



同創價值 共建可持續發展 | CO-CREATE, DRIVE VALUE AND IMPACT  
FOR A SUSTAINABLE SOCIETY

2023/24

**Caring Company / Caring Organisation**

**Logos Nomination Form**

## Nomination opens

Please contact your social service partners

**Early-bird Deadline for  
HKCSS Agency Members  
6 October 2023**

**Nomination deadline  
5 January 2024**



**Online  
nomination  
system**

[www.ccnomination.net](http://www.ccnomination.net)

### Promotion of Corporate Social Responsibility

Companies and organisations demonstrating a caring spirit will be awarded the Caring Company Logo or the Caring Organisation Logo in recognition of their efforts to promote corporate social responsibility.

### Mission

To build a cohesive society by promoting strategic partnerships among business and social service partners, and inspiring corporate social responsibility through caring for the community, employees and the environment.

Organiser



Starting from this year (2023/24), the Caring Company Scheme will no longer provide paper nomination forms. From next year (2024/25) onwards, only applications submitted through the online system will be accepted. There will be an additional handling fee for submitting paper applications.

Enquiry: E-Mail: [nomination@hkcss.org.hk](mailto:nomination@hkcss.org.hk) | WhatsApp 2864 2966 (message only)

[www.caringcompany.org.hk](http://www.caringcompany.org.hk)



**The Caring Company Scheme** (the Scheme) was initiated by The Hong Kong Council of Social Service (HKCSS) in 2002 to foster strategic partnerships between the business and social service sectors, promote corporate social responsibility (CSR), and create a more inclusive society. The Scheme also facilitates deeper understanding between corporations and social service organisations, creating opportunities for cross-sector collaboration that focus on the needs of the community.

As the Scheme enters into its 21<sup>st</sup> year in 2023, it has grown significantly since its inception. In the first year, 259 companies and organisations were awarded the Caring Company Logo and Caring Organisation Logo. Moving forward to 2022/23, a total of 4,408 companies and organisations have been awarded, with hundreds and more newly joined each year to promote CSR. This indicates that local companies and organisations recognise the value of CSR and joint together to build a more caring society.

Today, companies are no longer only contented with simply fulfilling their corporate social responsibility. Instead, more and more of them have been implementing various measures related to Environment, Society, and Governance (ESG) proactively to promote sustainable development of both businesses and society, and to drive impact. As a platform for stakeholders to converge, the Scheme will continue to encourage the efforts of companies and organisations to promote ESG by enhancing standards and criteria. This will make us more focused and effective in facilitating sustainable development for society.

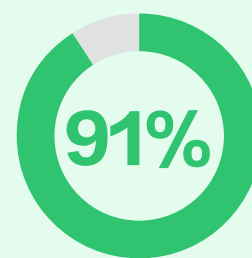
## Go Paperless



To promote environmental protection, the Caring Company Scheme will no longer provide paper nomination forms starting from this year (2023/24), in order to reduce carbon emissions and paper usage. Participating companies / organisations could download the form from the Caring Company Scheme website.

Starting from next year (2024/25), the Scheme will only accept applications submitted through the online system. Additional handling fees will be required for submitting paper applications.

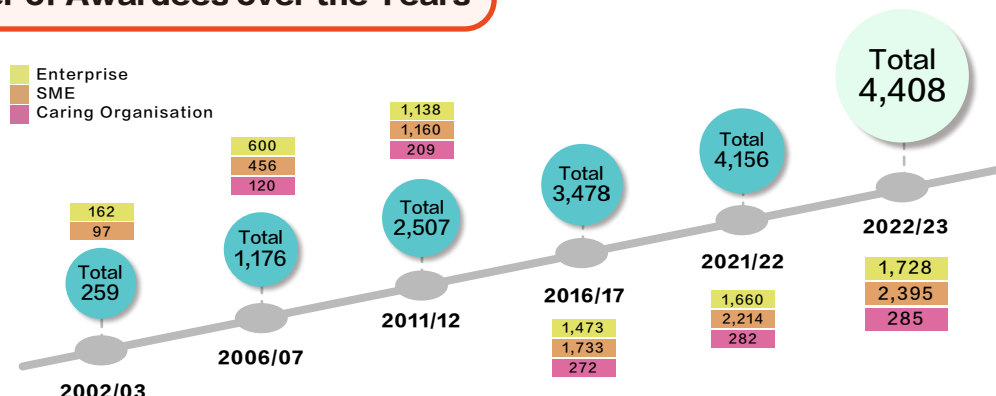
The Scheme's paperless initiative is the first step in encouraging companies and organisations to implement measures related to Environment, Society, and Governance (ESG). We look forward to working together to build a sustainable society.



of companies / organisations go paperless by submitting applications online in 2022/23.

