



KEEPING IT GREEN IN 2019

Headquarters' Efforts to Reduce Paper Waste

In 2019, the Kumon North America (KNA) corporate headquarters in New Jersey reduced paper usage by 7.8% from the previous year. This was accomplished through revisions to internal practices as well as increased environmental awareness across various associate teams.

When the KNA headquarters was relocated to a new office in early 2019, an improved printing system was implemented that would not only help employees be more efficient, but also help them produce less paper waste. Now, each print job is sent to wait in a secure queue on the printer, where employees can manage their documents to be printed by swiping their badge. Here, they can opt to save on ink by printing in black-and-white, reduce the page count by printing two-sided or multiple pages-per-side, and ultimately release the job to be printed. Employees can also cancel print jobs made by mistake or reconsider the number of copies they might need, to prevent unnecessary paper waste. The new print system has helped promote the drastic reduction of paper usage by allowing associates to better manage their prints and be mindful of how many pages they are ultimately using.



KNA associates have also been instrumental in cutting back on the amount of wasted paper produced. For example, KNA's Kumon University (KU) department, which provides training to franchisees and associates, noticed that they were using quite a bit of paper in supplying trainees with printed copies of learning materials. In re-evaluating their usage, they determined which training materials could be re-used between sessions rather than discarded and re-printed for each one, and they decided to switch some documents to digital e-binder distribution. When it came to internal use, KU associates got in the habit of making written changes on documents instead of reprinting them for small adjustments. By maintaining consistent mindfulness of how to tweak processes to be more eco-friendly, the KU team has shown their support for our environmental initiatives. Currently, KU is brainstorming other green initiatives that can help make a big difference, and future plans (such as providing reusable metal water bottles to trainees to replace single-use plastic bottles) are already in the works.



We are thrilled to see that together we were able to reduce paper consumption in 2019, and we will keep raising our green awareness internally to reduce unnecessary consumption and help foster better workplace habits for the environment.