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GREEN AND HEALTHY SLOVENIA FRIENDLY OFFICE

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GREEN AND HEALTHY SLOVENIA FRIENDLY OFFICE



The whole Slovenian tourism industry, from Goričko to Piran, owes the attractiveness of its tourist offer to unspoilt nature and a clean environment, which are increasingly appreciated by domestic and foreign guests. However, they are threatened every day by industrial and economic activities and modern life. Slovenians have always valued nature and preserved it for ourselves, for posterity, for visitors and tourists. The Slovenian Tourist Board (STB) is leading Slovenian tourism partners on the path of sustainability with a great deal of responsibility through the Green Scheme of Slovenian Tourism. And as the folk saying wisely dictates, »*First sweep your own doorstep*«, so we already started to change our business back in 2008, leading to responsible management of the environment and nature in Slovenia, because we feel Slovenia. We don't want to be part of the problem, but part of the solution. We are updating our successful project in 2021 with the desire to transfer the care for the environment, which starts in the office, to the Slovenian tourism industry as a whole.



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ENVIRONMENTALLY FRIENDLY OFFICE PROJECT

In 2008, the Slovenian Tourist Board (STB) made a decision to function sustainably at every step of its operations. The commitment to operate with the lowest possible carbon footprint was incorporated into the Slovenia Friendly Office project. The activities we have undertaken since then have grown beyond the project – the project has developed into a philosophy of action. The commitment to the sustainable development and marketing of Slovenian tourism is the commitment of the STB team to consistently adapt to more environmentally friendly business operations in our organisation, and at the same time, the commitment to set a good example to others when protecting the environment.

In 2021, we updated the Slovenia Friendly Office manual to include the latest guidelines for a green and digital transition in offices in accordance with the European Green Deal. We have included the latest guidelines on single-use plastics, zero-waste operations, climate protection targets, home based work, remote meetings and employee well-being. All the recommendations brought together in this brochure are directly transferable and can be used by anyone who feels Slovenia and wants to be part of the solution. After 12 years of implementing the Slovenia Friendly Office project and having obtained the Family Friendly Enterprise certificate (CDPP) in 2010, we also obtained the Socially Responsible Employer certificate (CDOD) in 2020, in which the upgrade of the Slovenia Friendly Office project is one of the key objectives.

We are committed to reducing the amount of waste generated in our offices, as encouraged, inter alia, by the »Consider the Paper! USE LESS.« sticker. Providing drinking water in glass jugs and glasses for both employees and guests, and thus favouring glass rather than plastic, was an obvious step.

To us, »I ride GREEN.« means using public transport and company bicycles more often, while hybrid vehicles and, increasingly, the train, are preferred for business travel. Using digital tools to organise meetings has become commonplace for us. We are encouraged to do so by the »It's cool to be ONLINE too« sticker. We are working to reduce greenhouse gas emissions from business travel and thus contribute to the national and European targets for maintaining a favourable living environment on a planet threatened by climate change.

To encourage the development of new business systems and innovation, we encourage our employees and others to use reusable products and alternative materials. This is our way of reducing plastic waste pollution in the environment, as the »#PlasticFree« sticker reminds us. We want to turn problems into solutions – solutions for the whole tourism industry, which is why we have embarked on the challenging path of eliminating single-use plastics from Slovenian tourism.

I warmly invite all partners in the Slovenian tourism industry to join us in the Green and Healthy Slovenia Friendly Office project, so that together we can prove that tourism is part of the solution. Everyone counts.

Thank you for making the Green and Healthy Slovenia Friendly Office a reality for all the employees of our organisation, the members of the CDOD team and especially the ECO team of employees.

Maja Pak, MSc
Director of the Slovenian Tourist Board

MATERIAL FLOW AND WASTE GENERATION

“Waste is a substance or object that the holder discards, intends to discard or is obliged to discard.”

Environmental Protection Act

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MATERIAL FLOW AND WASTE GENERATION

On average, a person in Slovenia generated 509 kilograms of municipal waste in 2019, 88 kilograms more than in 2009. About a third of municipal waste is generated in offices, restaurants and shops, of which 32 kilograms are disposed of in landfill, where mixed fractions of municipal waste predominate. Slovenia achieved more than 72 per cent of municipal waste being collected separately in 2019, which is a remarkable success, as in 2009 only 11 per cent of municipal waste was collected separately.

However, we would like to stress that this is not the share of recycled waste, but of separately collected waste. The guiding principle in reducing the environmental impact of waste is »**Reduce!**«. This means reducing waste at the source. The other two principles are »**Re-use!**« and »**Separate properly!**«. The chapter is divided into sections detailing the most typical waste generated by offices.

PACKAGING WASTE AND SINGLE-USE PLASTIC PRODUCTS

The European Green Deal, the Circular Economy Action Plan and the European Strategy for Plastics in a Circular Economy, all adopted after 2018, are leading Europe on a path to reduce the production and use of packaging and increase recycling and re-use, laying new foundations for a circular economy. Specific requirements are already being seen with the adoption of the so-called SUP Directive (Directive on the reduction of the impact of certain plastic products on the environment), which restricts the use of single-use plastic products.

Single-use plastic products are products that are made entirely or partly of plastic and are usually intended to be used only once or for a short time before being discarded.

As of 3 July 2021, the SUP Directive came into force and with it a **ban on the placing on the market** of cotton buds, cutlery, plates, straws, drink stirrers, balloon sticks, certain expanded

polystyrene products (containers for foodstuffs, beverage cups, beverage containers) and all oxo-degradable plastic products. From 3 July 2024, beverage containers (< 3 l) will have to be designed in such a way that the caps and stoppers remain attached to the containers during the intended use phase of the products. PET bottles will have to contain at least 25 per cent PET-recyclate from 2025 and at least 30 per cent PET-recyclate from 2030. From 1 January 2025, we will have to collect separately, on a country-by-country basis, at least 77 per cent of the weight of all plastic bottles placed on the market and from 1 January 2029 onwards at least 90 per cent of the weight of all plastic bottles placed on the market.

WASTE GENERATION AND MANAGEMENT MEASURES

We reduce the use of all disposable plastic in our operations.

In our activities, we make sure that less waste is generated from single-use plastic products by facilitating the use of reusable products and products made of alternative materials.

Our guests at events/meetings are served tap water from glass jugs and glasses.

Tap water in Slovenia is strictly controlled and of excellent quality. It is accessible to everyone. We do not use single-use plastic products to serve tap water. We offer tap water in glass jugs and glasses to guests at meetings in the organisation or company.

Article 7 of the proposed new Hospitality Industry Act (ZGos-1, 2021) states, among the conditions for carrying out catering activities, that all catering establishments connected to the public water supply network must provide their guests with drinking water from the water supply network.

We avoid ordering food in disposable packaging.

We bring our own packaging or choose a provider that provides packaging that is not made of single-use plastics, as thus we are becoming part of the solution. This is what the »NO packaging makes it easier for all of us« sticker reminds us.

We use reusable cups or cups made of alternative materials for drinking in the workplace.

The operator of a public sector drinks vending machine will be required to provide for the use of more durable reusable cups. The beverage and food service provider should also reduce the supply of plastic single-use products and replace them with more durable, reusable products and allow consumers to use

Cigarette butts are the most commonly found waste on the Slovenian coast. On average, there are 94 cigarette butts per 100 metres of coastline. Cigarette butts are single-use plastic products and as such are included in the requirements of the new SUP Directive.


their own durable product instead of single-use plastic products. Drinking cups made of expanded polystyrene may no longer be placed on the market in the Republic of Slovenia after 3 July 2021.

We collect all plastic bottles separately in a bin with a yellow lid (packaging waste).

Packaging waste is sorted by machine or by hand. PET bottles are sent for further recycling and potential use of the recycle for the production of new PET bottles. In addition to plastic bottle waste, all other packaging waste is collected separately. It is important to always empty the packaging, remove the caps and squeeze larger bottles and cans to reduce their volume.

