

**CENTRAL**RETAIL

ELEVATION EXCELLENCE

**SUSTAINABLE FUTURE**

**ENVIRONMENTAL TRAINING PROGRAM**



# Training Program on Environmental Management for Central Retail Employees

This environmental training program aims to raise awareness and provide practical strategies for understanding and preserving the environment in both daily life and the workplace. 7 modules under this training offers supplementary resources such as videos, and quizzes to reinforce learning outcomes. This will equip employees with knowledge and practical skills to protect the environment in their daily lives and workplaces, ultimately contributing to a more sustainable future. 7 modules are consisting of following titles:

Module 1 Basic Knowledge of Environment  
Module 5 Sustainable Raw Material

Module 2 Waste Reduction  
Module 6 Eco-Packaging

Module 3 Energy Efficiency  
Module 7 Climate Change

Module 4 Water Efficiency

## Module 1 : Basic Knowledge of Environment

This comprehensive online course designed to educate employees and stakeholders within Central Retail about environment, what are current issues and how to preserve the environment on roles related to the issues. Through this course, you will gain a deeper understanding of different types of environments and the pressing environmental issues affecting our world today.

### Objective:

- Increase understanding of environment
- Identify and analyze pressing environmental challenges
- Promote environmentally conscious practices

### Content:

1. Introduction to Environment
  - Explore the types of environments, including natural environments and man-made environments and discover what are the differences.
  - Understand the importance of natural environments for biodiversity and human life, as well as the impact of human activities on the natural world.
2. Environmental Issues in the Current World
  - Deterioration and scarcity of resources.
  - Pollution such as air, water and soil pollution.
  - Plastic waste contaminates the sea.
  - Deforestation and loss of biodiversity.
  - Climate Change

## 3. Ways to Preserve the Environment

- Discover how to make changes in your daily routine to preserve the environment, including energy conservation, energy efficiency to reduce the energy consumption and sustainable transportation choices.
- Learn about food waste management through composting and waste reduction strategies, as well as effective waste segregation and recycling practices.
- Embrace the use of eco-friendly products, reusable materials, and sustainable alternatives to single-use plastics.
- Understand corporate and workplace initiatives for promoting energy efficiency and water management.
- Gain insight into sustainable raw materials and practices, such as biodiversity conservation, eco-labels, traceability, and climate change and GHG reduction.
- Explore sustainable packaging options, such as recyclable, recycled, and compostable materialst.

By the end of this course, you will be equipped with the knowledge and skills to make meaningful contributions to environmental preservation both within your workplace and beyond.

## Module 2 : Waste Reduction

The Waste Reduction Training programme aims to create awareness and educate employees about the necessity of waste reduction in every aspect of operations and daily life. The training programme seeks to teach knowledge and solutions for implementing waste reduction measures, thus encouraging a more sustainable and efficient business.

### Objective:

- Increase awareness among employees about the impact of waste generation and the benefits of waste reduction.
- Equip employees with the skills and knowledge needed to implement effective waste reduction strategies.
- Promote a culture of sustainability and responsibility towards reducing waste within Central Retail.
- Encourage employees to take action to reduce Central Retail's environmental footprint by reducing waste.

### Content:

1. Introduction to Waste Reduction
  - Understanding the different types of waste generated by Central Retail and their impact on the environment and operations.
  - The importance of waste reduction in achieving sustainability goals.
2. Current Waste Generation Overview
  - Overview of Central Retail's current waste generation and disposal practices.
  - Identifying areas of high waste generation and opportunities for reduction.
3. Best Practices for Waste Reduction
  - Strategies for reducing waste at the source, such as optimizing processes and using materials more efficiently.
  - Promoting the principles of the circular economy, including reuse, recycling, and resource recovery.
4. Employee Involvement and Responsibility
  - Encouraging employees to take responsibility for waste reduction in their daily tasks.
  - Tips for implementing waste reduction practices in the workplace.
  - Developing personalized action plans for individuals or teams to integrate waste minimization practices into their work.
  - Setting achievable goals and timelines for waste reduction.

Through this training program, employees will acquire the abilities and self-confidence required to support Central Retail's waste reduction targets, employees' daily routine and cultivate a sustainable culture within organization.

## Module 3 : Energy Efficiency

The Energy Efficiency Training program is designed to raise awareness and educate Central Retail's employees on optimizing energy behavior along daily routine and on operation. By leading a cultural change focused on reducing energy consumption, employees will learn best practices to create a more sustainable work environment.

### Objective:

- Increase awareness among employees about the impact of energy use and the importance of conserving energy.
- Provide employees with the knowledge and skills needed to implement energy-saving practices in their daily tasks.
- Encourage and support cultural changes within Central Retail to adopt more sustainable energy practices.
- Promote a sense of responsibility towards reducing Central Retail's carbon footprint.

