

Environment, Change & Resilience Group

Environmental Guidelines:

All Helvetas staff are responsible to apply these guidelines at the office and in the field, as well are encouraged to share and apply at home...

1. Transportation

- a) As much as possible, project vehicles (bicycle, motorbikes) are used for official trips (meetings with partners) and trips to district and village sites. Rented 4WD car will be used only if more than four people have to go to the field, if motorbikes are not available or if road conditions call for it.
- b) Promote car-pooling (ex: each employee tries to carpool with another employee at least once a week)
- c) Use bicycle or walk for short distances (Except going to the bank). It's good for health and the environment.
- d) Use appropriate vehicle for each kind of travelling (distance, number of people...).

2. Rubbish

Diminish the waste you produce by using:

- Re-usable cloth bags instead of plastic bags (average use of plastic bag 6 minutes before it is thrown out after purchase but can take up to 1000 years to break down)
 - Use your own drink mug for your coffee & other beverage purchases and consumption instead of throw away cups or bottles, and plastics
 - Use re-usable and washable containers & cutlery for take away food purchases instead of foam packaging (Keep extra container & cutlery for easy access in office and vehicle).
 - To reduce the use of tissues in staff's offices, in the kitchen... use napkins instead (reusable).
- a) In the office: rubbish should be separated before being disposed.
 1. Organic matter (e.g. leftover food) should be put in the compost bin outside
 2. Plastic bags, whenever possible, should be reused

3. Paper printed on one side only should be kept and reused (see below)

4. Cans and plastic bottles should be put in separate bins

b) In the field: DO NOT THROW RUBISH IN THE OPEN ENVIRONMENT:

1. Do NOT throw anything out of the car window

2. Do not leave rubbish where you are; take them with you until you can find a clean way to dispose them.

3. Paper use

a) Set up “print on both sides/duplex printing” as default setting on your printer.

b) Use papers printed on only one side to print draft documents or as paper to take notes.

c) Do not print documents unless really necessary to have a hard copy (avoid to print few lines emails).

d) Try to use recycled paper if available.

4. Energy use

a) Put your computer on stand-by or hibernation mode before leaving your desk for more than half an hour

b) Switch off your computer if you leave for more than an hour and before you leave in the evening.

c) Switch off printers and other accessories (UPS, etc.) if you are the last one to leave the office in the evening.

d) Switch off the unnecessary light when you are alone in the office and leave the office for more than 10 minutes.

e) Use the power saving function of the office computers

f) Use A/C with moderation (jackets should not be necessary in the office) and switch it off when you leave the office for more than 15 minutes.

g) Switch off air-conditioning 10-15 minutes before you leave in the evening.

h) When purchasing new office equipment, always check for the lowest energy consuming equipment (in collaboration with TA).

5. Other

Purchase and/or consume as much as possible earth and people friendly products:

- Local produce & products

- Organic

- Bio-degradable/ ex: cleaning and hygiene products...which are available in local market

Reduce, Reuse & Recycle in & around the Office

Item	Some facts	Reduce	Reuse	Recycle
Paper & cardboard	Paper is categorized by groups: Office paper; Cardboard; Newspapers; Magazines & Phone Directories	Buy paper made from paper tree farms; double sided printing	- Buy recycled paper; use scrap paper for notes and drafting; use as packing material; - HELVETAS Head office will collect the unused Magazines and Newspapers and supply to UDIN and other project as need	Shred & compost; Collect & Set up link with local paper/cardboard collector to come once a month for collection
Printer Cartridge	Use it until the tone finish, it may take 4-6 months	Try not to print unnecessary document and picture	The old cartridge can be refilled the tone one more time, then you can use it regularly	After the refilled one has finish, then just sale the cartridge to the shops
Food & drink items	Items you can compost: Plant; vegetable & fruit trimmings, eggshells, teabags, leaves, shredded paper ...	Plastic bags/ Styrofoam / throw away beverage cups	Use your own reusable food & drink container when you buy 'food to go'	Compost what you can
Bottles/ glass	Glass is categorized in 3 colors: green; brown (Beer Lao!) and clear	Use carefully and prevent from the broken	Return bottles to shops when this option exists; or just sale to buyers	
Plastics (bottles; bags...)	Segregated the used bags and bottles plastics	- Use reusable cloth shopping bags - Purchase the packaging product (bag) that made from natural	For plastic bottles: farmers who produce bio-extract are usually happy to have bottles they can use for storage and selling at local market; or donate to local school for their handicraft activities; Plastic bags can be washed and reused	Collect and give to an organization who specializes in recycling plastics into usable items; some schools have programs; otherwise iNGO like Friends International (Peuan Mith) has an income generation activity dedicated to this
Clothes	The old used clothes of our staffs	Buy only the necessary clothes	Set up a permanent donation box which can then be donated to locals 2-3 times a year	Local people or children in the rural area will be very happy about their new clothes

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