REDUCED PRINTING POLICY

aru STUDENTS' UNION

Title:	Reduced Printing	Date of Student Council:	06/02/2018
Proposer name:	Johanna Korhonen	Role:	Vice President (Arts, Law & Social Sciences)
Seconder name:	Green Society		

Union Notes:

1. The ARU Students' Union Environmental Policy states that: 'Anglia Ruskin Students' Union is committed to embedding sustainability into our organisation. This means that we will promote good environmental practice to staff and students, encourage them to engage with our commitment to environmental sustainability and highlight the positive benefits of being socially and sustainably responsible.'

2. The Students' Union's first strategic goal states that 'We will actively listen to what students want and put their ideas into action to create positive change in our University.' Union notes that the ARU Green Society is strongly supportive of this policy and wants to work collaboratively to make it happen.

3. This year 'Free Printing' has been one of the priority officer campaigns and has received significant positive feedback from students. One of the key aims has been to reduce unnecessary printing for submissions and academic use by lobbying the university to change their processes.

4. The Union needs to lead by example. The commitment the Students' Union has on environmental matters has already been demonstrated by various awards and recognition we have received: In 2016-17 ARU Students' Union won the University's ARU Green staff competition. In 2015-16 we came second, and won in 2014-15. We also achieved Green Impact Gold in 2015-16 and the Good standard in the revised accreditation in 2016-17. Most recently, we achieved the highest staff response rate of the ARU Green Travel Survey in October 2017. The Union also demonstrates their commitment to the environment and sustainability by providing the Society Green Fund and actively encouraging ARU societies to advertise the ARU Travel Survey.

5. The University's Environmental Policy commits the University to monitor and reduce energy and water consumption, reduce and recycle waste and reduce car travel, introduce measures to protect biodiversity on campuses, adopt purchasing policies to promote environmental and social sustainability, embed sustainability within the curriculum, adopt high environmental standards for our buildings, identify and manage risks to sustain climate resilience.

6. Doing less printing fits under at least three of these commitments: reducing the consumption of energy, water and waste. The 'Free Printing' campaign aims to reduce unnecessary use of paper and the University is already being urged to move towards online submissions. However, Union notes that hard copy submissions aren't the only reason to print in a University environment and printing is habitual for both staff and students. This might be in the form of meeting papers, paper assignments, portfolios, promotional material, etc.

7. In the Students' Union alone, the approximate number of prints we have done since September 2017 is 32,865 in Cambridge Office and 29,782 in Chelmsford Office, which totals at 62,647 prints! This is a huge amount of paper, most of which ends up in the waste.

Union Believes:

1. The Union believes that moving towards online submissions and reducing the amount of hard-copy submissions is the logical next step in becoming more aware of the environmental issues in a university environment.

2. However, printing hard-copy submissions is only one part of the vast amount of printing that happens in a university environment, for instance, printing for staff use, promotional material, and printing that societies do. Not all of this is unnecessary, but the Union believes that a policy to bring awareness of the environmental impact that printing has would steer people to reduce the printing they do and restrict the amount of unnecessary printing in the Students' Union.

3. The Union believes that the saturated use of printing in a university environment needs to be highlighted and unnecessary printing needs to stop, and to make this happen, it is necessary to lobby the University.

4. There are already a few guidelines that are encouraged in the Students' Union, such as having printers set on default double-sided print and printing two pages on a page. Similar guidelines have been adopted within the University in the faculties but the Union believes that a policy needs to be put in place to underpin this behaviour and to make conscious reducing of printing coherent across the University.

5. It is important to note that there are a few exceptions that may be considered within the policy, such as the chair of a meeting and the minute taker having printed meeting papers if absolutely necessary. Accessibility needs are also an appropriate/fair reason to supply a printed copy. 'Wanting' a printed copy should not be deemed reasonable.

6. Reducing unnecessary printing does not mean reducing the amount of information we spread. The Union believes that there are alternative ways to display documents in meetings, such as having them displayed on a screen so everyone can follow the meeting, and there are effective ways to promote campaigns and events without printing. The Students' Union communications department encourages the Students' Union staff to use info screens around the University and social media shareable images to share information instead of printing flyers and posters.

Union Resolves:

In order to carry out this policy, the following actions will need to be taken:

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.
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.
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.
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.
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.
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.
8. To lobby the University to adopt a similar policy to reduce and stop all unnecessary printing.

The proposer and seconders of this policy are happy to help with every step of the process of implementing this policy