

THE MINISTRY OF PARENTING (A Community Interest Company)
Promoting Creativity in Parenting Support

The Ministry of Parenting (CIC)
Nags Corner, Wiston Road,
Nayland , Nr Colchester , C06 4LT

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Environmental Policy

The Ministry of Parenting CIC is committed to the protection of our environment and undertakes to achieve its commercial objectives with due regard in relation to it. All staff have a duty to adhere to the environmental targets espoused by our key aims and we will ensure that they are provided with the necessary training to do so. The Directors will meet every four months to review current environmental activities, plan further activities and amend this policy annually.

Our four key aims

- to re-use resources wherever possible
- to minimise the use of non-renewable and environmentally-damaging resources
- to maximise recycling
- to increase the awareness of environmental issues among the people we work with and for

Our commitments

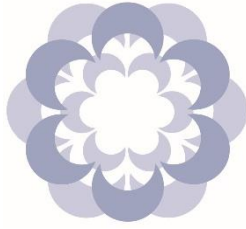
While our aims provide the core of our policy, we are also fully committed to:

- comply with all relevant environmental legislation and requirements of our partners, clients, and authoritative bodies
- continuously improve our environmental procedures and performance as measured against key targets and objectives

Resource Management

Paper & Stationery

- Staff are encouraged to only print documents that are absolutely necessary. Staff should also print and photocopy in duplex to avoid waste
- all waste paper is to be recycled in the paper bins provided around the office
- notepads are made from recycled paper and internal notepads are made from scrap paper



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- staff should circulate documents via email rather than paper
- all documents are stored electronically unless a hardcopy is essential
- suppliers are encouraged to receive payment by BACS and remittances are emailed
- purchase orders are sent electronically reducing the need for paper documents

Computers

- all computers must have the following power management protocols: monitor and system standby after 15 minutes of inactivity
- all computers are to be shut down and printers and monitors powered down over night

Lighting

- staff are encouraged to use only necessary lighting and to turn lights off when they are not in use

Air conditioning

- Not to be used in the office – for training/group venues: portable air conditioning unit is only to be used when absolutely necessary

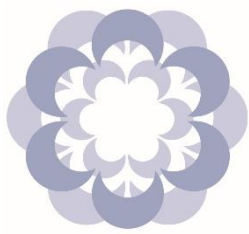
Travel

- employees are encouraged to use public transport whenever possible

Statement:

To achieve our aims and commitments we will:

- ensure all staff are aware of our environmental policy through the induction and ongoing information we supply them with
- review our environmental policy regularly
- provide the Ministry of Parenting CIC staffing team with the necessary resources to ensure that they can make a positive environmental impact



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We believe that environmental protection is the responsibility of each individual employee. By keeping our workforce informed, we encourage employees to be environmentally aware and active.