

# Green Policy for Paper Use Reduction

### **Vision:**

Seeking to create a paperless work environment at the GCC-Stat.

### **Mission:**

Work to establish a green work environment in the GCC-Stat through the achievement of maximum harmony and compatibility between the works carried out by the center and the terms of the policy.

Paying attention to activate and apply the concepts and values of this policy to reduce the use of paper through practical actions and measures that will be introduced to achieve these desired goals.

### **General strategic objectives:**

- Establish a green work environment in line with the adopted principles and criteria.
- Give greater attention to the efforts exerted to establish the concepts and values of the green policy in the various domains of GCC-Stat's work.
- Improve the GCC-Stat's public image through the adoption of environment friendly policies.
- Raise staff's environmental awareness and establish a culture of environment preservation at the workplace, highlighting the roles, responsibilities and participation of staff in achieving this.
- Meet quality control requirements in the GCC-Stat in order to achieve the desired goals and visions.

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## **Introduction:**

In the context of the following:

- the GCC-Stat's recognition of the major importance of paper use reduction and in pursuit of taking this into account in all daily business assigned to the center,
- in fulfillment of the preservation of the environment and aiming to create an ideal work environment in the center, achieving the highest levels of quality control,
- being certain that the basic tasks and activities, that are carried out by the center, may have direct or indirect, short or long term implications on the institutional business processes, the matter which calls for the concerted efforts of all concerned, the GCC-Stat is committed to take all necessary procedures and measures to adopt this policy.

## **Specific objectives:**

- Further, reduce paper consumption.
- Contribute to reducing the amount of paper waste and benefit from it.
- Increase reliance on electronic transactions to 90% within 5-years.
- Policies and guidelines.

## **Performance improvement:**

Maintaining the rationing and rationalization of paper consumption.

## **Principles of commitment:**

- Commitment to follow to the directives and procedures issued by GCC-Stat management.
- Adhere to the proper controls and standards, and follow the methods that limit the practices that are inconsistent with this policy.

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- Promote and support the commitment of departments as well as all staff members to adopt the policy and follow proper procedures and to link policies to the responsibility of each employee to implement them.
- Consolidate and establish the policy concepts, values and standards in the center.

### **Raising awareness:**

- Emphasize the responsibilities and the role played by staff participation in the improvement of the workplace environment, and promote responsible practices at the GCC-Stat.
- Raise awareness among staff, and take appropriate action and select suitable methods to implement this policy.
- Broadcast awareness messages via e-mail to the staff to emphasize the importance of green policies and make stimulating periodic comparisons that highlight the positive results of adopting this policy.

### **Procedures:**

#### **The responsibilities of department managers:**

- Reduce the use, as much as possible, of hardcopy/paper advertisements and circulars and replace them with electronic versions.
- Use tablets in internal meetings through providing devices for managers and section heads.
- Use electronic content to save data, documents and information necessary for the work of departments, and give access to concerned employees as per their functional levels and powers.
- Activate the use of electronic archiving when the system is applied.

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- Use whiteboards and erasable boards in addition to interactive touch screens.
- Emphasize the need to send memos and correspondence by e-mail. Likewise, soft copies of the content of courses and workshops must be used and saved on the GCC-Stat website.
- Reduce the number of photocopiers/scanners to one per department, encourage the joint use of the machines by employees, and refrain from increasing their number unless the available ones were insufficient for the needs of a certain department.
- Limit the use of individual colour printers to one jointly used by all employees, and provide one colour printer in the office of the concerned department director.
- No new ink cartridge will be delivered unless the old one is retrieved and proved to be out of ink.
- When buying a new printer or photocopier, care should be taken to ensure that they support the duplex printing feature (in which both sides of the page can be printed).
- Activate the HRMS, when it is applied, and use electronic forms rather than paper forms.
- Adopt the electronic attendance system, when it is applied.
- Use soft copies for committee, teamwork, and board meeting documents.
- Submit any appropriate future proposals aiming to amend this policy, if the need arises, in fulfillment of the center's aspirations.

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### **The responsibilities of section heads:**

- Collect one-sided printed-paper, place it in a box near the printer or the photocopier, and reuse it in case of printing drafts.
- Share occasionally used tools/equipment such as punchers and staplers.
- Use electronic media for transactions with all employees.
- Contribute to suggesting alternative methods to make up for the reduction in the paper usage.

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### The responsibilities of **E**mployees

- Seek to follow the work habits that reduce the misuse of paper and the quantities used.
- Whenever possible and acceptable, use smaller margins and a smaller font.
- Use lower DPI setting for print resolution to save cartridge ink.
- Find new ways to use waste paper and reuse it.
- Use email on a broader scale and only resort to printing when it is necessary.
- Use electronic media (email, website, SMS, documents, reports, etc.) to communicate with the GCC-Stat staff as well as with other entities.
- Use the option delay printing rather than instant printing in order to be able to cancel occasional printing when required.
- Use printing and photocopying to make the necessary copies and only for business purposes.
- Follow the basics of quality control through being committed to adopt all policies that fulfil that purpose.