### Content:

1. Introduction to Energy Efficiency
  - Understanding the basics of energy use and its impact on the environment and business operations.
  - The importance of energy efficiency in achieving sustainability goals.
2. Employee Involvement and Responsibility
  - Encouraging employees to take responsibility for their energy consumption.
  - Tips for creating an energy-efficient workspace and promoting sustainable habits.

By participating in this training program, employees will gain the knowledge and confidence to contribute to Central Retail's sustainability goals and foster a culture of energy efficiency. This will lead to a more environmentally responsible, and sustainable workplace.

## Module 4 : Water Efficiency

The Water Efficiency Management Training program is designed to educate and engage employees regarding water efficiency management and conservation. The training aims to make staff aware of how to reduce water consumption in their daily work activities and enable them to identify issues and develop innovative solutions to reduce water use within Central Retail.

### Objective:

- Increase awareness among employees about the importance of water conservation and the benefits of efficient water management.
- Equip employees with the knowledge and skills needed to implement water-saving practices in the workplace.
- Enable employees to recognize water efficiency issues in operations and facilities.
- Foster a culture of innovation by empowering employees to propose and implement creative solutions for water conservation.
- Encourage a culture of water efficiency within Central Retail, promoting responsible water use in all aspects of operations.

### Content:

1. Introduction to Water Efficiency
  - Understanding the importance of water as a resource and the impact of water use on the environment and business operations.
  - The role of water efficiency in achieving sustainability goals.
  - Identifying areas with high water usage and potential opportunities for reduction.
2. Best Practices for Water Conservation
  - Strategies for reducing water consumption in daily work activities, such as fixing leaks, using water-saving devices, and efficient cleaning methods.
  - Implementing sustainable landscaping and irrigation practices.
3. Employee Involvement and Responsibility
  - Encouraging employees to take responsibility for their water consumption and adopt water-saving habits.
  - Tips for creating a water-efficient workspace and incorporating conservation into daily tasks.
  - Developing personalized action plans for individuals or teams to integrate water efficiency practices into their work.
  - Setting achievable goals and timelines for water reduction.

By participating in this training program, employees will gain the knowledge and confidence to contribute to Central Retail's water efficiency goals and foster a culture of sustainable water management.

## Module 5 : Sustainable Raw Materials and Products

The Sustainable Raw Materials Training program is designed to educate and engage internal stakeholders involved in sourcing responsibilities. The training focuses on teaching operational employees how to integrate sustainable practices into their daily tasks and responsibilities concerning raw materials. By emphasizing the importance of their roles, the program aims to contribute to Central Retail's sustainable raw materials goals.

### Objective:

- Increase awareness among operational employees about the significance of sustainable sourcing and its impact on Central Retail's goals and reputation.
- Equip employees with the knowledge and skills needed to source raw materials sustainably, considering factors such as biodiversity, eco-labels, and traceability.
- Train employees to integrate sustainable sourcing practices into their daily tasks and responsibilities.
- Empower employees to make informed decisions that align with Central Retail's sustainable raw materials goals.
- Promote collaboration with suppliers and other stakeholders to ensure sustainable sourcing practices throughout the supply chain.

### Content:

1. Introduction to Sustainable Sourcing
  - Understanding the importance of sustainable sourcing and its role in achieving Central Retail's sustainability goals.
  - Overview of key concepts such as biodiversity, eco-labels, and traceability.
2. Current Sourcing Practices Overview
  - Review of Central Retail's current sourcing practices and identification of areas for improvement.
  - Discussion on the impact of sourcing decisions on the environment and communities.
3. Best Practices for Sustainable Sourcing
  - Strategies for incorporating sustainable practices into sourcing decisions, including supplier assessment, ethical sourcing, and responsible procurement.
  - Guidelines for evaluating and selecting suppliers based on sustainability criteria.
4. Biodiversity Conservation and Eco-Labels
  - Training on the importance of biodiversity conservation in sourcing raw materials.
  - Understanding eco-labels and certifications as indicators of sustainable practices.
5. Traceability and Transparency
  - Emphasizing the importance of traceability in the supply chain to ensure ethical and sustainable sourcing.
  - Training on methods for tracking and verifying the origin and sustainability of raw materials.

6. Employee Involvement and Responsibility
  - Encouraging employees to take ownership of their roles in sustainable sourcing.
  - Providing tips and tools for integrating sustainability into their daily tasks.
8. Collaboration and Communication
  - Promoting collaboration with suppliers and other stakeholders to achieve sustainable sourcing goals.
  - Training on effective communication with suppliers about sustainability expectations.

By participating in this training program, operational employees will gain the knowledge and confidence to contribute to Central Retail's sustainable raw materials goals. This will lead to more responsible sourcing decisions and a positive impact on Central Retail's sustainability efforts.

