

GUIDE OF ECO-CIVIL SERVANT

„EACH ATTITUDE MATTERS”



MINISTRY OF ENVIRONMENT AND FORESTS

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„Each attitude matters” Guide of Eco-Civil Servant has been issued in order to promote an eco-responsible behavior among civil-servants from central and local public administration and it includes tools, best practices that help to reduce negative impact upon environment, useful for each civil servant and each citizen, in order to limit the negative impact upon environment, through sustainable consumption and production.

For an eco-responsible behavior, we must change our mentalities and habits, starting at individual level.

We must be aware that every day, at our job, in public administration, we have the opportunity to reduce the negative impact produced by our activities on the environment.

You can be a role model, having an eco-responsible behaviour at our jobs, in everyday life and in general, in order to keep the environment healthy for the next generations.

The eco-responsible behavior represents a state of mind which means firstly to act by small gesture to go to large impact.

Eco-responsibility represents the engagement that we take at individual and collective level of public administration, in order to limit the negative impact upon environment of the production of greenhouse gas, polluting substances/materials, wastes, water wastes, as a result of the activity of administration, concerning the energy, materials and water consumption and transportation.



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If we act together from each level of society, we can limit the pollution of environment!

„Each attitude matters” !

Nowadays, on Earth:

- hundreds of millions have no access to drinking water, electricity and live in poverty;*
- high quantities of waste products are not treated or recycled;*
- there is a risk of extinction of many species of plants and animals;*
- personal car consumes more energy to transport a person than public transportation, and incomparably more power than a bicycle.*



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INSTRUCTIONS FOR REDUCING CONSUMPTION AND AVOID WATER WASTE



- 1) I turn off the tap when I use the soap***
- 2) I ensure that there is no leaking at the water tap***
- 3) I use the warm water only if strictly necessary***
- 4) I set the level of warm/cold water in order to avoid any waste***
Avoiding unnecessary use of hot water allows saving water and energy
- 5) I am aware that toxic products do not belong to the sewerage system***
- 6) I do not throw used toilet paper or other things in the toilet***
- 7) I inform in due time the administrator when I see a malfunction/ leaking of the pipes system***
- 8) I consider water as blue gold***

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INSTRUCTIONS FOR REDUCING CONSUMPTION AND AVOID ENERGY

WASTE



Energy Production and consumption lead to:

- increase the amount of greenhouse gases***
- increase the amount of waste (radio-active, tailings, etc.)***

- 1) I place the desk perpendicular on the window, if possible, in order to make use of the natural light***
- 2) I turn off the light in unused rooms and any computer or equipment which is not in use and consumes energy***
- 3) I clean regularly light sources to qualify for better brightness***
- 4) During winter avoid ventilation of rooms more than a few minutes and I previously turn off the heating system***
- 5) I do not obstruct the heating/ cooling system***
- 6) I use the heating/ cooling system avoiding setting it up at maximum and I close the door***
- 7) I close the door while the heating/cooling system is on***
- 8) I use bulbs, computers and other ecological equipment, with low consumption of energy, if possible***

INSTRUCTIONS FOR REDUCING CONSUMPTION AND AVOID MATERIALS



Waste is often the result of a designed, manufactured and consumed product.

Waste contributes to increasing levels of pollution and take a long time or very long to destroy the waste.

- 1) I support recycling and I save the paper leftovers in order to recycle them***
- 2) I use as a scrap the one side printed paper that is no longer useful.***
- 3) I do not photocopy or print documents and electronic messages, unless strictly necessary and, if possible, in black ink and on both pages of the sheet***
- 4) I use the printer's low consumption function and, if possible, I print two pages on one sheet***
- 5) I use, as much as possible, environmental friendly green products, obtained with a low energy, which can be recycled easily***

INSTRUCTIONS FOR TRANSPORTATION



Recently, the level of pollution increased significantly due to the increased traffic by motor vehicles nationwide.

Personal car consumes more energy to transport a person than public transportation and incomparably more energy than a bicycle.

- 1) On my way to job, I would rather go by common transportation means and only if strictly necessary by car***
- 2) We go to job with our colleagues by a single car, if possible***
- 3) I preferably drive the car that has the lowest fuel consumption and is the least polluting***
- 4) I use the air conditioning in the car only if necessary***
- 5) I drive calmly and I don't speed up, observing the speed limit***
- 6) For short distances, I walk or ride the bike***
- 7) For longer trips during holiday I would rather go by train***