Packaging waste includes:

- beverage and food bottles,
- bottles of cleaning products and detergents,
- food and beverage cans,
- hollow milk packaging, juice containers, etc.,
- PET and PE packaging (yoghurt pots, plastic sandwich wrappers),
- plastic shopping bags,
- cartons,
- plastic film in which products are wrapped,
- CD and DVD covers.

 Plastic or metal packaging of hazardous substances or their residues that require special handling **do not belong in the bin**. We collect these as hazardous waste in a collection receptacle in a common area such as a corridor.

For catering purposes, we use disposable products made from alternative materials (e.g. paper or wood) or reusable products.

We pay particular attention to drinks (beverages in glass bottles or jugs rather than plastic bottles), plastic cutlery, plastic plates, stir sticks for drinks. We follow the guidelines for organising green events.

We dispose of cigarette butts in regular waste bins and never dispose of them in nature.

Cigarette filters contain plastic (cellulose acetate) and also release trapped chemicals into the environment as they break down.

We also avoid other single-use plastic packaging in offices.

We are vigilant and try to reduce our consumption of all single-use plastic products. We avoid using balloons at our events.

As a team, we attend the voluntary cleanup entitled Clean Coast,

which has been organised in Slovenia for more than ten years and is part of the largest voluntary coastal cleanup in the world, the International Coastal Cleanup, or do some other good deed that is kind to the environment.

We properly handle waste personal protective equipment (disposable masks and gloves during the Covid-19 epidemic).

We dispose of them in mixed municipal waste bins. The SUP Directive does not cover personal protective equipment such as face masks or disposable gloves, the use of which has increased the amount of waste in the environment as a result of efforts to combat the Covid-19 pandemic. Nevertheless, such waste falls under the more general provisions of EU waste legislation (Directive 2008/98/EC on waste), which require proper waste management and prohibit littering.

Let's join the commitment to eliminate single-use plastics from Slovenian tourism,

to eliminate from our business single-use plastic bottles, single-use plastic glasses, single-use plastic food packaging and single-use plastic packaging in hotel rooms by the end of 2022. We are reminded to reduce the use of single-use plastics by the »#PlasticFREE« sticker.



GOOD PRACTICE EXAMPLE

96 per cent of all STB employees use reusable cups instead of disposable cups. Management distributed a reusable, thermally insulated cup to all employees. They also provided glass water jugs that can be used in meetings to serve tap water.

The STB enabled green destinations and green providers to express their respect for water by signing the Water Commitment, by which signatories committed to offer clean drinking water in glass containers as the first choice to their visitors and guests. However, if we want to emphasise the reduction of plastic packaging in the internal operations of the organisation or business, we can choose to serve only tap water to our guests and visitors, an initiative that is also encouraged by the Chamber of Public Utilities at the Chamber of Commerce and Industry of Slovenia with the Water from Tap certificate. By obtaining the certificate, the organisation or company commits to serve and use only tap water instead of pre-packaged water in its premises and to encourage its employees, partners, subcontractors and customers to do the same and to raise their awareness about the quality of drinking water in Slovenia.

PAPER

WASTE GENERATION AND MANAGEMENT MEASURES

We print less.

Previewing the document before printing (the »print preview« function) helps you check whether you're using paper efficiently. Sometimes it happens that a new sheet or page only has a date and a signature. This can be cleverly avoided by rearranging the text, straightening the margins or reducing the font. Print only the pages of the document that you need (instead of the whole document). Computer archiving of web mail and other documents can save a lot of paper. Consider whether the email or document you receive needs to be printed or can be stored electronically. Print double-sided and choose to print two pages on one side of the paper where you can.

The management provides an innovative caption at the end of the e-message, which draws attention to the importance of saving paper when printing e-messages.

Choosing the most environmentally friendly paper is an extremely challenging task. The differences between standard, recycled and FSC-certified multi-purpose paper seem to indicate that there is no perfect solution for creating environmentally friendly copy paper. We are consulting our office equipment supplier on the most environmentally friendly option.

Paper consumption is one of the biggest environmental impacts of working in offices.

Use of waste paper.

Paper with a blank reverse can be used for printing or writing informal documents and for the internal operations of the organisation or company. Such paper is stored in a special box on or near the desk. We are encouraged to use previously used waste paper by the »TURN me« sticker.

Designing catalogues and brochures.

Paper used for catalogues can be less processed, lighter and optimally printed, making it more environmentally friendly and cheaper. The quantity of catalogues printed is continuously adapted to the needs of the market. As far as possible, we only offer publications in an online format.

Proper separation of waste office paper and cardboard.

In offices, we collect separately ALL waste paper. At the STB, waste paper is collected in bins in corridors, next to printers and in offices in boxes provided for this purpose. Waste paper does not include laminated paper! We flatten (fold or tear) waste cardboard and other large-volume packaging to make collection more efficient and save costs. So far, the average cubic metre of waste cardboard collected separately at the premises at Dimičeva 13 contains 118 kilograms of waste cardboard, and

the general estimate of the weight of compressed cardboard is 689 kilograms per cubic metre!

The management ensures that the bins in the offices are for the collection of waste paper only, and that other waste (MMW and packaging waste) is placed in the bins in the corridor. The management makes arrangements with the cleaners to dispose of office waste as paper waste. A building-wide management arrangement is reasonable.

We use fewer paper towels for wiping hands.

A sticker in the toilets reminds us of this: »2 hands at once! ONE TOWEL.«

Paper waste includes:

- office paper;
- envelopes;
- newspapers, magazines and notebooks;
- catalogues, wrapping paper, paper shopping bags, cardboard packaging, cardboard;
- books.

Paper waste does not include:

- cardboard hollow liquid packaging (belongs to packaging waste);
- copying, waxed and laminated paper (mixed municipal waste – MMW);
- cellophane (MMW);
- hygiene paper (MMW);
- food-soiled or impregnated paper and cardboard packaging (packaging);
- any soiled or moistened paper and cardboard (MMW).

GOOD PRACTICE EXAMPLE

In the 10 years between 2009 and 2019, STB employees increased the share of separately collected office paper waste by 100 per cent. In 2009, around 2.5 tonnes of waste paper was generated in STB offices, and around 5 tonnes in 2019. The figure also includes cardboard waste. The amount of office paper purchased did not increase much over the same period (by around 10 per cent). Even better, in 2009 it cost the STB about EUR 4 per cubic metre to transport separately collected waste office paper, while in 2019 it earned about EUR 0.03 for every 1 kg of waste paper. Winning state or happily SEPARATED.



WASTE ELECTRICAL AND ELECTRONIC EQUIPMENT (WEEE) AND HAZARDOUS WASTE

WASTE GENERATION AND MANAGEMENT MEASURES

We rent EEE instead of buying it.

If we cannot avoid buying, we buy EEE wisely.

The biggest environmental impact of EEE is at the product manufacturing stage. We make sure we buy the appliances and equipment we actually need. Recently, it has become popular to use several screens at once when working in the office. This increases the energy consumption of our work, and also impacts the environment when producing and decommissioning additional screens. It is therefore very important to be smart with the equipment we already have and to consider whether we really need new EEE.

More than 400 million PCs, laptops and tablets were sold worldwide in 2018. The total number of smartphone users was estimated at around 2.5 billion in 2018.

Extend the life of EEE.

Extending the lifetime of laptops from three to five years can reduce an organisation or company's greenhouse gas emissions by 37 per cent.

Waste EEE is collected separately and handed over to authorised collectors for processing.

OEE0 in nevarnih odpadkov ne smemo zavręi med meřane komunalne odpadke. Vsebujejo namreę snovi, ki so nevarne za okolje in zdravje ljudi, ob navadnem odlaganju na odlagaliřih

WEEE is a heterogeneous mix of materials, including substances that are harmful to health and the environment. A tonne of mobile phones contains 100 times more gold (Au) than a tonne of ore, but recycling processes, especially by informal processors, can also be harmful to the environment.

pa povzroęajo tveganje za onesnaęevanje okolja ře mnogo let zatem. OEE0 loęeno zberemo in jo oddamo pooblašęene-mu prevzemniku. V Sloveniji je v ta namen registriranih pet nosilcev skupnih naęrtov: ZEOS d. o. o., INTERSEROH d. o. o., SLOPAK d. o. o., TRIGANA d. o. o. in RECIKEL d. o. o.

