

SB Corp Go Green Program for CY 2018

Component 1 – Paper Use Reduction Campaign

- **Implementation of the following 3R Measures:**

Reduce Paper Use

1. Committee secretariats were advised to strictly enforce the “no reproduction of meeting materials” policy. Only one original copy of the materials should be printed for documents requiring signatures. Advance copies of the materials were distributed to the committee members via e-mail, and during the meeting, the materials were projected for discussion purposes.
2. If printing or reproduction is necessary, a two-sided printing mode was encouraged.
3. Electronic communication and document transmittal via e-mail were encouraged both for internal and external clients.
4. Employees were advised to shift from paper-based to an electronic filing system and to keep only a PDF or scanned copy of documents, if originals are not required.

Reuse Paper

1. Employees were encouraged to get the most out of paper by promoting a “two sides are better than one” mindset. “PAPER REUSE” bins were placed in all printing stations to hold single-sided paper for reuse in printing.
2. Reuse of envelopes, folders and other paper products, was encouraged.

Recycle Paper

1. “RECYCLE” bins for paper and paper products were set up in printing stations.

- **Reduction on the use of copier/network printer machine in the Head Office**

	2017		2018	
	Copies	Cost	Copies	Cost (PhP)
Total	756,331	PhP 630,635.00	611,079	PhP 576,200.00
Total with paper	--	PhP 842,408.00	--	PhP 747,302.00

- Reduction of 145,252 copies from 2018 to 2017 (↓ 19%)
- Reduction of cost by PhP 54,435.00 from 2018 to 2017 (↓ 9%)