

## Workplace Tidbits

### Ideas for Making our Office Environmentally and Energy Friendly



1. Turn off the lights and switch off electronic equipment around the office during off-hours.
2. The last person to leave the office to switch off the printer, office lights, the water dispenser and computers that are on. This will ensure longevity of the printer, dispenser and computers functionality as well as save the company money.
3. Use 1 plastic cup at the dispenser instead of 2 stack on each other at a go.
4. Carry a durable plastic or glass bottle to office for purpose of dispensing drinking water in it to reduce waste paper cup trail.
5. Stack used printing papers with blank side for reusing.
6. Reuse printing paper with blank side for trial copies.
7. Stop tearing up printed papers with blank side not used unless it's a secret or private and confidential document.
8. Put trash in the right place – inside the dust bin!!
9. Set your computers to sleep mode when on your lunch break or away from your desk and unplug it at the end of the day.
10. Invest in at least 4 indoor office plants- something to discuss about!!!!
11. Open windows / draw curtain blinds when in the office during the day to maximize on natural light.
12. Use one paper cup for drinking water per day.

## REREC & Kenya Literature Bureau (KLB) celebrate World Book and Copyright Day



REREC staff at the book donation.

REREC and KLB jointly celebrated World Book & Copyright Day on 23rd April, 2022 by donating textbooks to pupils of Subo Primary school in Bura Constituency, Tana River County. The school has approximately 150 pupils.

The day is celebrated to promote the enjoyment of books and reading. Books have long embodied the human capacity to conjure up worlds, both real and imagined, giving voice to the diversity of human experience. They help us share ideas, obtain information, and inspire admiration for different cultures, enabling far-reaching forms of dialogue between people across space and time.

### History of World Book Day

In 1995, UNESCO decided to establish a day devoted to reading books. It was discussed in the General Conference convened in Paris, 'to discover the pleasure of reading and gain a renewed respect for the irreplaceable contributions of those, who have furthered the social and cultural progress of humanity'.

**23 April** is a symbolic date in world literature. It is the date on which several prominent authors, William Shakespeare, Miguel de Cervantes and Inca Garcilaso de la Vega all died. This date was a natural choice for UNESCO's General Conference, held in Paris in 1995, to pay a world-wide tribute to books and authors on this date, encouraging everyone to have access to books.

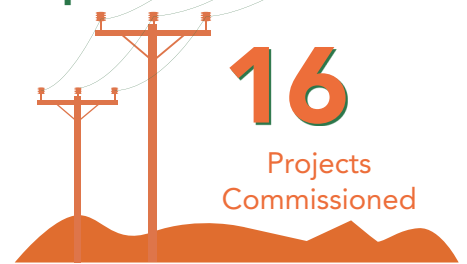
*"Indeed, books are vital vehicles to access, transmit and promote education, science, culture and information worldwide."*

(Audrey Azoalay, Director-General of UNESCO, on the occasion of World Book and Copyright Day 2022)

### Benefits of Reading Books:

- Strengthens the brain.
- Increases empathy.
- Builds vocabulary.
- Prevents cognitive decline.
- Reduces stress.
- Aids sleep.
- Alleviates depression.
- Lengthens lifespan.

## Projects' Progress Report



16No. projects were commissioned in the week ending 29/04/2022, in various parts of the country.

The total number of commissioned projects in the current financial year stands at 898No. with 1110No. projects in progress. 173 projects are awaiting either joint inspection, shut down or commissioning.

### Regional Coordination Policy

This policy establishes a framework and a mechanism for coordination of operations in the region.

Learn More in Chapter 37 of the Internal Policies

Soma, Elewa, Tekeleza