This waste includes:

- all telecommunications and electronic equipment (large and small computers, printing units, fax machines, telephones, radios, videorecorders, camcorders, watches, pocket calculators, cameras, entire computer equipment, etc.);
- lighting equipment (fluorescent lamps, energy saving lamps).



The management ensures that documents are printed securely on rented printers using the print-on-ID function, thus ensuring more environmentally friendly printing with fewer machines. We are not replacing the current printers in our offices with new ones. The management arranges for a »green point« to be set up in the premises of the building for the collection of working WEEE (in the framework of the Chamber of Commerce and Industry of Slovenia LIFE project, e-circulation is promoted, a partner of which is the Chamber of Municipal Waste at the Chamber of Commerce and Industry), so that it can be returned to the producers. Employees are also given the opportunity to bring working appliances from home that they no longer need.

The management, in cooperation with other organisations and companies in the building, organises a campaign to clear the offices of small WEEE that has accumulated over the years. Equipment is checked to make sure it is still in working order and properly disposed of in the containers provided for non-functioning and working WEEE.

GOOD PRACTICE EXAMPLE

The STB leases five Konica Minolta laser printers. This ensures that the printers are serviced regularly and properly, that used toner is replaced and that waste is managed properly. This is more environmentally friendly than everyone having their own printer in the office.

WASTE TONER AND CARTRIDGES

Waste toner and cartridges are generated in the STB offices that have their own printers. This waste is non-hazardous and is taken care of by the consignee, who sells the useful ones abroad and takes the waste to Croatia for destruction. It also issues waste management record sheets to ensure that the waste is handled properly. Waste toner and cartridges are collected in the company's container in the basement.

WASTE GENERATION AND MANAGEMENT MEASURES

 **We reduce the amount of printing.**

 **We avoid colour printing and print in draft quality, which uses less ink than preset.**

If printing cannot be avoided, we make sure that less paper and less ink is used (so-called draft printing). The functions on printers that allow this can be used before each print, or economical printing can be set as the default.

In the document, when you select the »Print« command (shortcut Ctrl + p), click on »Printer properties« and a new window will open. In MS Office, the first tab is where you edit the colour (black and white, greyscale or colour) and whether you want single-sided or double-sided printing. In the »Layout« tab, you can choose a combination (printing two pages of the document on one side of the sheet), and you can tick the option to omit blank pages.

In Adobe (.pdf) files, when a new window opens, you can select the option of colour or black and white printing and save toner (this saves up to 15 per cent colour inks) in the second line. You can also select double-sided printing and multiple pages per page a little lower down. Alternatively, you can click on properties and follow the instructions for MS Office.

GOOD PRACTICE EXAMPLE

In cooperation with Bitea, d.o.o., a company that collects waste toner and cartridges, the STB donates part of the funds from the sale of waste toner and cartridges to the charity Sonček, the Association of Cerebral Palsy Societies of Slovenia.

BIOLOGICAL WASTE

Separate collection of biological waste reduces the amount of waste going to landfill, extends the lifetime of the landfill, and ultimately, less biological waste in landfill means less greenhouse gases. Separately collected biological waste can be turned into compost and returned to the natural material cycle. However, it is very important to have properly separated biological waste (no plastic).

Biological waste accounts for more than 30 per cent of household waste.

We aim to create as little biological waste as possible. We measure portion sizes correctly, which is especially important if we eat in canteens, and plan our meals using menus published online. Food leftovers can be taken away in reusable containers. We allow ourselves enough time for a meal.

WASTE GENERATION AND MANAGEMENT MEASURES

 **Reuse of biological waste.**

If we cannot avoid generating biological waste, we make sure to reuse it. If we have a composter at home, we can take our food waste home and compost it. Coffee grounds can be used as a fertiliser or even as a body scrub.

The management arranges for separate collection of biological waste and proper disposal.

Biological waste includes:

- fruit peelings and fruit scraps;
- coffee grounds;
- coffee filters and tea bags;
- non-liquid food scraps;
- eggshells;
- spoiled food products;
- paper bags and tissues.

**TWO «
HANDS with a
SINGLE TOWEL.**



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WASTE GENERATION AND MANAGEMENT MEASURES

Dispose of used batteries separately in a designated collection bin placed in the common areas (at the Chamber of Commerce and Industry of Slovenia at the entrance to the building).



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TURN me! 

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SPACE FOR NOTES

ENERGY

“According to the World Meteorological Organisation, 2019 has become the second warmest year since record-keeping began, capping a decade of extreme heat around the world, declining ice extent and record sea-level heights.”

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ENERGY

For millennia, man has been searching for ways to use the energy stored in nature. The burning of fuels to produce energy releases as much as 80 per cent of Slovenia's greenhouse gases into the atmosphere. The impact of production on climate and air quality puts energy at the heart of the Agenda for Sustainable Development until 2030 and the Paris Agreement on climate change.

One of the most important goals of the Agenda for Sustainable Development until 2030 is Goal 7, ensuring access to affordable, reliable, sustainable and modern energy for all. The EU, which is responsible for 10 per cent of global greenhouse gas emissions, is leading the world in the transition to a net zero GHG emissions economy.

Buildings in both the residential and service sectors account for around 40 per cent of energy consumption. Therefore, there is an urgent need for changes towards refurbishment, fuel switching, the use of the most efficient electronic devices, smart building management systems and better insulation materials. The use of energy from renewable sources must be increased. The use of hydrogen shows great potential.

