# Paper Reduction Top Tips Guide

Introduction

We have the following Society Steering Wheel measure in place.

- To reduce the total amount of waste that we produce across our operations compared to the previous year.

In simple terms this means that we must all try to put less waste in the bins in our offices and trading sites this year compared to the previous year. In order to achieve this, we all need to adopt ways to reduce the amount of waste we are producing. If everyone makes small changes, collectively we will make a big difference and help protect the environment by reducing the amount of waste we produce.

One thing that we can all do to help achieve this target straight away is reduce the amount of paper that we use and print in the workplace. 50% of total waste produced across many sites comprises of paper. Around 40 million tonnes of paper are produced world-wide per month, resulting in over 1 million hectares of forests being cut down every month.

Please follow the simple paper reduction tips below to help us to achieve our waste reduction Society Steering Wheel target and help to protect our environment.
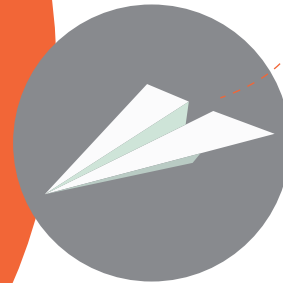
Top paper reduction tips

Think before you print
- It is simply too easy to push the print-button. For example, much paper is wasted by printing out single line emails or printing out unnecessary copies of documents.
- Think twice if you really need to print – if it is necessary to print make sure you print on both sides (duplex).

Conduct paper-less meetings
- Use screens and skype to share documents, rather than printing copies
- When you hold a meeting, do you really need to have hard copies of preparatory materials available for each participant?
- Make sure meeting participants have electronic access to all the materials beforehand and encourage those using computers not to print out copies
- Make copies "as needed" rather than in large batches at one time. Frequently, extra copies of important internal documents become outdated quickly and only end up being discarded. Making copies as needed can reduce this problem significantly

Reuse paper
- Set up systems in your departments / sites to store non confidential scrap paper than can be re-used by colleagues
- Consider if your paper can be re-used for your own note taking etc.. before putting in the recycling bin
- Use outdated letterheads for in-house note taking

Use less paper by effectively using computers and other technology
- Use electronic means to communicate with members, colleagues and customers where possible
- For editing and reviewing of larger documents, transfer documents securely by e-mail, and utilise shared folders and information via Office 365 and One Drive, rather than sending a printed copy.
- Use Colleagues Connect for accessing colleague information digitally, and for sharing key information where relevant