



Printing Policy

Doc No.: SU-POL-11
Rev Date: 2024-03-19
Rev No.: 05
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Reviewed by: Sustainability Team Chair

Approved by: Managing Director

This Printing Policy was introduced in 2014 as part of AET Group's Sustainability Policy. This policy was developed to facilitate the appropriate and responsible business use of the printer, as well as to reduce the financial costs and environmental impacts of unnecessary printing. This document provides clear procedures to follow when considering the printing of work-related material.

1.0 Printing Guidelines

1. Printers may only be used for printing material that is required for AET's business.
2. Only print documents that are necessary and in their final stage of development, such as final reports requested by clients and data entry sheets.
3. Do not print draft versions of reports. Word and Adobe both have "print preview" and document assembly functions that eliminate the need to print drafts. Word also has the ability to export directly to PDF, which eliminates the need for printing and scanning documents.
4. Consider using digital records (data entry sheets, fillable audit checklists, field notes, etc.) through the use of tablets and laptops instead of printing paper versions. If printing is necessary, be mindful of the amount of sheets needed and print accordingly, double sided.
5. Do not print receipts or invoices. Save receipts and invoices electronically and email the electronic copy to Accounting.
6. Prior to printing final reports, consult with the client to confirm that a hard copy is required. If not, only send an electronic copy.
7. Use the on-screen print preview function to see how your documents will look before printing a hard copy. There is no need to test print.
8. Printing handouts or agenda for meetings is often not required; consider sending an electronic copy to the meeting organizer to display by projector instead.
9. Default to black and white printing (Contact IT for assistance with setting up). Colour printing should not be used except for final copies that need to be sent to clients.
10. Default to duplex (double-sided) printing for all documents.
11. Whenever applicable, consider printing using the EcoPrint option.
12. Only use printing paper that meets AET's sustainability standards as per the Sustainable Purchasing Policy.
13. Claim print jobs in a timely manner.
14. If you encounter a physical or technical problem with the printer (paper jam, out of toner, etc.) and do not know how to resolve the problem, please consult a co-worker who knows how to resolve the problem, and if the issue requires further attention, contact the printer service staff (see label with phone # on machine).
15. Do not cancel anyone else's print job unless you have consulted with them.
16. When possible, adjust printer settings on your own computer rather than on the printer itself. If it is absolutely necessary to adjust settings on the printer, return them to normal immediately following the completion of your job.



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2.0 Review

This policy shall be reviewed annually by the Sustainability Team, revised accordingly, and approved by the Owner Representative.

3.0 Revision History

Rev. #	Description of Change	Revision Date
00	Initial Release	
01		
02		2018-04-04
03	Updated to new format.	2021-07-07
04	Yearly Review, added saving receipts electronically	2023-03-27
05	Yearly Review, added digital records section and updated policy number	2024-03-19