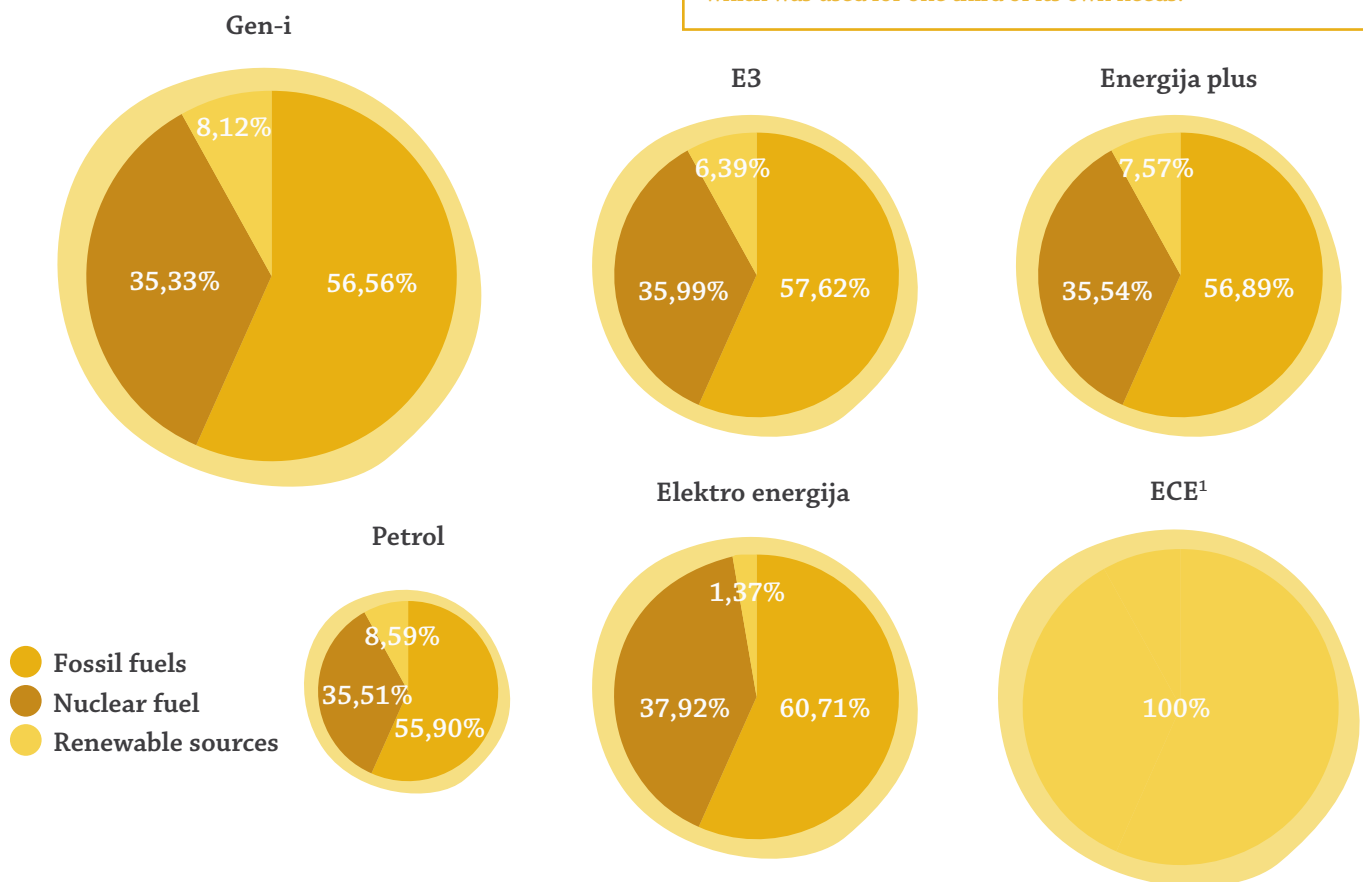
ELECTRICITY

63 per cent of office energy is used for cooling servers and rooms, heating and lighting, so these areas are the biggest potential sources of energy savings. But we should not forget about other ways to reduce electricity consumption.

The management ensures that as much electricity as possible is purchased from renewable sources. Renewable sources include hydro, wind, solar, geothermal energy, biomass, tidal power, heat captured from the environment and renewable waste. Different providers have different proportions of electricity from renewable sources (see Figure).

GOOD PRACTICE EXAMPLE

The building at Dimičeva 13 became an electricity producer with a GEN-i solar power plant in December 2021. By installing a solar power plant on the roof of the office building, its carbon footprint will be reduced by 1,961 tonnes over 30 years. The anticipated annual production of electric energy is estimated at 125,525 kWh. The electricity is consumed by the Chamber of Commerce and Industry on its premises. In April 2021, the solar power plant on the roof of the Chamber of Commerce and Industry produced 11 650 kWh of electricity, which was used for one third of its own needs.



Notes: 1 The data refer to households and small business consumers.

Figure: Sources of electricity on the Slovenian market in 2018 (source: Slovenian Consumers' Association)

MEASURES TO REDUCE ENERGY CONSUMPTION

Prior to buying new EEE, we examine its energy efficiency and other environmental criteria.

The Ecodesign Directive mandates that laptops must not exceed 3 W at standby and 0.50 W at minimum use. Before buying computer equipment, displays, printers and mobile phones, check the product design criteria:

- the serviceability of the device;
- the expected lifetime of the device;
- the terms of the warranty;
- the possibility of recharging the batteries;
- the damage resistance of the device;
- connectivity and reusability of components;
- recycles content.

We also check the energy consumption of the device in use, which is shown as a Typical Energy Consumption (ETEC) figure based on IEC standard 62623:2012. The typical energy consumption reported by a valid Energy Star certificate can be used as evidence of compliance. A performance rating system is under development for different types of appliances, as a European system has been established due to the termination of the contract between the US Energy Star certificate administrators and the European Commission.

We check the content of hazardous substances, an initiative that is included in the new strategy on chemicals for a toxin-free environment adopted in October 2020. We also check the recyclability of plastic materials in the product at the end of its life.

Saving electricity for room air conditioning.

On warm summer days, it is better to open the windows early in the morning when the outside air is cooler. We ventilate the office with the windows fully open and leave the windows open for a short time (5-15 minutes). We set the thermostat to between 23 and 26 °C in summer.

The management arranges for the use of a timer-controlled heating/cooling system: it is programmed to switch on and off before people enter or leave the building.

Saving electricity for lighting.

In a typical office, 29 per cent of energy is used for lighting. The main measure for working in an office is to use natural light for work. According to the guidelines of the Council of Europe Directive 89/654/EEC concerning the minimum safety and health requirements for the workplace, workplaces in offices should have as much natural light as possible. The recommended illuminance for offices is 400 lux (illuminance unit), and on a sunny day there is about 20,000 lux of natural light available outside.

We use blinds to control the lighting in the office. The furniture in the office, or its arrangement in the room, has a major influence on the use of natural light. The arrangement of office space and equipment determines the period of time when work can be carried out in natural light.

If lamps in the office need to be switched on, care should be taken to ensure that they are used correctly, as the label next to/on the light switches will remind you »TURN OFF in natural light!«. It is advisable to switch off the lights when you are away from the office for more than 20 minutes. Also, always turn off the lighting in the toilets after use.

Ensure that the furniture in the office is arranged in a functional way. Desks should be well lit (windows and artificial local lighting), cupboards should be positioned so that they are easily accessible and can be easily reached by employees. The shading control system should be easily accessible. Furniture layout should allow free access to windows. The desk should be sufficiently illuminated, with the screen at 90 degrees to the light source.

The management ensures that the blinds work properly, that the lamps are properly maintained and cleaned regularly, and that the windows are cleaned regularly. Furniture, walls, ceiling and floors should be in light tones.

The management shall ensure proper disposal of used fluorescent lamps (more on this in the section on waste) and renovate and upgrade the lighting system with newer LED lamp systems with the option to set sensors and intelligently illuminate the building's spaces in accordance with the external conditions.

Lighting control systems can help save electricity in those areas where employees spend less time. Also important are the compartmentalised switches that allow lamps to be switched on separately in the office areas.

Electricity savings in the use of computer equipment.

Ensure that computer equipment is switched off regularly. Although there is a small power surge when the computer starts up, this is still less than the power consumed when the computer is running for a long time. Spending a large part of the time in low-power mode not only saves energy, but also helps the equipment run cooler and last longer. We can do this by following these guidelines:

- switch off the monitor if the computer is not used for more than 20 minutes;
- switch off the computer and monitor if the computer is not used for more than two hours.

The management makes sure that the software is set to put computers to sleep when they are not used for short periods of time.

The management ensures that the software is configured in an economical manner. Most modern PCs and displays have these settings available.



✓ Switching on the “Power management” programme (for Windows 10):

- Open the settings.
- Click the “System” tab.
- Select “Power consumption and sleep” on the right-hand side.
- Set the screen off time to 10 minutes (idle) if the computer is connected to the battery and 25 minutes if it is connected to the power supply.
- Set the sleep time to 20 minutes (idle) if the computer is connected to the battery and to 25 minutes if it is connected to the power supply.

✓ Switching on the battery saver

- Click on the “Battery settings” battery icon in the taskbar.
- A new window opens where you tick the option to automatically switch on the battery saver if the battery charge drops below 20 per cent.
- A new window “Battery saver status until next charge” opens.
- Tick the option to reduce the brightness of the screen if the battery saver is switched on.
- Some additional energy saving tips can be found on Microsoft’s Battery Saving Tips webpage².

The management ensures that employees are informed about the use of Power Management function and the energy-saving use of electronic devices. The management considers using the CCleaner program to clean junk files and invalid entries (temporary files, corrupt shortcuts and other problems) in the Windows registry of the computer.

The management arranges for the cleaning of the inside of computers. Dust accumulates inside the computer, which prevents normal cooling of the computer and increases power consumption.

Computer equipment consumes electricity even when it is switched off but connected to the mains. At least 3 W of electricity per hour is consumed by the computer when it is in sleep mode.

