



REDUCED PRINTING POLICY

Prepared for:	Faculty Voice Committee (FVC) and Liberation, Equality, Diversity and Inclusion Committee (LEDIC)	Date:	28/02/2018 Due to lapse February 2019
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Summary: *This paper provides an update on the implementation of the policy*

1. 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.	IN PROGRESS
2. 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.	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.	NOT STARTED
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.	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.	
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.	IN PROGRESS
8. To lobby the University to adopt a similar policy to reduce and stop all unnecessary printing.	

Updates:

1. This policy passing in council has raised awareness of printing but this will be emphasised through an all staff email and emphasising this to the managers.
2. Comms team already offers alternative ways to promote campaigns and events and the first choice but this will be highlighted to staff.
3. I will speak to the relevant managers and SMT to get buy in for the policy guidelines and implement them
4. 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**