

# GREEN OFFICE

**Environment protection:** When waste is disposed of properly, you can prevent hazardous materials from contaminating the environment.

**Recycling:** helps you make extra money. Sort all your recyclables and make some money out of it! Waste disposal can be pricey at times and you should do all that you can to recycle first and then dispose of all waste materials.

**Reduce waste:** Recycle! Recycle! Recycle! The beauty about recycling is you can reduce waste and reuse your materials.

**Safety:** You need to make sure you are properly storing and disposing your trash because it can be harmful to others. Whether it's disposing your trash in the right type of trash liner or container, it can be critical to yours and other people's safety.



## OBJECTIVE 1: Reducing electricity consumption

Lead by Rosa Ratha, ISA Junior Project Officer

- Maintain the temperature of all Air conditioners (AC) units not lower than 24°C.
- Turn off AC units and lights when no one in the office more than 1h.
- Keep the office doors closed, make sure we don't lose energy from AC flow loss (except during COVID-19).
- The last person to leave the office needs to make sure all the AC, light and printer are turned off.
- Replace regular light bulbs with LED bulbs, disable or exchange lamps that do not work with LED bulbs.
- Present office electricity bills every 3 months at whole team meeting.

## OBJECTIVE 2: Reducing paper

Lead by UI Socheat, SDP Provincial Coordinator

- Print double-sided and monochrome (tones, tints and shades of a single color) instead of colored.
- Promote the habit of reusing one-sided print paper for notes, invoice preparin.
- Use soft copy as much as possible instead of hard copy.

## OBJECTIVE 3: Reducing plastic usage

Lead by Hans Christian Siebrecht, RISE Programme Associate

- Avoid as much as possible the use of water plastic bottle in meetings at Swisscontact office (PP and provinces) including meeting organised in hotels
- Avoid as much as possible bringing plastic bag, styrofoam containers, straw, water plastic bottle to office. Please find Green Restaurants in the list below.
- Purchase "nature friendly" cleaning products.

## OBJECTIVE 4: Reducing environmental pollution

Lead by Sin Sovantola, IT/Administrative Coordinator

- Reduce traveling for long distance by organising meeting at the place where most participants stay; assess if physical meetings can be replaced with video conferences.
- Avoid traveling by plane on local mission if not necessary.
- Booking green hotels during the mission in provinces. Please see the list below.
- Keep your desk/office clean and green.
- Collaborate with office building to install classified dustbins.

## OBJECTIVE 5: Sharing knowledge

Lead by Ky Mengly, Communication Officer

- Support in developing artwork to remind Swisscontact staff and partners to join the Green Office initiative.
- Raise awareness about the Green Office activities to all Swisscontact staff in Phnom Penh and provinces
- Raise awareness and engage with Swisscontact partners about the initiative.

# GREEN RESTAURANT LIST

## Phnom Penh

- [Eleven One Kitchen](#)
- [J'adore Le Cafe](#)
- [Rama Steakhouse](#)
- [Farm to Table](#)
- [Backyard Cafe](#)
- [Gerbie Salad and Sandwiches](#)
- [Kroeung Garden](#)
- [123Pig](#)

# GREEN HOTEL LIST

## Phnom Penh

- [Frangipani Villa Hotel](#)
- [Relax Hotel](#)
- [The Plantation Urban Resort and Spa](#)
- [Double Leaf Boutique Hotel](#)
- [Anise Villa Boutique Hotel Phnom Penh](#)
- [Villa Langka Boutique Hotel](#)

## Preah Vihear

- [Ly Hourt Hotel](#)
- [Green Palace Hotel Preah Vihear](#)
- [Home Vatthanak Guest House](#)
- [Sopheakmonkol Motel](#)
- [Vimeansor Guest House](#)
- [Jaya Hotel](#)

## Battambang

- [Moloppor Villa](#)
- [The Coconut House Resort Hotel](#)
- [Classy Hotel & Spa](#)

## Kratie

- [Ly Cheu Hotel](#)
- [Luck Life World Hotel](#)
- [Mekong Dolphin Hotel](#)
- [River Dolphin Hotel](#)
- [Hor Bunny Hotel](#)
- [Moha Oudom Hotel](#)

## Stung Treng

- [Four River Hotel](#)
- [Savet 1 Guest House](#)
- [Angkor Meas Hotel](#)
- [Golden River](#)