IMPORTANT! “Save often, save early!” – save documents on an ongoing basis. Standby doesn’t delete data but you never know when the power might go out, etc.

When you leave the office and you know you won’t need the computer equipment for a long time, turn off all computer equipment. Before going on holiday or at the weekend, switch off the mains power by simply clicking the extension switch in which the equipment is connected.

This measure will be indicated by the “Total DISCONNECT.” sticker on the computer equipment. The sticker will be on all electrical equipment that we are required to switch off when we go home.

Equipment that is not used regularly should be unplugged immediately after use. The label on all such electrical appliances reminds us: “I finish. I SWITCH OFF.”



The Socially Responsible Employer certificate lists two energy-related measures among the core measures in the area of organisational governance, specifically the switch-off policy for electronic devices and energy-saving lighting.

Electronic messages take up space in our cloud, which leads to high electricity consumption. To reduce energy consumption, we delete emails that are no longer needed or are outdated. Clean the inbox often, ideally every day. Reduce the number of emails sent daily; replace them with email alternatives such as chat apps. As email signatures can be extremely energy-intensive, use them only when communicating with external contacts. We design it in a minimalist way, using “compressed” images of smaller sizes and avoiding the use of so-called “banner” signatures.

When an email is sent, electricity is used to power the data centres, computers and other devices needed to filter, read and deliver the messages. The use of all these devices leads to carbon dioxide emissions, specifically 0.000001 tonnes of CO₂ equivalent per each e-mail message sent³. If each user sent one less email each week, 16,433 tonnes less carbon dioxide would be emitted into the atmosphere in one year.

For additional savings, we can reduce the brightness of the screens. It is important that the screens are turned at 90 degrees to the light source.

Use stairs instead of a lift more often. We will be doing something good for our health and the environment. The label “STAIRS or LIFT?” at the entrance to the lift warns us of this.



²<https://support.microsoft.com/sl-si/windows/namigi-za-var%C4%8Devanje-z-energi-jo-baterije-a850d64d-ee8e-c8d2-6c75-8ffe6ea3ea99>

³<https://www.statista.com/chart/20189/the-carbon-footprint-of-thank-you-emails/>

Half of greenhouse gases are released into the atmosphere from space heating and personal transport. Proper ventilation and heating are important in measures to save heat energy. Energy savings from proper ventilation are important in both the cold of winter and the heat of summer. Ventilate several times a day by opening windows wide and closing them again after a short time.

The Ventilation and Air Conditioning of Buildings Regulations recommend a temperature range for occupant thermal comfort of between 23 °C and 25 °C when the building is not heated and between 20 °C and 22 °C when it is heated. The heating and cooling system should be switched off before going home. By turning down the heating and lowering the temperature in the office by 1 °C, energy consumption can be reduced by 6 per cent.



I FEEL
SLOVENIA

Take the stairs
to elevate your
energy.

#SloveniaGreen

WATER

“The United Nations has set 20 litres of water per day as the minimum standard of drinking water that the average person in the world needs to live (for hygiene, cooking and drinking). However, daily water consumption per person in Slovenia is much higher, averaging 150 litres, and even 250 to 300 litres in larger urban centres.”

#SloveniaGreen



WATER

Slovenia is a water-rich country with one of the densest hydrographic networks in the world. It boasts an exceptional quality of drinking water, which is almost entirely fed by groundwater. The country has approximately 1,300 lakes, 46 kilometres of sea coastline and 52,000 kilometres of river and torrent banks.

Certain sectors, in particular mass tourism, will increase the demand for water in some regions of the world at key times.

Millions of people visit destinations across Europe each year, accounting for around 9 per cent of total annual water consumption. Most of this use is attributed to accommodation and food preparation activities.

Tourism is expected to increase pressure on water supplies, particularly on small Mediterranean islands, many of which have large influxes of summer visitors.

In urban areas, offices can consume up to 10 per cent of all water used. Typically, offices use the most water for basic human needs (kitchen, toilets), but the biggest savings can be made by monitoring water loss on an ongoing basis, as imperceptible leaks at taps, pipes and valves can account for up to a quarter of water consumption.

The management ensures regular servicing of the water, heating, ventilation and cooling systems and cooperates with maintenance personnel. They are consulted on the installation of drip nozzles for taps and water stops for kettles (a stainless steel weight suspended in the flush pipe saves water).



WATER SAVING AND WATER MANAGEMENT MEASURES

Stopping water leaks is the most effective way to reduce water bills.

If hot water is leaking, the office is wasting energy as well as water. It is therefore essential to regularly check the condition of the building's water system. Alert management if you notice water leaking uncontrollably from taps. We pay attention to this in the toilets and kitchen. We also observe the functioning of the water bar. We are reminded of water conservation in the kitchen and toilets by the sticker "Every DROP counts".

Use tap water instead of bottled water, using reusable drinking cups and/or alternative materials to plastic.

Use tap water or water from a water bar for drinking, cooking and watering plants. 200 millilitres of bottled water is 224 times more expensive than the same amount of tap water. We drink from just one cup or glass all day. This saves on water used to wash dirty dishes.

We reduce our paper and EEE consumption and separate our waste consistently.

We collect all hazardous waste and all WEEE separately. This measure prevents the leaching of hazardous substances from dumped hazardous waste into groundwater.

We keep our offices clean.

Dried-on food stains or other dirt are more difficult to remove, so we need to use larger quantities of cleaning products.

The management is concerned and enquires with the cleaning services about the cleaning products they use. Preference is given to cleaning services that use natural cleaners. Bringing chemicals into offices on a daily basis is harmful to both the health of employees and the environment.

GOOD PRACTICE EXAMPLE

Good chemical status was found for 74 water bodies (92.5 per cent) and poor status for six surface water bodies (7.5 per cent) in Slovenia. The results of the monitoring of the chemical status of surface water in Slovenia generally show that the most problematic substances causing poor chemical status are mercury and brominated diphenyl ethers in biota. In recent years, the chemical status of the sea, which was in poor condition in the past due to tributyltin compounds, has improved.

TRAFFIC

“Transport is one of the main sources of emissions of substances that cause acidification, the emergence of ground level ozone and solid particles. Road traffic mostly contributes to emissions.”

#SloveniaGreen





TRAFFIC

Air quality in Slovenia is satisfactory. However, pollution with particulates (PM10 and PM2.5) and ozone are also a problem due to natural factors such as the basin location of cities. Pollution with particulates is mainly caused by road traffic, which is also a source of greenhouse gases.

Cost (EUR) per kilometre travelled:

- EUR 0.01 per bicycle
- EUR 0.46 per car

Data: Suban

Car ownership in Slovenia is growing faster than average – it has almost doubled in the last 20 years. The rate of motorisation exceeds the EU average. The volume of public transport, especially bus transport, fell sharply after independence and has stabilised in the last decade, but at a much lower level than before independence.

MEASURES FOR NEW FORMS OF TRANSPORT TO AND DURING WORK

We often use public transport, cycle or walk to work.

More than a third of journeys in Europe are less than three kilometres and half are less than five kilometres! For these journeys alone, the bicycle could successfully replace the car. Cyclists are proven to be more efficient and healthier at work. The car is often the most expensive form of transport compared to other modes.

The management provides secure bike lockers and additional lockers for clothes. Most employees leave their bicycles at home because they have nowhere to change at work.

The management rewards staff members who decide to change their mode of transport to work, leave their car at home and come to work by alternative forms of transport.

The management encourages the creation of a car-sharing network among employees for joint travel to work. If employees live close to each other, they can drive to work together in one car.

The management draws up a map of multimodal access. This is a detailed comprehensive plan for access by public transport, car, bicycle and on foot for the whole company.

Remote working is enabled.

The positive impact of working from home and online meetings is reflected in the reduced carbon footprint of employees due to less business travel. Personal transport is one of the main sources of greenhouse gases and without commuting, the amount of GHG and other pollutants is significantly reduced. Working

from home also reduces energy consumption in commercial buildings.

