



## REDUCED PRINTING POLICY

<b>Prepared for:</b>	Faculty Voice Committee (FVC) and Liberation, Equality, Diversity and Inclusion Committee (LEDIC)	<b>Date:</b>	25/05/2018  Due to lapse February 2019
<b>Prepared by:</b>	Johanna Korhonen	<b>Role:</b>	Vice President (Arts, Law & Social Sciences)

**Summary:** *This paper provides an update on the implementation of the policy*

1. If printing in the Students' Union is absolutely necessary and alternative ways of sharing or displaying the information have already been considered, correct action should be taken to ensure full use of the paper that is being used – print double sided, two or more pages to a side of paper, and in black and white ink. <b>These are standard printing settings in the Union – two or more pages to a side can be emphasised.</b>	COMPLETED
2. The Students' Union needs to be more aware of the environmental impact that printing has when they print any material and question their choice whether printing is absolutely necessary, such as for accessibility, or could the information be shared in alternative ways. <b>The policy has raised awareness.</b>	IN PROGRESS
3. It should be considered as the first option to display the meeting papers on a screen or to have digitised papers and in all instances avoiding printing them unnecessarily. <b>This is being looked into – we are aware of the amount of meeting papers we print and if there is a possibility of displaying them on screen we will instead of printing – 3 way video conferences are a challenge.</b>	IN PROGRESS
4. To promote campaigns or events, alternative ways of spreading information should be considered, such as info screens, shareable images and web articles, before printed promotional material, such as flyers, posters, etc. <b>Online alternatives are already offered as the preferred option as leaflets don't tend to be as effective – posters are still used to promote large events such as Election or Global Week.</b>	IN PROGRESS
5. Societies should be encouraged and guided to consider other means of communication and printing should only be the means of spreading information for accessibility needs.	IN PROGRESS
6. Printing for promotional use should be regulated and monitored by the relevant department.	NOT STARTED
7. To continue to lobby the University for all submissions that can possibly be moved online, excluding physical work such as artwork, should be moved online. <b>ALSS has added online submissions on their Environmental Policy and hopefully other Faculties will follow.</b>	IN PROGRESS
8. To lobby the University to adopt a similar policy to reduce and stop all unnecessary printing. <b>Aletta has been sent the policy.</b>	IN PROGRESS

### Updates:

1. **Standard printing settings in the Union printer: double-sided and black and white ink.**
2. **We are aware of the amount of meeting papers we print and are looking into the possibility of displaying them on screen instead of printing – 3 way video conferences like council are a challenge**

3. Comms team already offers alternative ways to promote campaigns and events and the first choice but this will be highlighted to staff. Posters are still used to promote large events such as Election or Global Week.
4. ALSS has added moving into online submissions across the faculty on their Environmental Policy and hopefully other Faculties will follow.
5. I have sent Aletta an email with the policy to see if University would be open to a similar policy and she will also look into increasing the amount of online submissions that we do to move all possible ones online.

FVC/LEDIC are asked to **DISCUSS**