



# Protect Our Planet by Reducing Paper Consumption

## Make It a Daily Practice

SDG Goal 12: Responsible Consumption and Production. Reducing paper usage in our daily operations is a simple yet powerful way to contribute to environmental sustainability. We encourage all employees to actively reduce paper consumption in our office environment.

Here are the actions we're taking:

## 1. Think Before You Print

- Do you really need to print that?
- Conduct paperless meetings by using digital tools for note-taking and sharing documents.

## 2. Use Paper More Efficiently

### 2.1 Duplex Printing (Two-Sided Printing):

- Instantly cuts the number of pages used by printing on both sides.

### 2.2 Monochrome Printing (Black and White):

- Uses less toner than color printing, saving costs and resources.

### 2.3 Preview Before Printing:

- Use the print preview function to avoid mistakes and unnecessary printing.

### 2.4 Practice Image Reduction:

- Stick to text-only printing and avoid printing images unless necessary.

### 2.5 Set Defaults on Computers:

- Set double-sided printing as the default and reduce font size to fit more text per page.

### 2.6 Change Computer Settings:

- Use efficient fonts like Times New Roman or Arial to reduce the amount of space and paper required.

## 3. Use Thinner Paper

### 3.1 Opt for Lower Grammage Paper

Thinner paper maintains performance standards while being cost-efficient!

Paper with a basis weight of:

- 60gsm uses and costs 20% more than 50gsm;
- 70gsm uses and costs 15% more than 60gsm;
- 80gsm uses and costs 12% more than 70gsm;
- 100gsm uses and costs 20% more than 80gsm.



## 4. Reuse Paper

4.1 Provide recycling bins near copiers, and in office areas to collect white paper, mixed paper, newspaper, magazines, cardboard etc. Encouraging employees to use the blank sides of unneeded single-sided copies for drafts

## 5. Effectively Use Technology

5.1 Leverage Digital Tools:

- Use electronic means (emails, intranets, etc.) to communicate with customers, store documents, and manage internal communications.
- Develop webpage for frequently requested information and store documents in electronic archives.
- Use email, MS Teams or tool/Apps for inter-office communications, announcements, and document editing.



Did you know?  
**1 tree =  
16 reams of paper**

*Source:WWF*