In general, employees have more control over their energy consumption at home than in an office environment.

Working from home reduces the amount of waste generated. Last

but not least, the air quality in the environment improves.

In addition, working from home and online meetings save time on travel. We are encouraged to convene online meetings by the “It’s cool to be ONLINE too” sticker.



GOOD PRACTICE EXAMPLE

The STB is improving its vehicle fleet. In 2019, a hybrid car was purchased, thus contributing to the reduction of CO2 emissions and the use of fuel on business trips.

A sports league was created as part of the Chamber of Commerce and Industry weThink innovation activity. An online form was developed to record activities (cycling, running, walking, hiking) and kilometres covered. Every month, an analysis is carried out to show how many kilometres have been covered in each category and, at the end, the achievements of individual employees (the winner of each category receives a medal). The kilometres covered by employees to and from work are also recorded. This encourages employees to use alternative forms of transport (cycling, walking) as much as possible.

Based on the results of McKinsey & Company, most employees would like to work from home at least three days a week.

The management makes it possible to work from home, in accordance with the law and in agreement with employees, even after the epidemic.

The management ensures that every employee has the opportunity to receive training in the digitalisation of the company and in the use of communication tools.



Business trips are made on foot, by bike, by public transport or by using a new hybrid company car.

For meetings in the city and near the workplace, we use the company bicycle or public transport. If we cannot do otherwise, we use the company car and drive fuel-efficiently, as indicated by the "In ECO gear" sticker. This reduces fuel consumption by 3 per cent, cuts maintenance costs and limits the risk of accidents. And we make sure our business partners see the effort we put into protecting the environment. The "I ride GREEN" sticker on our company bike is a pleasant reminder that we have made the right choice when we race to our next meeting in the city with the wind in our hair. And the city transport card or app allows us to get around the city by bus without a hitch.

Employees can compete to see who can cycle the most kilometres (the weTHINK sports league). The best cyclists win a practical prize. This encourages them to use sustainable mobility. We organise group cycling trips and combine the pleasant with the useful.

Through regular servicing, the management ensures that the company bicycle and cars are roadworthy, that tyres are at optimum pressure (tyres are inflated with 0.2 bar more air than the manufacturer's specifications) and that the company car is fitted with suitable tyres (with lower rolling resistance) that generate less noise.

The management ensures that there is no unnecessary load in the car or roof rack when not in use or needed.

GOOD PRACTICE EXAMPLE

The Slovenia Green Gourmet Route (SGGR), a gastronomic route through Slovenia, is an 11-day journey through Slovenia by bicycle, with the participation of the STB. It provides travellers and cyclists setting out on their own with all the information they need. The SGGR is mostly on asphalt and forest trails. It connects beautiful diverse landscapes, quality food and green tourist destinations with the Slovenia Green label and promotes environmentally friendly travel.

We also select the airline provider based on environmental criteria.

We find out whether the airline provider takes any action in compensation for the GHG emissions during flights. We ensure that transport to the airport is environmentally friendly.



INSTRUCTIONS FOR DRIVING IN »ECO GEAR«:

- ✔ Engine warm-up on site is not appropriate. It is better to start driving immediately after ignition and let the engine warm up while driving.
- ✔ We make sure to shift into higher gears sufficiently quickly. Shift at engine speeds between 2,000 and 2,500 rpm. Fifth gear is the most economical.
- ✔ When driving uphill, do not try to hold the car's speed by adding more throttle than you need on a level road.
- ✔ Use air vents to ventilate vehicles. Driving with the windows open increases consumption.
- ✔ Keep an eye on the traffic ahead and drive as smoothly as possible, using the brakes as little as possible. Brake with the engine.
- ✔ Use electrical devices as little as possible (air conditioning, fog lights, rear window heating).
- ✔ If we have to stand still for more than 30-60 seconds, turn off the engine.

WELL-BEING AND HEALTH AT THE WORKPLACE

“The office appears to be a safe environment with no particular health risks for employees. Digging a little deeper, we can see, that working in an office environment is fraught with many risks that can have serious long-term consequences.”

*(Mateja Kočevár, BSc of
Technical Safety)*

#SloveniaGreen



WELL-BEING AND HEALTH AT THE WORKPLACE

Safety and health at work (at home or in the office) must be provided for at a workplace. In addition to technical solutions, “soft” activities are very important to ensure health and safety in the workplace. These include activities related to communication and training of personnel (for example, making it mandatory for employees to be informed about health risks in their workplace, including fire and emergency risks; employees should take a 10-minute break every hour to stretch their bodies, relax their eyes, etc.).

A healthy office environment is a prerequisite for employees to work well and efficiently. This must be taken care of both at work in the offices and at home if we are working from home.

INDOOR AIR QUALITY

On average, in Europe, we spend 90 per cent of our time indoors (at home, at work, at school, on public transport). Research by the European OFFICAIR project shows that concentrations of indoor air pollutants (such as benzene and PM2.5) in offices in Europe often exceed the limit values. The reasons for this vary, but measures can be taken to reduce it effectively. Concentrations of pollutants in offices change with the seasons.

ERGONOMIC RECOMMENDATIONS THAT ALLOW ERGONOMIC EVALUATION OF WORK IN THE COMPANY OR AT HOME:

- ✔ Work in a neutral body position (upright neck, natural wrist position).
- ✔ Work at the appropriate work surface height – adjust the desk to suit you, not the other way around.
- ✔ Switch working postures: work standing-sitting at an adjustable/elevating table.
- ✔ Allow enough space at the workstation.
- ✔ Allow movement and stretching of muscles – active break.
- ✔ Maintain a comfortable working environment – lighting, noise, temperature, ventilation.
- ✔ Reduce stress – including through good interpersonal relationships.
- ✔ Make sure to disconnect from technology (no phone calls or emails during this time).

GOOD PRACTICE EXAMPLE

WeTHINK is an internal innovation activity operating at the Chamber of Commerce and Industry of Slovenia that aims to develop and improve the functioning of the Chamber of Commerce and Industry (internally, in relation to the members of the Chamber of Commerce and Industry and the general public).

WeTHINK operates in three key activity packages:

- collecting, evaluating, developing and implementing innovation proposals;
- the flow of information and ideas, and networking and socialising among employees (TokačINO meetings); and
- educating employees through internal weTHINK and learn events.

In the framework of the weTHINK activities, every employee can submit ideas that could lead to improvements. For every good idea, the employee receives a reward.

An ergonomically designed workplace reduces the psychophysical strain on the employee, reduces fatigue at work, prevents health injuries and increases safety. Ergonomics includes the basics of psychological office design. Even small changes can have a profound effect on an employee's well-being.

We ensure that offices are properly and regularly ventilated (see Energy section) and that the mechanical ventilation system is regularly maintained, especially when windows cannot be opened. Keep the office clean and dust-free and choose to use indoor shoes.

Plants in the office help to improve the air quality. Get the plants that clean the air best, such as spatiphyllum, dracaena, snake plant, English ivy, Chinese evergreen and room palm. If there is enough light in the room, we can have arachnids or flowering plants (for example, chrysanthemum or azalea). Ventilation of rooms is also extremely important during winter diseases and the Covid-19 epidemic.

Choose materials and coverings with low pollutant emissions and equipment that can reduce the quantity of volatile organic compounds and other pollutants. Buy products with no or low formaldehyde, trichloroethylene or benzene content.

Reduce the use of aggressive cleaning products, solvent-based cleaning products and cleaning products with strong odours. Regular carpet cleaning helps to prevent indoor air pollution.

Every 3-5 years, we monitor the levels of the most serious pollutants, such as formaldehyde, carbon monoxide, particulate matter (PM2.5 and PM10), nitrogen dioxide, benzene, naphthalene, mould, mites, moisture and radon.

Ensure optimum room temperature and humidity, proper lighting of workstations and proper seating in office chairs. We sit properly when we can place our feet flat on the floor with our posture straight and our knees bent at right angles, while keeping our elbows bent at keyboard level.