## Statistical Analysis of the Nomination 2022/23 (Highlights)

### Number of Awardees over the Years



### Distribution by Industries (Top 5)



### Highlights of Sustainability-related Measures

#### Environmental



**25%**

of companies / organisations have attained environmental labels or certifications



**87%**

of companies / organisations have reduced carbon emission by taking initiative



**13%**

of companies / organisations have established environmental management system

#### Governance



**84%**

of companies / organisations have established internal communication mechanism, such as consultation activities, complaint system



**14%**  
of Enterprises  
**3%**  
of SMEs

have published ESG reports

#### Social



**1,890**

companies / organisations provide equal employment opportunities, creating a total of **9,222** job opportunities for disadvantaged groups



**97%**

of companies / organisations have implemented family-friendly policies



Total amount of the orders from social enterprises were around **7.8 million**



Provided voluntary services with a total of **143,739** service hours



**Co-Creation · Stakeholders Engagement**

**The Caring Company Scheme** aims to promote sustainable development in society by organising a variety of activities and providing a platform for stakeholders to exchange ideas, while encouraging cross-sector collaboration and co-creation.



## Executive Seminars



## Visits and Tours



## Caring Company Nomination and Information Session



## Partnership & Engagement



## Thematic Workshops and Sharing Sessions



## Details of the Caring Company Scheme

### Logo



**Caring Company Logo** to commend and give public recognition to business organisations that demonstrate good corporate citizenship.



**Caring Organisation Logo** to commend and give public recognition to organisations that demonstrate a caring spirit.



**Caring Company** and **Caring Organisation** being awarded for 5 consecutive years or above.



**Caring Company** and **Caring Organisation** being awarded for 10 consecutive years or above.



**Caring Company** and **Caring Organisation** being awarded for 15 consecutive years or above.



**Caring Company** and **Caring Organisation** being awarded for 20 consecutive years or above.

### Eligibility of Caring Company / Caring Organisation Nominees

- All nominations must be endorsed by at least one nominator. **Self-nominations will NOT be accepted (EXCEPT for government departments).**
- All nominations must fulfil a minimum of TWO CRITERIA under each of the THREE SCOPES respectively (Please refer to "Scope and Adjudication" for detailed information).

#### Caring Company Logo

- Companies registered with Business Registration and the business must be in operation in Hong Kong for at least 1 year.
- If a company operates as a group, the holding company and its subsidiaries must be separately nominated by nominator.

#### Caring Organisation Logo

- Established in Hong Kong for at least 1 year.
- Government departments, statutory bodies, chambers of commerce, professional bodies, international service clubs, philanthropic foundations under Section 88 of the Inland Revenue Department, hospitals, universities and tertiary educational institutions are eligible for nominations.

\*Remarks: Organisations, societies and groups of any other nature will not be considered at this moment.

## Eligibility of Nominators

Eligible nominators should be charitable organisations exempt from tax under Section 88 of the Inland Revenue Ordinance (according to the effective date of Inland Revenue Department, registered in Hong Kong for at least 1 year). Eligible nominators include social welfare, educational, medical, environmental, cultural, recreational & sports, international and cross-border organisations that meet any one of the following requirements:

- HKCSS Agency Members (for the list of members, please visit: <https://ngo.hkcass.org.hk/search?lang=en>) or
- Other charitable organisations (Remarks2)

**Remarks :**

- 1: Nominators are not eligible to apply for Caring Company / Organisation logo at the same time in the nomination year under any circumstances
- 2: List of tax-exempt charitable organisations, please visit: [http://www.ird.gov.hk/eng/tax/ach\\_index.htm](http://www.ird.gov.hk/eng/tax/ach_index.htm)
- 3: Nominations from political groups are not accepted
- 4: Nominations from religious organisations are accepted but only non-religious community service activities will be considered

