



## GREETINGS!

Green Office is a new trend that is suitable for most types of offices and becoming preferable in Vietnam. It has the benefits of saving operation cost, especially energy, improving working efficiency and contributing to enhance the commitment of labor to their organizations by a healthy and friendly working environment.



More and more enterprises, at both global and local levels, have been investing in improving the working space and environment in order to inspire creativity and encourage employees' engagement to the company.

However, not all organizations gain a firm knowledge of what a Green Office is and how to develop a green and sustainable working environment.

With the objective of mainstreaming the Green Office lifestyle in Vietnam, the project **"Upscale and Mainstream Green Office Lifestyles in Vietnam"** (Green Office Project) cordially invite your organization to join and become one of the 10 first offices in Vietnam following the Low-carbon Sustainable Lifestyles:

- ***Establishing the green lifestyle for employees and providing guidelines on greenhouse gas emission report***
- ***Implementing initiatives toward green office***
- ***Establishing sustainable policy***
- ***Opportunities to receive Green Office certificate***

Let's join us and experience the green working space and sustainable lifestyle!



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# Project Background

The Green Office Initiative belongs to the 10 Year Framework Programme (10YFP), United Nations Environment and is implemented by Asian Institute of Technology in Vietnam (AIT – VN).

The “Upscale and Mainstream Green Office Lifestyles in Vietnam” project is the initiative to upscale and mainstream Low-Carbon Sustainable Lifestyles patterns and behaviours amongst consumer groups of offices workers, focusing in the following key domains of consumption:



The target consumers groups of the project are working in three sectors:



## Benefits of Green Office Lifestyles



By joining the project, your organization will become the proactive agent contributing to the implementation of Vietnam's Green Growth Strategy; National road map on reduction of GHG emission and sustainable consumption promotion in Vietnam.

The participation of your organization concurrently contribute to the policy development process on Green Office Certificate, Sustainable Procurement, Sustainable Production and Consumption.





## What is Low-carbon Sustainable Lifestyle?

"A "sustainable lifestyle" is a cluster of habits and patterns of behaviour embedded in a society and facilitated by institutions, norms and infrastructures that frame individual choice, in order to minimize the use of natural resources and generation of wastes, while supporting fairness and prosperity for all."

(According to "A framework for shaping sustainable lifestyles" report by UN Environment)



## What is Green Office?

Green Office is an environmental management system for offices, focusing on changing awareness and behaviours of office workers towards sustainable consumption practices. This is a continuous process to improve issues in order to reduce operating costs and environmental impacts of the organisations, resulting in benefits and healthy and friendly working environment.



## How-to Greening Office

Greening the office is not difficult, but it is a continuous process and requires commitment of every employee and encouragement of the Board of Directors.

Green Office program has two key stages:

### 1. Establishing Green office lifestyle:

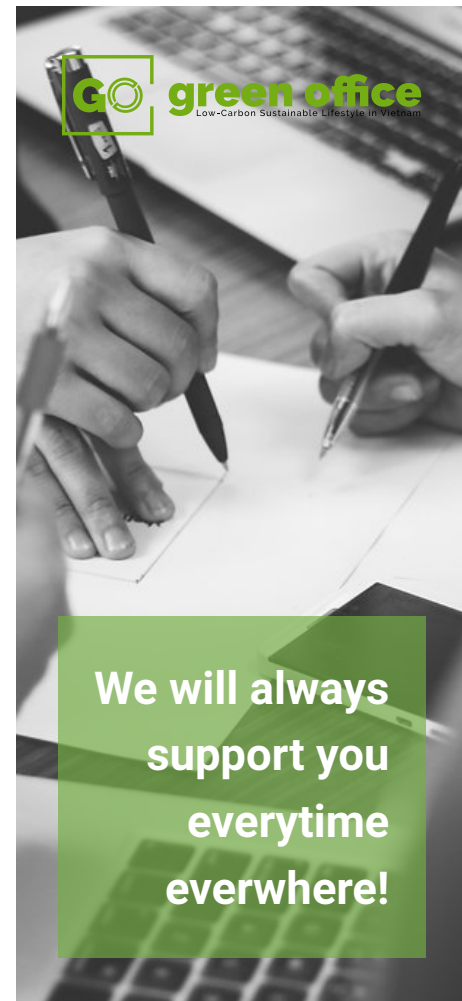
The employees will be trained about a sustainable lifestyle under the guidance of the Project Trainers.

### 2. "Greening" the office:

The project will support in evaluating the office's consumption status, focusing on the use of **electricity, water, paper, stationaries, and waste management.**

Then, the office will be supported to implement sustainable initiatives and establish their own sustainable consumption policies.

The Green Office certificate is based on the objective evaluation of the situation and the "greening" in the office.