SOCIAL ISSUES

We strive for gender balance in the workforce and enable both genders to occupy management positions. We ensure that employees have the opportunity to express themselves and feel safe to do so. The management allows flexible working hours and offers to employees the option of working from home, based on the experience of the epidemic. We encourage employee innovation and initiatives for improvements and implement them. Corporate Social Responsibility (CSR) is one of the pillars of sustainability and includes care for employees.

RELAXATION AND DINING ROOM

A green office should provide a space for relaxing and eating together. The room should have plants, natural light, fresh air, natural scents, comfortable chairs, a sofa, exercise equipment and a larger table.

Organisations and companies are aware that employees are their greatest asset, so winning their trust is a very important mission. Employee satisfaction and loyalty are key to the successful development and growth of an organisation or company.

PHYSICAL EXERCISE

Take care of your own physical fitness. To make an even greater impact, employers can encourage employees to take part in sport within the framework of public sector rules. Healthy and rested workers tend to be happier, and their work is more efficient and of higher quality.

ENSURE SAFETY

Ensure that corridors and stairwells are well lit and passable. At the Chamber of Commerce and Industry of Slovenia, this can be achieved by opening or raising the blinds on the glass walls of offices adjacent to the corridor to let light into the corridor. We also remove tall plants that restrict the flow of light into the corridor. Use lower plants for greenery.

Take care of the fireproof protection of the corridors by removing all objects that prevent access to fire extinguishers and otherwise obstruct the passage of corridors and cause a greater fire hazard (for example, paper packages for printers). Ensure the safe operation of EEO.

The management ensures that ergonomic keyboards are procured and that keyboards are properly positioned on the work surface.

When purchasing new EEO, management takes into account ecological principles (formaldehyde, trichloroethene, benzene content).

PREVENTIVE DAILY MEASURES TO PREVENT THE SPREAD OF RESPIRATORY DISEASES

Wash hands with soap and water for at least 20 seconds, especially after touching surfaces normally used by others. If necessary, disinfect hands with a hand sanitiser applied to dry hands.

- ✔ Avoid touching your eyes, nose, and mouth.
- ✔ If you feel unwell, stay home.
- ✔ Avoid close contact with people.
- ✔ Where possible, ventilate the room several times a day. If possible, open office doors during office ventilation to allow fresh air to flow into the interior.
- ✔ We still avoid all indoor spaces where large numbers of people are present, except in cases where there are commitments that cannot be carried out in any other way. Follow all instructions regarding the wearing of masks.
- ✔ If you think you or your family members are showing signs of a cold or other illness, stay at home as recommended by the NIJZ, call your doctor and follow their instructions.

GOOD PRACTICE EXAMPLE

Air-conditioning at the Chamber of Commerce and Industry is arranged in such a way that 100 per cent of the fresh air is supplied without the mixing of waste air.

FOR A NEW START

#SloveniaGreen





FOR A NEW START

"Snowflakes were falling on the branches of an old tree on a cold winter evening. One by one, thousands and thousands, millions of them fell. The branches were getting heavier and heavier. Each snowflake brought an extra gram of weight. It was only a matter of time before the first branch would break under the weight of the snowflakes.

The human population on Earth:

6,706,993,152
July 2009

.....

7,876,360,386
July 2021

And when the snowflake number seven billion eight hundred and seventy-six million three hundred and sixty thousand three hundred and eighty-six came out of the sky, a violent change took place. All it took was that one little snowflake, just one gram – and the branch broke and fell to the ground with a crash."

This brochure lists some recommendations on how to make office behaviour more environmentally friendly. Opportunities for better environmental management are available at every turn, and it is important to pay attention and work with an eye to the environment and nature. You may have a new idea, different from anything written here.

Follow it if you believe it can contribute to a common goal and encourage your colleagues to protect the environment and our health. Be part of the solution!

We must always and everywhere be aware of the impact that a product or service has on the environment and nature throughout its life cycle, from its creation to its end-of-life and decay (cradle to grave, so to speak).

The aim of the new behaviour is to create a working environment that is healthy, pleasant and stimulating.

The aim is to keep Slovenia clean and green.

We may be among the first snowflakes on the new path, but we are certainly all striving to provide our children with a healthier environment than we ourselves have been given. The old Native Americans point out that we have borrowed the planet from our children and that we must give it back to them when we die.

ALPHABET OF WASTE

acids (residue)	hazardous waste	catalogues (without plastic covers)	paper
adhesive tapes	residual waste	catalysts	hazardous waste
adhesives (residue)	hazardous waste	CDs	collection centre
air filters	hazardous waste	cellophane	residual waste
alkalis	hazardous waste	ceramic tableware and decorative ceramics	household waste
aluminium cans, containers and foils	packaging	chemical cleaners and chemicals	hazardous waste
animal excreta	residual waste	cigarette packets	residual waste
anti-rusting agents	hazardous waste	citrus and southern fruit peels	bio-waste
antifreeze	hazardous waste	cleaning agents	hazardous waste
asbestos plates	special waste	cloth residues	residual waste
ballpoint pens	residual waste	cloth residues (larger pieces)	collection centre
bathroom cleaners	hazardous waste	clothing (clean, in good condition)	collection centre
batteries	hazardous waste	clothing (dirty and torn)	residual waste
battery cartridges and rechargeable batteries	hazardous waste	coffee filters and grounds	bio-waste
bed linen	collection centre	colour films and photographs	residual waste
belts	residual waste	coloured glass	glass
beverage and food plastic bottles (empty and clean)	residual waste	computers and computer equipment	collection centre
bicycle parts	collection centre	construction debris (small quantities)	collection centre
bicycle tyres and tubes	residual waste	construction site waste	special waste
bones	residual waste	cookers	bulk waste
books	paper	cooking fat	hazardous waste
bottle caps	packaging	cooking fat (residue)	hazardous waste
bottles	glass	copper pipes	collection centre
bottles of cleaning and laundry detergents (empty and clean)	packaging	copy paper	residual waste
boxes (cardboard)	paper	cork and cork stoppers	residual waste
brochures	paper	cosmetic packaging	packaging
building materials containing asbestos	hazardous waste	cosmetics (residue)	hazardous waste
butter wrappers	residual waste	dairy products (spoiled)	bio-waste
candles	residual waste	descaling agents	hazardous waste
cans and containers for liquid paint and oil	hazardous waste	detergents for metals	hazardous waste
car glass	bulk waste	disinfectants	hazardous waste
car polish	hazardous waste	DVDs	collection centre
car tyres	special waste	earthenware	residual waste
car wrecks	special waste	eggshells	bio-waste
cardboard and carton packaging	paper	electrical and electronic equipment	collection centre
carpets	bulk waste	feathers	residual waste
carton packaging of liquids (milk, juice) and dairy products	packaging	fertilisers	hazardous waste
cat faeces (sand)	residual waste	fire extinguisher	hazardous waste
		floor coverings	bulk waste