## Scope and Adjudication

There are 3 adjudication SCOPES and a total of 18 CRITERIA under the Scheme. To qualify for the Caring Company or Caring Organisation Logo, all nominations must fulfil:

A minimum of 2 CRITERIA from Caring for the Community (Form 3A), Caring for the Employees (Form 3B), Caring for the Environment (Form 3C), respectively:

- After initial assessment, companies / organisations fulfilling the minimum requirements will be examined to confirm the award to be conferred
- For those professional bodies / organisations that do not have a physical office or full-time staff, please write to apply for an exemption requirements of Caring for the Employee and Caring for the Environment (applies to Caring Organisations only)

**Caring Company / Caring Organisation Logo adjudication scope (Validity period: throughout the entire year of 2023)**

### Caring for the Community (Form 3A)

- |                 |   |
|-----------------|---|
| 1: Volunteering | 4: Employing the Vulnerable   |
| 2: Giving       | 5: Procurement of products or services provided by social service organisations or social enterprises |
| 3: Mentoring    |   |

### Caring for the Employees (Form 3B)

- |   |   |
|---|---|
| 1: Recognises employees as an important asset | 5: Work-life balance                        |
| 2: Employee safety                            | 6: Well-established communication mechanism |
| 3: Employee wellness                          | 7: Benefits and support                     |
| 4: Employee family & carer responsibility     | 8: Related awards or other recognitions     |

### Caring for the Environment (Form 3C)

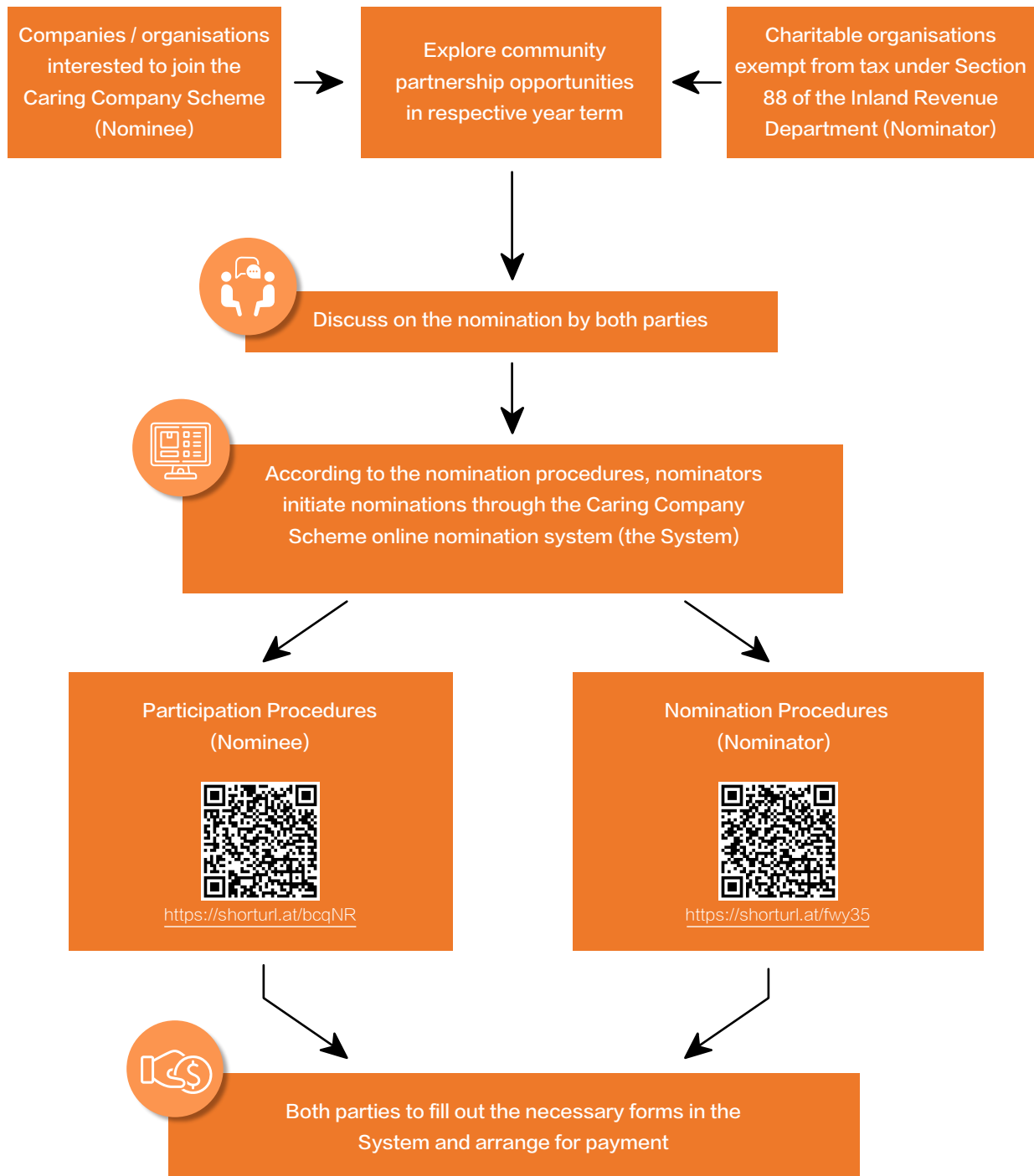
- |  |   |
|--|---|
| 1: Successful implementation of environmental protection practices | 4: Green partnership                        |
| 2: Eco-friendly operation  | 5: Environmental Label or other recognition |
| 3: Efficient use of resources                                      |   |

