

Sustainable Printing Policy

About Bisley

The Bisley Office Furniture Group conducts its business from its manufacturing site at Newport in South Wales, Bagshot in Surrey and the showrooms located in Dallington Street, London and the Calico Building, Manchester. Bisley is a UK manufacturer of a wide range of steel storage products predominantly for the business workplace, with ranges designed for those working from home for both the UK and international markets. Bisley also manufactures industrial storage products designed for use in heavy engineering environments for both commercial and private sectors.

Aim

We are committed to acting resourcefully and responsibly regarding our environmental impact, reducing our overall greenhouse gas emissions and improving overall sustainability of the company. Efficient printing and paper use can do more than just conserve energy: it can help control costs, increase productivity and reduce material waste. This Sustainable Printing Policy should be implemented to reduce paper use across our business.

This Policy will;

- Actively reduce both carbon emissions and waste
- Provide significant cost savings by reducing the purchasing of both paper, ink cartridges and printer hardware.
- This Policy should be used together with our organisation's e-waste policy.

Scope

The Policy applies to employees and contractors, both full time and part time.

Printing

- We are committed to reductions in paper use wherever possible.
- We will monitor consumption to ensure best practice is used and all resources are optimised.
- All employees should consider their carbon footprint, both energy and resource use and look for digital alternatives before proceeding with printing.
- Documents should be edited and adjusted on screen as much as possible to reduce the number of versions needed and paper required. This should include adjusting widths of margins, minimising font sizes and spaces between paragraphs to optimise paper usage.
- All printing should be printed in black and white and double sided unless it is an absolute necessity to use colour/single sided paper.
- All documents should be sent and received electronically, reducing printing and paper use and lowering energy usage.

Reduce and recycle

- All employees must try to re-use and recycle all wastepaper that is produced during the course of printing whenever possible (this applies to both printing in the office and when working from home).
- Once ink and toner cartridges are empty, they will be returned for recycling via the IT department and deposited in the designated boxes supplied there.

Working with suppliers

We are committed to lead by example with our policies towards green printing practices. If possible, we will demonstrate to our customers, suppliers and other key stakeholders the impact of our green printing to maximise awareness and ensure continued development of sustainable practices.

R Costin

Signed

Richard Costin
Chief Executive

Date 1st August 2024