



PAPERLESS POLICY

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DOC POLICY NO:

Developed By

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Executive Summary

This Paperless Policy outlines the organization's shift from paper-based processes to secure, efficient digital systems. Aimed at boosting productivity, cutting costs, and promoting sustainability, the policy supports goals like reducing paper use by 80%, enhancing data security, and improving collaboration through digital tools.

The policy applies to all staff and partners, providing guidelines for digital document management, secure platforms, and training to ensure successful implementation. It reflects the organization's commitment to eco-friendly practices, operational efficiency, and digital transformation.


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Purpose

This Policy promotes environmental sustainability, reduces operational costs, and improves efficiency by transitioning to a paperless work environment. This policy outlines the guidelines and responsibilities for minimizing the use of paper and adopting digital solutions for document management and communication.

Scope

This policy applies to all employees, contractors, and stakeholders of North South Power Company Limited and its subsidiaries. It covers all aspects of document creation, storage, distribution and communication.

Objectives

Reduce Paper Consumption: Minimize the use of paper in daily operations by adopting digital alternatives.

Increase Efficiency: Enhance productivity using electronic document management systems.

Support Sustainability: Contribute to environmental sustainability by reducing waste and energy consumption.


Enhance Security: Improve document security and reduce the risk of lost or damaged files.

Cost Savings: Lower the costs associated with paper, printing and storage.

Guidelines

- Document Creation and Distribution**
 - Employees are encouraged to create, edit, and share documents electronically using approved software and cloud-based platforms, i.e., Microsoft OneDrive and Microsoft SharePoint.
 - All meeting materials, reports, and communications should be distributed electronically via Business Collaboration Tools.
 - Routers for any requisition shall be processed digitally, via the emailing system.
 - Hard copies of documents should only be created when it is reasonably necessary.
- Document Management**
 - All documents should be stored digitally in secure and accessible electronic filing systems.
 - All existing paper documents should be digitized to reduce the volume of printing and physical files.
 - Employees should use version control and electronic signatures to streamline document management.

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Printing Restrictions

- Printing should be minimized and only done when there is no viable digital alternative.
- Double-sided printing is mandatory for all documents when printing is necessary.
- Draft documents should be reviewed electronically, and printing should only occur for final copies that require physical submission.
- Printers should be configured to default to black and white and double-sided print settings.

Communication

- Internal and external communications should be conducted via email, chat, or other approved digital communication platforms.
- Physical mail should be used only when electronic communication is not feasible.

Training and Support

- Employees shall be trained in digital tools and best practices for maintaining a paperless work environment.
- IT support shall assist employees to resolve challenges relating to digital document management or communication.


Responsibilities

I. Employees

- All employees are to adhere to the guidelines in this policy.
- Employees should make use of digital alternatives to paper-based processes.
- Employees are to seek guidance from the IT Support Team.

II. Head of Departments

- HODs are responsible for ensuring that their teams comply with the Paperless Policy.
- HODs should lead by example by promoting and utilizing paperless methods in their departments.

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III. Information, Technology and Security Compliance Department

- The ITSC department is responsible for providing secure, efficient, and user-friendly digital tools to support paperless operations.
- ITSC will also manage the implementation of document management systems and ensure data security and backup protocols are in place.

IV. Monitoring and Compliance

- Compliance with this policy will be monitored regularly, and employees may be required to provide justification for excessive paper use.
- The organization will conduct regular audits to assess paper consumption and adjust strategies to further reduce paper use.

Exceptions

Exceptions to this policy may be granted in cases where legal or regulatory requirements necessitate the use of paper documents.

Review and Revision

This policy will undergo a formal review every two (2) years to ensure its continued relevance and effectiveness. The review will be conducted by the IT Security Team in collaboration with key stakeholders. If significant changes in technology, regulatory requirements, or threat landscape arise before the next scheduled review, an addendum will be issued and attached as an update to relevant sections of the policy. Such interim updates will remain in effect until the next comprehensive review and integration into the core policy.