



# PAPER PRINTING POLICY





## Policy Approval

**This policy was approved by Board of Directors decision issued on 07/31/2023**



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### **Purpose**

The goal of the Paper printing policy is to outline the concepts, methods, and management of waste created by Alandalus. We created this policy to guarantee that paper waste is reduced, and the way resources are used in an improved way whenever feasible. To comply with it's our recycling objectives, the Company relies on all of its employees, suppliers, contractors, and visitors to adhere to this Policy and any related waste management practices.

### **Accountability:**

This Policy applies to all Alandalus employees of all levels, contractors, suppliers, and business partners.

### **Policy guidelines**

- Wherever possible, avoid using paper.
- All uncollected prints must be routinely shredded for recycling, and the print queue should be regularly cleaned.
- The Company should make steps to raise knowledge of proper printing techniques and shall convey this policy to its staff.
- Standard reports and presentations should not be printed. Any report that must be printed must go via the Design team, and there must be a solid rationale for the hard copy format.
- Avoid photocopying while backing up hardcopy documents. Instead, use file management solutions like your internal SharePoint or OneDrive to scan the papers and save them in an electronic format (eg. PDF).
- Do not print a document to view how it appears. Instead, use the "Print Preview" feature. Before starting the print process, be sure to read the document again and look for any errors.
- Make an attempt to optimize print works by choosing affordable typefaces and establishing suitable page margins.
- Measuring and managing operational printing and paper consumption.
- Set the printer to black and white. Color printing should only be used for final copies. (if needed).

### **Roles and Responsibilities**

The policy must be supported and approved by the Company's Board. The COO will be in charge of the regulation. The policy will be monitored and upheld by the sustainability committee. Employees, contractors, and visitors are all required to abide by the guidelines.

### **Policy Review**

The Alandalus Sustainability Committee reviews this policy on a regular basis (at least once a year) to ensure its comprehensiveness and completeness.



### **Final provisions**

- 1- This policy will enter into force as of the date of its approval by the Board of Directors.
2. This policy is reviewed periodically - when needed - or when changes are introduced in the policies of higher applications or legislative requirements, or after any important event that may require a change in this policy, and any proposed amendments are presented to the Governance Department, which studies and reviews the proposed amendments and recommends them. To the CEO for approval.