

# HOW TO: Be Responsible about Paper!

## Be Paper Efficient

- Reduce paper use
- Recycle all reusable paper waste

## Make Responsible Paper Choices

- Try to use recycled paper products where possible
- Give preference to paper certified by the Forest Stewardship Council (FSC) or Australian Forestry Standard (AFS)
- Switch to chlorine-free paper where possible
- Be public about your paper choice and inspire other paper users

Source products with the lowest environmental impact  
[Check Your Paper](#)

## Choose a Responsible Manufacturer

- Ensure your suppliers use products from legal and acceptable sources
- Choose manufacturers that minimise their carbon emissions and waste
- Give preference to manufacturers that practice good environmental reporting and transparent production
- Encourage your supplier to participate in WWF's Environmental Paper Index (which evaluates paper producers and their supply chain as a whole on their global ecological footprint)

Assess your suppliers' environmental impact  
[Paper Company Index](#)

## Encourage Responsible Paper Use in the Office

- Provide resources for recycling and reuse around the office and encourage their use
- Ensure all employees involved in buying or trading paper products support a responsible buying and use policy
- Communicate the policy clearly to all company staff and identify any relevant responsibilities
- Review current paper consumption and set ambitious (but realistic) targets for improvement
- Communicate your progress and successes to internal and external audiences