flea market

flowers	bio-waste	metal screws	packaging
fluorescent lamps	hazardous waste	methyl alcohol	hazardous waste
foamed plastic	residual waste	mineral wool for insulation	collection centre
food and beverage cans	packaging	mirrors	residual waste
food scraps	bio-waste	mobile phones	hazardous waste
frozen food packaging, cardboard	paper	moth and insect repellents	hazardous waste
frozen food packaging, laminate	packaging	motor oil	hazardous waste
frying oil	hazardous waste	nail polish remover	hazardous waste
furniture	bulk waste flea market	nail varnish	hazardous waste
garden watering hoses	residual waste	nails	collection centre
glass packaging of medicines (empty)	glass	nappies	residual waste
glass wool for insulation	collection centre	newspapers	paper
gramophone records	residual waste flea market	NiCd, Hg batteries	hazardous waste
grass	bio-waste	nitro solution	hazardous waste
hair	residual waste	notebooks	paper
hard plastic	residual waste	oil filters	hazardous waste
heating oil (residual)	hazardous waste	oils and oily materials	hazardous waste
hedge (cut-off)	collection centre	oven cleaners	hazardous waste
household appliances	collection centre	packaging film	packaging
houseplants (without pots)	bio-waste	paint removing agents	hazardous waste
hydraulic oils	hazardous waste	paint residues	hazardous waste
ink and cartridges	hazardous waste	paints (various) and spray paints	hazardous waste
insecticides and their packaging	hazardous waste	paper	paper
insulating, fireproof and reinforced glass	residual waste	paper bags	paper
jars of pickled food	glass	pest deterrents	hazardous waste
lamps containing solvents	hazardous waste	petrol (residual)	hazardous waste
lamps not containing solvents	residual waste	petroleum (residue)	hazardous waste
lead crystal	residual waste	photographic chemicals	hazardous waste
leather and leather products	residual waste	plastic building and insulation materials	residual waste
leaves (large quantities)	collection centre	plastic bumper	collection centre
leaves (small quantities)	bio-waste	plastic caps	packaging
light bulbs	residual waste	plastic car parts	collection centre
lighting oil	hazardous waste	plastic container for water-based paint (empty, clean and without metal handle)	packaging
lubricants	hazardous waste	plastic film	packaging
magazines (without plastic covers)	paper	plastic flowerpots	packaging
markers	hazardous waste	plastic medicine boxes (empty)	packaging
mattresses	bulk waste	plastic screws	residual waste
medicines	hazardous waste	plastic shopping bags	packaging
mercury	hazardous waste	plastic toys	residual waste flea market
metal	collection centre	porcelain	residual waste
metal car parts (without oil)	collection centre	pressure cans	hazardous waste
metal maintenance oils	hazardous waste	printer	collection centre

radiators	collection centre	thermal insulation	residual waste
rat poison, snail poison, etc.	hazardous waste	thermometers	hazardous waste
refrigerants	hazardous waste	thinners	hazardous waste
refrigerators	collection centre	tins of shoe polish (empty and clean)	packaging
rotten food (including packaging)	residual waste	toilet air fresheners	hazardous waste
rubber	residual waste	toxic substances	hazardous waste
rust removers	hazardous waste	trash	residual waste
sanitary ware and paper	bio-waste	tubes (plastic and metal, e.g. mayonnaise, toothpaste, etc.)	packaging
shaded glass	residual waste	tubes and tins of glue	hazardous waste
sheet metal, sheet toys and containers	packaging	varnishes (various)	hazardous waste
shoes	residual waste	vegetables (residual)	bio-waste
shrubs (large quantities)	collection centre	wallpapers	residual waste
shrubs (small quantities – cut)	bio-waste	washing machine	collection centre
silicone putty	hazardous waste	weedkillers	hazardous waste
skis	bulk waste flea market	weeds	bio-waste
solvents	hazardous waste	white (tin) sheet metal	packaging
spoiled food (without liquids and packaging)	bio-waste	window glass	collection centre
stain removers	hazardous waste	window insulation	residual waste
styrofoam	collection centre	wire	collection centre
tablecloths	collection centre	wood (residue)	collection centre
tapes (audio and video)	residual waste	wood preservatives	hazardous waste
tar for roofs	collection centre	wood, coal and coke ash (cooled)	residual waste
tea bags	bio-waste	wrapping film (e.g. from chocolate)	packaging
television sets	collection centre	wrapping paper	paper
thermal accumulation furnaces	collection centre	yoghurt pots	packaging

(Source: VOKA SNAGA 2011)

My (new) green habits, friendly to Slovenia

There are a few simple steps we can all take to reduce our carbon footprint. Doing something for three weeks in a row makes it easier to make it a habit, so we have created a checklist for this purpose, which will help you develop new, environmentally friendly habits for office work.

#SloveniaGreen

Choose at least three actions to do for the next 21 days in a row to turn them into a habit.

WASTE

- ☐ I separate paper and cardboard waste, packaging, WEEE, batteries, cartridges and bio-waste.
- ☐ I print less (choose the following options: black and white, simple draft format), optimise the layout of the document and print two pages to one side of the sheet.
- ☐ I avoid using single-use plastic products.
- ☐ I use a regular pencil instead of a ballpoint pen.

ENERGY

- ☐ I keep my emails tidy by regularly cleaning up unusable, irrelevant and waste emails.
I also regularly clean the virtual recycle bin in my e-mail.
- ☐ I use daylight when working in the office. If I use lights, I always turn them off when I leave the office.
- ☐ I use the stairs instead of the lift more often.
- ☐ I regulate the temperature in my office by proper ventilation (e.g. in the morning in summer, briefly in winter), shading and wearing appropriate clothing (e.g. dressing warmly in winter so that the office can be cooler).
- ☐ At the end of the working day, I switch off all electrical and electronic equipment.
- ☐ I use alternatives to email to communicate with colleagues (face-to-face, telephone, use of Teams, Viber, etc.).

TRANSPORT

- ☐ I walk, cycle, take public transport (bus, train) or car-share to work.
- ☐ I walk, cycle or take public transport to work meetings.
- ☐ I drive my company car economically.

WELL-BEING

- ☐ I exercise when sitting for long periods of time.
- ☐ I eat a healthy diet while at work. I often choose a vegetarian diet.
- ☐ I care about the well-being of the group. I often talk to my colleagues and ask them how they feel.
- ☐ I tidy/clean the office every day.
- ☐ I make sure the office is ventilated regularly.

Every day, tick the box for successful completion of all the actions selected in the daily checklist.

DAILY CHECKLIST

1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21.

NAME:

START DATE:

Our (new) green habits, friendly to Slovenia

Let's join forces and develop new habits as a team!

By working together, you can complete these simple actions even more easily and develop new habits as a team. If you want to work together with your colleagues, we suggest:

#SloveniaGreen

Agree on at least three actions from the list below, to which everyone in the group commits. Nominate one colleague to complete the checklist at the bottom of the page for your group. Develop new green habits!

WASTE

- ☐ I separate paper and cardboard waste, packaging, WEEE, batteries, cartridges (and bio-waste).
- ☐ I print less (choose the following options: black and white, simple draft format), optimise the layout of the document and print two pages to one side of the sheet.
- ☐ I avoid using single-use plastic products.
- ☐ I use a regular pencil instead of a ballpoint pen.

ENERGY

- ☐ I keep my emails tidy by regularly cleaning up unusable, irrelevant and waste emails. I also regularly clean the virtual recycle bin in my e-mail.
- ☐ I use daylight when working in the office. If I use lights, I always turn them off when I leave the office.
- ☐ I use the stairs instead of the lift more often.
- ☐ I regulate the temperature in my office by proper ventilation (e.g. in the morning in summer, briefly in winter), shading and wearing appropriate clothing (e.g. dressing warmly in winter so that the office can be cooler).
- ☐ At the end of the working day, I switch off all electrical and electronic equipment.
- ☐ I use alternatives to email to communicate with colleagues (face-to-face, telephone, use of Teams, Viber, etc.).

TRANSPORT

- ☐ I walk, cycle, take public transport (bus, train) or car-share to work.
- ☐ I walk, cycle or take public transport to work meetings.
- ☐ I drive my company car economically.

WELL-BEING

- ☐ I exercise when sitting for long periods of time.
- ☐ I eat a healthy diet while at work. I often choose a vegetarian diet.
- ☐ I care about the well-being of the group. I often talk to my colleagues and ask them how they feel.
- ☐ I tidy/clean the office every day.
- ☐ I make sure the office is ventilated regularly.

DAILY CHECKLIST

- ☐ 1. ☐ 2. ☐ 3. ☐ 4. ☐ 5. ☐ 6. ☐ 7. ☐ 8. ☐ 9. ☐ 10. ☐ 11. ☐ 12. ☐ 13. ☐ 14. ☐ 15. ☐ 16. ☐ 17. ☐ 18. ☐ 19. ☐ 20. ☐ 21.

THE NAMES OF THE COLLEAGUES INVOLVED:

START DATE:

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