

## Paper Reduction Policy

<b>Last reviewed</b>	June 2022
<b>Reviewed by</b>	Central Programme Operations
<b>Next review due</b>	June 2024
<b>Responsible division</b>	Programmes Division
<b>Responsible director</b>	Programme Director
<b>Applies to</b>	All events delivered by Ambition Institute
<b>Exceptions</b>	Events on the Masters in Expert Teaching programme are excluded from this policy. This policy does not apply to events delivered by Delivery Partners.
<b>Audience</b>	Internal and External
<b>Applicable laws</b>	General Data Protection Regulation, Health and Safety at Work Act 1974
<b>Other relevant regulations</b>	NA

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### 1. Objectives

The objective of this policy is to outline Ambition Institute’s approach to reducing paper use at its events. This policy outlines the responsibilities of participants and Ambition staff regarding printing and use of electronic devices at face-to-face events.

### 2. Background

There is a growing trend in the education sector and the events industry towards running more sustainable events, which means that many companies are trying to reduce the amount of paper they use. In the academic year (AY) of 2019/2020, when Ambition was last able to consistently conduct face-to-face events, Ambition Institute ran more than 700 in person events for which over 1 million pieces of paper were printed. Ambition Institute now delivers nearly 3000 events per year, and as face-to-face events resume, it is important (for both environmental and financial reasons) that we establish a clear policy for the use of paper and printed materials at events.

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This policy has been written with the consideration of the following key points:

- > Participants often learn better through the act of writing by hand compared with typing
- > It is very unlikely that venues will have enough plug sockets for all participants to charge their devices and keep them charged for a full-day conference
- > During the pandemic, participants have received online versions of the workbook, giving them the choice to print themselves or work online

This policy applies mainly to participant workbooks that are distributed to participants at events. Ambition Institute reserves the right to print materials for events on an ad-hoc basis at the discretion of the Programme Team. Any changes to this policy that require actions from participants will be communicated in advance of affected events.

### **3. Policy and Procedures**

#### **Online events**

Ambition will send electronic workbooks to participants for all online events. Participants can choose whether to print them themselves or work online.

#### **Face to face events of three hours or less**

Ambition will send electronic workbooks to participants. Participants must either print the workbooks themselves, or have a fully charged device for the session as plugs may not be available.

Should a participant require a access arrangements such as a printed workbook, the participant should contact their programme team as soon as possible to arrange a printed copy and any other reasonable adjustments; these adjustments will be supported through subsequent events unless otherwise informed by the participant.

#### **Face to face events over three hours**

Ambition will print workbooks for all participants for events over three hours in length, including conferences. Charging facilities cannot be guaranteed, and devices may not last for more than three hours without being charged, therefore printed materials will be provided.

#### **Non-workbook printing**

Other forms of event-related materials, including schedules, registers, and name badges will continue to be printed as needed, but will be reduced where possible.

### **4. Links to Other Policies/useful documents**

Other policies referenced here include:

- > Learning Support Policy