



Highworth Community Church | Office: 8 Sheep Street, Highworth,
Wiltshire SN6 7AA

www.highworthcommunitychurch.org Registered Charity number 1080002

Highworth Community Church Working Office Policy

The main reasons we have introduced the policy are:

- It shows the right image when people visit our church office or are working within the Bridge.
- It reduces the threat of security as passwords and confidential information get locked away.
- To reduce workplace accidents and spills
- There is a reduction in stress with employees having a tidy desk.
- To reduce our carbon footprint

The policy in operation:

For security

- Laptops or PC's should not be left unattended with the screen on view and unlocked, if you are called away from your desk to help with another task please close your screen.
- At the end of the working day each employee/volunteer is expected to tidy their desk and to tidy away all office papers, post-its and notes.
- We provide drawers, cupboards and filing cabinets so that files and documents can be stored securely. Keys must not be left unattended for accessing these.
- All Laptops or PC's should be closed down and Laptops kept secure or taken home

Safety

- Please also be aware of potential trip hazards and keep all walkways clear at all times.
- Keep any wires safely out of reach and take extra care with drinks on your desk

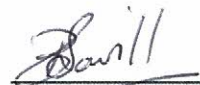
A Tidy Desk

- If you are unsure whether a piece of paper should be kept – it will probably be better to put it in the bin or consider scanning paper items and filing them in your PC.
- Please use our shredder to dispose of office paperwork no longer needed.
- Do not print off emails just to read them. This just generates increased amounts of clutter and please do make sure you pick up printing of any confidential or sensitive documents straight away
- Go through the things on your desk to make sure you need them and throw away what you don't need.
- Always clear your desk top before you go home and wipe over if needed
- Due to health and safety requirements, please do not store any items under your desk other than a waste paper bin, so that you are able to sit correctly at your desk and keep it clutter free.
- Remember desks may be used by other members of staff or volunteers as a hot desk

Reduction in the use of paper, ink & the need for backing up

- The policy is also designed to help reduce the amount of paper that is used, as well as costly toners and inks – particularly from the colour printers and copiers. It will also reduce the amount of filing space we need.
- Also ask yourself – do I really need that in colour or will black and white be ok?
- Many people use print-offs as a form of back-up against losing information from the computer systems.
- Please back up your laptops and PC's on a regular basis to a Scandisk or external hard drive – Mike will advise on this if you need help on backing up

The trustees of HCC formally accepted this policy at the trustees' meeting held on 25th July 2019 (Review July 2021)



Brenda Savill – Chair of Trustees



Matt Ford - HCC Leader