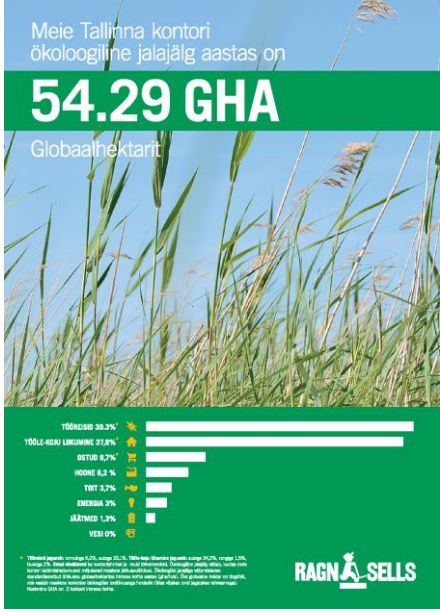


Good practices in the Green Office tutoring process

Good practice title	Informing employees about the Green Office system and principles
Good practice photo(s)	
Name of Office	AS Ragn-Sells
Type of Office (sector)	Waste management
Website	www.ragnsells.ee
Country	Estonia
Tutor name	Karin Kilk
Environmental aspect/management aspect	Paper, energy, water, procurement, mobility, waste, cleaning, catering, office building, office furniture, healthy office environment, social issues, team, communication.
Description of good practice (max 250 characters), including the aim of the activity; indicator(s); used measures and tools; results and	<p>Ragn-Sells informs its employees about the need and the principles of the Green Office system on a regular basis.</p> <p>The aim of the good practice is to raise the environmental awareness of the employees.</p> <p>The indicator is the amount of trainings, seminars, briefings etc.</p>

achievements; communication related activities.	To implement the good practice, posters are put up on the office walls or information brochures are handed out to the employees (informing about the upcoming training/seminar). As a result, the environmental awareness of the employees has increased.
Cost/payback period	-
Challenges in implementation	No challenges.
Replicability (yes/no)	