## Caring Ambassadors

Companies / organisations that are awarded the Caring Company / Caring Organisation logos may nominate a maximum of 3 staff members as Caring Ambassadors. This is a recognition given to staff members who actively support and participate in community activities organised by their company or organisation.



## Overview of the Nomination Process



### Note:

If the partnering Company / Organisation (the Nominee) is the first time participant in the Scheme, Nominator please visit the Caring Company website to download the **"Pre-registration Form for First Time Nominees"** (Form P). Please refer to the Nomination Procedures (Nominator) for details.

## Partnership

Companies can form a partnership among over 500 HKCSS Agency Members or other charitable organisations in Hong Kong that actively engage in caring for the community, caring for the employees and caring for the environment. For the HKCSS Agency Members list, please refer to:  
<https://ngo.hkcass.org.hk/search?lang=en>

## Nomination Guideline

- Each nomination form must be endorsed by **ONE** eligible nominator and should only record the collaboration information with that nominator. If there are multiple nominators, please submit separate nomination forms. The accreditation will be counted together.
- Please provide supporting documents for verification. Supporting documents may take the form of acknowledgment letters, internal office memos, photographs, staff manuals, emails, receipts, corporate publications, posters, certificate copies etc.
- Where information in the Nomination Form is incomplete, it will make the application invalid or being rejected without further notice.
- The decision of the judging panel is final and there is no objection.
- HKCSS may request supplementary information from applicants during the judging process. Verification of data submitted by applicants may be required.

## Application Method

- Please submit the application and upload the relevant documents through the Caring Company Scheme's Online Nomination System ([www.ccnomination.net](http://www.ccnomination.net)).
- If a hard copy application is required, please send the signed and stamped nomination form and related supporting documents to the following address:  
The Hong Kong Council of Social Service  
Room 1109, 11/F, Duke of Windsor Social Service Building  
15 Hennessy Road, Wan Chai, Hong Kong
- We will NOT accept underpaid mail items, which will be returned to the sender (with return address) or disposed of (without return address) by the Hongkong Post.
- The deadline of submission is on 5 January 2024 at 6:00pm. (Submission date is subject to the post mark on the envelope).

## Checklist for Document Submission and Other Important Notes

(Documents must be submitted through the Online Nomination System. If submitting hard copies, the documents must be signed by management and bear the company stamp.)

