



GREEN OFFICE

SAVE THE EARTH



Offices and office activities that have the least environmental impact by using resources and energy wisely.

CATEGORY 1 : SET PLANNING POLICY OPERATED AND CONTINUOUSLY IMPROVED

The office shall develop environmental management policies and plans, including surveying and identifying environmental issues.

CATEGORY 3 : USE OF RESOURCES AND ENERGY

3.1 Energy Use

- Use electricity and fuel economically in the work area.
- Identify measures to save electricity and fuel, post-campaign signs, and educate employees.

3.2 Water Use

- Use water economically in the work area.
- Identify water-saving measures, post-campaign signs, and educate employees about water conservation.

3.3 Use of other resources

- Employees use office equipment economically and designate points for resource sharing.

CATEGORY 2 : COMMUNICATION AND CREATING CONSCIOUSNESS

- 2.1 Environmental Communication and Training
- 2.2 Conferences and Exhibitions
- 2.3 Office Cleanliness and Orderliness
- 2.4 Transportation and Travel
- 2.5 Emergency Preparedness and Response



CATEGORY 4 : WASTE MANAGEMENT

4.1 Waste Management

- Implement appropriate waste management measures suitable for the office environment, including raising awareness and encouraging active participation from personnel.
- Follow proper procedures for waste segregation, collection, and disposal.
- Declare the organization as a foam-free entity.
- Promote the reuse and recycling of waste materials to reduce the volume of waste sent for disposal.

4.2 Wastewater Management

- Office wastewater management and the quality of discharged water must comply with relevant legal standards.
- Wastewater treatment equipment must be installed and maintained regularly.
- Use cleaning products that are environmentally friendly.

CATEGORY 5 : ENVIRONMENT AND SAFETY

5.1 Air in the office

- Take care of cleaning various equipment regularly.
- Clearly define smoking areas and operating conditions.
- Control air pollution caused by construction.
- Manage air pollution from outside the office.

5.2 Lighting in the office

- Annual light intensity measurement.
- Choose from available lighting equipment high efficient environmentally friendly.

5.3 Sound

- Set control measures for noise pollution.
- Manage sound noises from equipment in the office or loud noises from outside the office.



CATEGORY 6 : PURCHASING AND HIRING

6.1 environmentally friendly Purchasing products.

- Appoint a working group for environmentally friendly purchasing.
- Prepare an inventory of environmentally friendly products.
- Choose products that have an environmentally friendly symbol.
- Compare products that have the least impact on the environment in purchasing.



6.2 Environmentally friendly hiring

- Select an agency or person for employment Be attentive to the environment and monitor your operations regularly.



CATEGORY 7: CONTINUOUS IMPLEMENTATION OF GREEN OFFICE PRACTICES

7.1 Internal Evaluation for Continuous Improvement of Green Office Practices

- Establish the frequency of internal Green Office evaluations to be at least once per year.
- Conduct evaluations that cover all categories of the Green Office criteria, carried out by the Internal Green Office Evaluation Committee.
- Ensure that the internal evaluation is comprehensive across all categories, with a summary report of the evaluation results for further improvement.

7.2 Development and Advancement of Green Office Operations

- Expand Green Office initiatives towards achieving environmental awards, certifications, or standards.
- These recognitions may include those related to environmental or energy management, or other relevant areas, and must be certified by authorized central agencies.

