**Blakes Workplace Solutions – Printing Policy 2025**

**1. Purpose**

The purpose of this Printing Policy is to ensure responsible, secure, and sustainable use of printing resources across all operations at **Blakes Workplace Solutions**. This policy supports our commitment to data protection, cost control, environmental responsibility, and efficient resource usage.

**2. Scope**

This policy applies to all employees, contractors, and visitors using any printing, scanning, copying, or faxing devices managed by Blakes Workplace Solutions at any of our office locations.

**3. Policy Overview**

**3.1 Print Management**

All printing, copying, and scanning must be routed through our central print management system, which:

* Tracks usage for reporting and accountability

**3.2 Acceptable Use**

**Permitted printing includes:**

* Documents essential to business operations
* Client-facing materials (with prior approval)
* Reports and internal documentation as required

**Prohibited printing includes:**

* Personal documents unrelated to business needs
* Excessive or repetitive printing without valid justification
* Sensitive data without use of secure print procedures
* Sensitive documents must be disposed of using secure shredding services
* Printing devices will automatically delete unclaimed jobs after a set time (default: 24 hours)

**3.4 Environmental Commitment**

Blakes Workplace Solutions is committed to reducing environmental impact through sustainable printing practices. We actively:

* Use **100% recycled paper** for all printing and copying by default
* Default to duplex (double-sided) printing
* Default to black-and-white printing unless colour is required
* Promote digital alternatives wherever possible (e.g., PDF, shared documents)

Monthly print audits will be conducted to assess environmental impact and promote continual improvement in reducing paper and energy waste.

**3.5 Device Usage**

Multifunction devices are shared across departments. Users are responsible for:

* Reporting faults or low consumables (toner, paper, etc.)
* Keeping devices clean and ready for use
* Avoiding large print jobs during peak business hours

**3.6 Monitoring and Compliance**

All printing activity is monitored. Usage reports are submitted to departmental managers monthly. Non-compliance with this policy may result in:

* Warnings or refresher training
* Restricted printing access
* Disciplinary action for serious or repeated breaches

**4. Responsibilities**

* **IT Department**: Maintains the print management system, provides user support, and updates policy as needed.
* **Facilities Team**: Ensures timely supply of consumables and routine device maintenance.
* **All Users**: Must follow the policy guidelines and use printing resources responsibly.

**5. Policy Review**

This policy will be reviewed annually or in response to operational or technological changes. Feedback or suggestions can be submitted to the IT Manager at any time.

Signed  **Position** Director 21/06/2025