



MINISTRY
P R O T E C T I V E

Suite 2.01 Gainsborough House,
Lower Sheering Rd, Sawbridgeworth CM21 9RG (UK)
Telephone: 01799551181
info@ministryprotective.com / www.ministryprotective.com
Company Reg: 11894905

ENVIRONMENTAL POLICY

I would like to inform you that Ministry Protective Ltd Considers itself to be an Environmentally Friendly and a Green organisation, As Senior employees of the Company we all need to play our part in promoting this issue in our work place and with our Colleagues.

Below I have listed a few ways we can go further on what we are currently doing:

REUSE, RECYCLE

- Reuse envelopes for internal circulation and buy envelope reuse labels, these can be purchased with company logos on
- Invest in solar powered calculators rather than battery operated
- Consider using re-useable items rather than disposable, for example, china cups, metal cutlery, propelling pencils, refillable pens
- Collect stamps and milk bottle tops for charity
- Use notice boards rather than circulating non-urgent memo's
- Use products with a longer life, such as low energy light bulbs, which last up to eight times longer than ordinary light bulbs and also reduce energy costs
- Turn scrap paper into notepads
- Use both sides of paper when photocopying or producing reports

TIPS FOR PURCHASING FOR THE OFFICE

- Specify products with a recycled or reconditioned content. For wooden furniture and other timber products this may include purchasing goods from certified, sustainable sources
- Avoid buying disposable products and aerosols
- Use solvent-free correction fluids and paints
- Choose local products and materials to reduce energy and pollution implications of transporting goods
- Avoid over-packaged goods
- Specify upgradeable PCs
- Use refillable pens and highlighters
- Share items in occasional use, eg. highlighters & hole punchers

TIPS FOR SAVING ENERGY IN THE OFFICE:

- Position desks and workstations to make best use of natural light
- Check for and quickly repair leaks and dripping taps
- Only boil the required amount of water in a kettle
- Service heating systems regularly
- Improve insulations & Draught proofing
- Only heat work areas that are being used
- Fit controls to radiators to regulate individual room temperatures
- Use low energy lighting and appliances
- Switch off lights & machines when not in use
- Reduce lighting levels in areas such as corridors where bright lighting is not required
- Consider other energy saving measures such as timers and sensors

GREENER DRIVING

The way you drive your car will affect how much fuel you use and the amount of emissions your car produces. By following the tips below you can save money and reduce emissions:

- driving smoothly can reduce fuel consumption - check the road ahead, anticipate traffic and avoid harsh acceleration and braking
- shift to a higher gear at the right time - shift up at 2500rpm for petrol cars and 2000rpm for diesel cars - a vehicle traveling at 37mph in third gear uses 25 per cent more fuel than it would at the same speed in fifth gear
- Get in and go - modern engines are designed to be most efficient when you just get in and go. Keeping the engine running or pumping the accelerator wastes fuel, increases engine wear and increases emissions
- switch your engine off if you know you won't be moving for a while
- check your tyre pressures regularly - under-inflated tyres can increase your fuel consumption by up to three per cent
- stick to the speed limits - at 70mph you could be using up to 30 per cent more fuel than at 50mph
- remove unnecessary weight and roof racks - they increase the weight and air resistance so they increase the amount of fuel you use
- air conditioning and other on-board electrical devices (like mobile phone chargers) increase fuel consumption, so only use them when necessary

Using Simple steps like these above will show we are committed to our Green and Environmental Policy.