

PAPER REDUCTION POLICY

TheNeoinfinit Multicons Pvt Ltd is committed to fostering sustainable and prudent use of resources, including paper.

This policy focuses on promoting paper reduction through integrating related paper reduction practices into all facets of operations, increasing the use of electronic communications and e-document handling, effective use of printing services, raising awareness and involving the community in reducing paper consumption, etc. and ultimately moves towards a paperless environment.

Goals

The goals of the policy are:

1. To enhance the awareness of environmentally responsible use of paper;
2. To encourage theNeoinfinit Multicons Pvt Ltdcommunity to cut reliance on paper and move towards paperless culture and practices;
3. To increase the use of electronic communication and e-document handling technologies and managed print services or similar applications in all daily operations;
4. To achieve quantifiable management goals that help to drive overall performance.

Direction

1. (Company Name) will strive to minimize the printing of publications and documents and disseminate information and news electronically and online. If printing is unavoidable, careful consideration should be given to reducing the number of pages and quantities as much as possible.
2. The administrative department will review existing campus and departmental printing and copying arrangement for employees to achieve maximum and effective utilization of such services and to reduce paper usage and wastage.
3. Adopting eco-friendlier and economical printing facilities Neoinfinit Multicons Pvt Ltd will promote the use of managed print services or similar provisions for departments and offices to better manage their resources such as paper, and consumables, monitor and better control print output, and reduce maintenance costs. Neoinfinit Multicons Pvt Ltd will also promote minimizing printer waste and adopting a 'think before you print' attitude.
4. The administrative department will encourage staff to adopt paperless communications and operations for meetings, submitting assignments, preparing handouts, collaborating, document handling and exchange, etc.

Neoinfinit Multicons Pvt Ltd will develop an action plan to guide paper reduction and promotions and set reduction targets to measure performance and drive continuous improvement.

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