

1. Set all printers to double-sided format as default
2. Set all printers to print in black and white as standard
3. Set all printers to send scans to an e-mail inbox or shared folder instead of printing by default
4. Set all fax machines to avoid producing unwanted header or report sheets
5. Provide simple guidelines for all staff so they can operate the photocopier correctly
6. Ensure all staff are comfortable with new IT equipment and provide training where necessary

The obvious solutions

- Don't print (as much); we've been beating this drum for decades. Use small typeface, don't waste paper, and don't encourage passing out zillions of copies of stapled PowerPoint slides. But people still need information, so....'
- Buy recycled paper everyone thinks recycled paper is out of budgetary reach. The truth is that 100% post-consumer waste recycled paper is estimated at 40% percent more than virgin paper. Seems like a lot. It is, unless you...

Solve incrementally, not drastically

Making the decision to cut 40% of an organization's paper use or increase budgets for paper by 40% probably won't work. Instead, make it a change management effort.

Employees, department heads, and company management all need to understand the effort, be given clear direction, milestones, and goals, and feel that they are making a difference.

Here's a sample of how you can manage the transition to using less paper:

1. Ensure employees fully understand why you're focusing on paper (Save the forests! Save the ocean!)
2. Ensure employees understand how much paper they've used in the last measurable period (A mini-paper audit, perhaps?)
3. Give department managers a monthly "paper budget" and not an all-access pass to the copy room (It's easier to "run out of paper" at the end of each 30 days and "get by" than it is to conceptualize what a year's supply of paper means. Learning to ration over time is more successful.).
4. Give each department a paper reduction goal
5. Reward and support employee efforts to reduce printing and keep costs down (money saved through paper reduction can be donated to a conservation organization).

Best Practices

Online programs and platforms allow you to store, share, and sync notes across devices, including desktop computers, laptops, tablets, and phones.

In Outlook, you can create, share, and assign tasks to colleagues.

Meetings

1. Circulate materials in advance and let participants know you will not provide hard copies.
2. Use a projector and laptop or electronic display to project the agenda and other important documents.
3. Consider holding a remote meeting via video conference using Zoom. Here are instructions for how to install and use Zoom.
4. Encourage participants to use their laptop or device to take notes and refer to electronic notes and e-mails.
5. Tip: Use a network drive to share files, so meeting participants can access relevant files on their laptops during meetings. You can edit notes and documents from Box in real-time.

Events

1. Event planning and management tools make paperless events easy.
2. Attendees can register and submit payments for conference fees online.
3. With mobile apps, attendees can view agendas, download session content, and interact with other attendees.
4. Conference organizers can communicate with attendees prior to the event (e.g. to send agendas and info) and after the event (e.g. to conduct online surveys).

Tip: For detailed information on how to hold a green event, check out our Green Event Certification!

Newsletters and Communications

Consider using an e-newsletter program with customizable templates and drag-and-drop editing, which can also manage e-mail distribution lists, integrate with social media sites, and analyze results (e.g. track opens, clicks, forwards, and more).

Social networking platform that facilitates discussion between

If you have to print

1. Only print pages you need.
2. Increase margins and reduce the font size.
3. Printing in black and white is preferable; colour toner is more expensive and has a greater environmental impact than black.
4. Set printers to default to double-sided.
5. Use print preview to avoid unnecessary printing pages.
6. Print multiple pages per sheet in Adobe Reader, Word, and PowerPoint.
7. To save costs on toner/ink, consider fonts that use less ink.
8. Recycle toner cartridges when empty.