

Corporate Office Environmental Initiatives: Reduce and Reuse Paper

“Print Smart. Reuse Paper. Protect Nature.”

As part of continual improvement, the Corporate Office has introduced the **“Reduce and Reuse Paper Initiative”** to reduce paper consumption and encourage responsible use of resources.

To minimize unnecessary printing and promote efficient paper usage, the following measures have been implemented:

- ❖ **One Floor – One Centralized Printing System** implemented to monitor and control printing activities.
- ❖ **Printers are password protected** to prevent unnecessary printing and reduce paper consumption.
- ❖ **Mandatory double-sided printing** to ensure efficient use of paper.
- ❖ **Reuse of one-side printed paper** for internal drafts, notes, and rough work.
- ❖ **“No Print Day: Saturday”** observed to encourage digital communication and documentation.

These simple yet effective steps are helping us gradually reduce paper consumption across the office.

Year	Paper Purchased (Reams in Nos)
2023–24	3839
2024–25	3300
2025–26	3050

Impact Highlights

-  **789 Reams of Paper Saved** over three years
-  Approx. **95 Trees Protected** through reduced paper consumption
-  **Reuse of one-side printed paper** for internal drafts
-  **Centralized printing system** to control unnecessary printing

Small changes in everyday office practices can make a meaningful difference. Through this initiative, we continue to encourage our employees to adopt **environment-friendly habits and contribute to a greener workplace.**

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Reduce and Reuse Paper

Reuse & Reduce Paper Initiative

Cutting Paper, Saving Trees



Key Initiatives



Centralized Printing



No Print Saturday

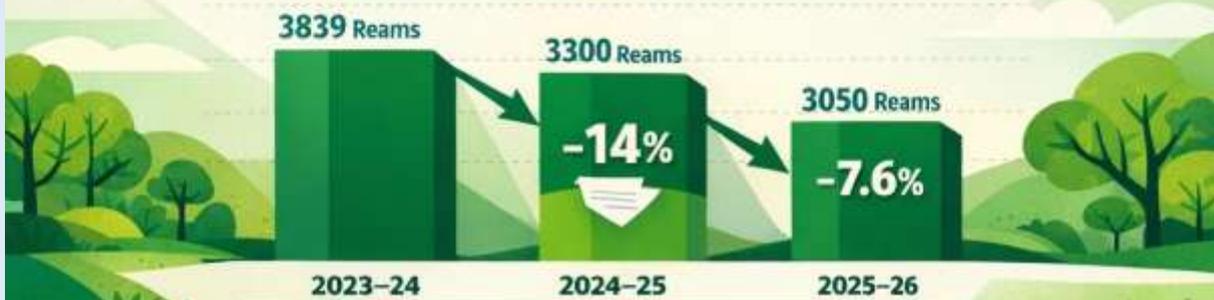


Double-Sided Printing



Reuse Old Paper

Paper Consumption Reduction



20% Overall Reduction in 3 Years

Our Impact



789 Reams Saved



Approx. 90 Trees Saved



Reduced Carbon Footprint