## Module 6 : Eco-Packaging

The Eco-Packaging Training program is designed to educate and engage employees on the principles and practices of eco-friendly packaging. The program aims to provide knowledge and strategies for utilizing reusable, recyclable, and recycled materials in packaging and promoting sustainable practices in the workplace.

### Objective:

- Increase awareness among employees about the impact of packaging on the environment and the importance of eco-friendly options.
- Equip employees with knowledge and skills to implement sustainable packaging solutions.
- Foster a culture of sustainability and environmental responsibility within Central Retail regarding packaging choices.
- Encourage innovative thinking and collaboration to develop sustainable packaging solutions.

### Content:

1. Introduction to Eco-Packaging
  - Overview of eco-packaging concepts such as reusable, recyclable, and compostable packaging.
  - Understanding the environmental impact of traditional packaging and the benefits of eco-friendly alternatives.
2. Types of Eco-Packaging Materials
  - Explanation of different types of sustainable packaging materials, such as recycled content, bio-based materials, and compostable materials.
  - Overview of the advantages and challenges associated with each type.
3. Best Practices for Eco-Packaging
  - Strategies for incorporating eco-friendly packaging into product design and distribution.

- Guidelines for choosing packaging materials that are reusable, recyclable, or compostable.
  - Understanding the recycling process and the importance of designing packaging for easy recycling.
  - Training on how to manage packaging waste and promote recycling in the workplace.
4. Regulations and Standards
    - Overview of relevant regulations and certifications for eco-packaging, such as recyclable or compostable standards.
    - Tips for ensuring compliance and promoting transparency in packaging choices.
  5. Employee Involvement and Responsibility
    - Encouraging employees to take ownership of sustainable packaging practices in their daily tasks.
    - Providing tips for reducing packaging waste and maximizing the use of eco-friendly materials.
  6. Innovation and Design Thinking
    - Promoting creative problem-solving to design sustainable packaging solutions.
    - Encouraging employees to explore new materials and processes that reduce environmental impact.
  7. Action Planning and Implementation
    - Developing personalized action plans for individuals or teams to integrate eco-friendly packaging practices into their work.

By participating in this training program, employees will gain a deeper understanding of eco-packaging and its benefits. They will be empowered to make informed choices about packaging materials and practices, contributing to Central Retail's sustainability goals and a more environmentally responsible workplace.

## Module 7 : Climate Change

The Climate Change and GHG Reduction Training program is designed to educate and empower employees on the impact of climate change and the importance of reducing greenhouse gas (GHG) emissions in the workplace. This training aims to equip employees with knowledge and practical strategies for minimizing GHG emissions and contributing to Central Retail's climate goals.

### Objective:

- Increase awareness among employees about the causes and impacts of climate change, as well as the role of GHG emissions in accelerating the crisis.
- Provide employees with the knowledge and tools needed to implement GHG reduction measures in their daily tasks and operations.
- Foster a culture of sustainability and environmental responsibility within the company.
- Train employees on how to measure, monitor, and reduce GHG emissions in the workplace.
- Encourage collaboration and innovation in developing solutions to reduce GHG emissions and address climate change.

### Content:

1. Introduction to Climate Change:
  - Overview of climate change, its causes, and its effects on the environment, society, and business operations.
  - Understanding the role of GHG emissions in climate change.
  - Goals and timelines for GHG emission reductions in Central Retail and Nation.
2. Current GHG Emissions Overview:
  - Review of the company's current GHG emissions profile and sources.
  - Identifying areas of high emissions and opportunities for reduction.
3. Best Practices for GHG Reduction:
  - Strategies for reducing GHG emissions in various areas such as energy use, transportation, and waste management.
  - Promotion of renewable energy sources and energy-efficient technologies.
4. Employee Involvement and Responsibility:
  - Encouraging employees to take responsibility for their individual carbon footprint and adopt sustainable practices.
  - Providing tips for integrating GHG reduction practices into daily tasks.
  - Developing personalized action plans for individuals or teams to integrate GHG reduction practices into their work.

### 5. Collaboration and Communication:

- Encouraging collaboration across departments to share best practices and develop innovative solutions.
- Training on effective communication with suppliers, customers, and other stakeholders about climate goals and GHG reduction efforts.

### 6. Ongoing Evaluation and Improvement:

- Continuously evaluating the effectiveness of GHG reduction measures.
- Encouraging ongoing dialogue and collaboration to refine strategies and identify new opportunities for improvement.

Through this training program, employees will develop a comprehensive understanding of climate change and the significance of reducing greenhouse gas emissions. They will acquire the skills and confidence needed to support Central Retail's climate objectives, fostering a more sustainable and environmentally responsible workplace.



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