**We will always  
support you  
everytime  
everywhere!**

## Criteria & selection process




If your organization is:

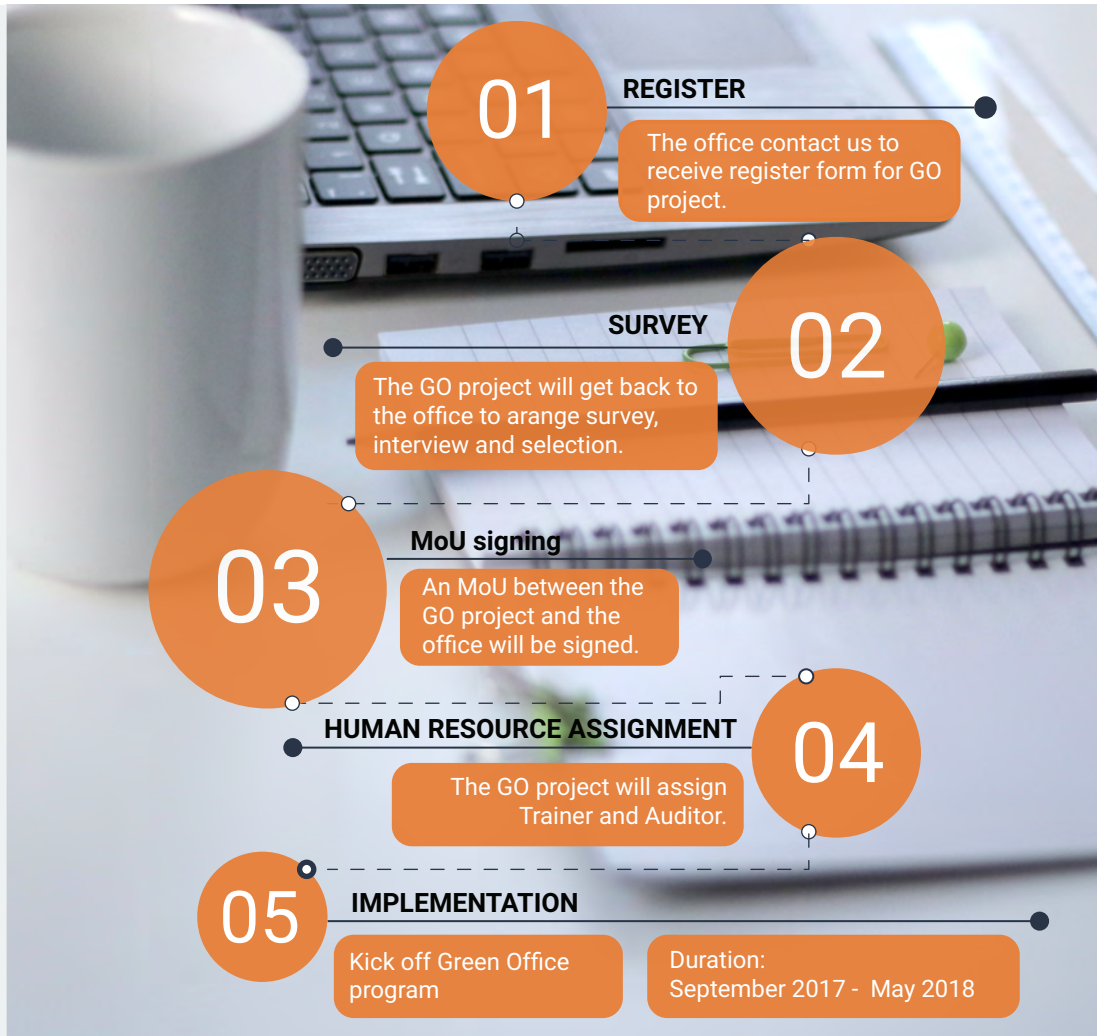
- ✓ Operating in one of the sectors: Production, Service providers, Civil/Public organizations.
- ✓ Located in Ha Noi, Ho Chi Minh or Da Nang
- ✓ Having desire and commitment to implement Green Office

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### Connect with us on

-  /greenofficevietnam
-  /green-inno.vn/vi/van-phong-xanh
-  /GreenOfficeVN



## About AIT-VN

AIT Vietnam was established in 1993 under the Agreement between the Vietnamese Government (Ministry of Education and Training) and the Asian Institute of Technology (Thailand). AIT-VN has trained more than 3000 masters and professors and 20000 short-term students in Vietnam.

In the recent years, AIT-VN aims to become the leading organization in the sustainable development sector in Vietnam. AIT-VN has run many development projects such as Eco-Innovation Project (funded by UN Environment), GetGreen Vietnam project, and Sustainable Products Innovation Project (funded by EU), and Sustainable Environment and Society Educational Institution (funded by World Bank).

## About 10YFP

The SCP 10-year Framework Program (10YFP) is a Global action framework Program to enhance global connections to foster the change to Sustainable Production and Consumption in all developed and developing countries, passed by the United Nations Conference about Sustainable Development (Rio+20) 2012. United Nations Environment is the Secretary of 10YFP.