	Nominator	Nominee
Form P : Pre-registration Form for First-Time Nominees (applicable for first-time applications)	<ul style="list-style-type: none"><li>• Fill in the first part of the form and pass to the nominee</li></ul>	<ul style="list-style-type: none"><li>• Fill in the second part of the form and email it, along with a copy of Business Registration Certificate, to <a href="mailto:nomination@hkcass.org.hk">nomination@hkcass.org.hk</a> (only email submissions are accepted)</li></ul>
Form 1 : Nominee Details (applicable for first-time applications)	/	<ul style="list-style-type: none"><li>• Copy of Business Registration Certificate</li></ul>
Form 2 : Nominator Details Form 3A : Caring for the Community	<ul style="list-style-type: none"><li>• Supporting documents for verification</li></ul>	/
Form 3B : Caring for the Employees Form 3C : Caring for the Environment	/	<ul style="list-style-type: none"><li>• Supporting documents for verification</li></ul>
Judging Criteria	<ul style="list-style-type: none"><li>• Fulfill a minimum of 2 criteria under each of the 3 Judging Scopes</li></ul>	
Activity Counting Period	<ul style="list-style-type: none"><li>• From January to December of 2023</li></ul>	
Nomination Processing Fee (per copy)	<ul style="list-style-type: none"><li>• The fees can be paid either by the nominee or the nominator</li></ul>	



## Caring Company Scheme 2023/24 Nomination Timeline

	2023
May	Caring Company Scheme 2023/24 Nomination opens
July	• Information Session
October	6 October • Early-bird deadline for nominations to be submitted by HKCSS agency members
	2024
January	5 January • Nomination deadline
February	Individual notification to Caring Company Logo and Caring Organisation Logo awardees
March	1 March • Awardees are eligible to use the 2023/24 Logo

### Information Session

Companies and charitable organisations are welcome to join the Information Session in July in order to meet new partners as well as understand more about the nomination details of 2023/24. Enrolment details will be announced in due course.

### Nomination Processing Fee

- A processing fee of HK\$700 will be charged for each nomination form. Processing fees can be paid either by the nominee or the nominator. In the nomination form, please specify who will pay the processing fee. All processing fees are non-refundable and not tax-deductible.
- Concessions on processing fees for HKCSS Agency Members: HK\$500 will be charged for each nomination form. Submission by the Early-bird Deadline (on or before 6 October 2023) will be charged at HK\$300 per nomination form (HK\$100 for Online Nomination). All processing fees must be received by the designated application deadline.

	Nominated by HKCSS Agency Members (per copy)		Nominated by Non-HKCSS Agency Members (per copy)	
Submission Date	Hard-copy	Online	Hard-copy	Online
on or before 6 Oct 2023	\$300	\$100	\$700	\$600
From 7 Oct 2023 to 5 Jan 2024	\$500	\$300		

### By Cheque

For fees to be paid by crossed cheque, please make it payable to "The Hong Kong Council of Social Service" with the name of the payee, contact person and telephone number written at the back of the cheque.

### By Online Banking Transfer or Fast Payment System (FPS) (only applicable for online nomination)

To pay fees through online banking transfer or FPS, the online nomination system (the System) will allow applicants to download the Payment Advice after completing the application. Please follow the instructions on the Payment Advice to settle the payment by transferring funds from the company's bank account. It is important to upload the payment transaction proof to the online nomination system before the nomination deadline, including the company / organisation name, bank account number, payment date, reference number, and contact information.

Please note that all transfers must be done through the company's bank account. Funds from personal bank account, cash, or cheque deposits will not be accepted.

## Digital Certificate



Starting from this year, the Caring Company Scheme has implemented a paperless initiative by replacing printed certificates with digital certificates. Awarded Companies and Organisations can download respective digital certificates through the nomination system. If a printed certificate is required (including certificates for Caring Company / Organisation and Caring Ambassador), an administrative fee of \$150 will be charged for each certificate. The processing time for printing certificates required 3 months.

## Special Category



### Outstanding Partnership Project Award

Details will be announced in August 2023 through Caring Company Scheme website and email. Please stay tuned for updates.

### List of Barrier-free Companies / Organisations

The new Barrier-free Recognition Scheme will be introduced in July 2023 through the websites of HKCSS and the Caring Company Scheme, as well as through email. Please stay tuned for updates.

## Regulations Governing the Use of the Caring Company / Organisation Logo (the Logo)

Caring Companies / Organisations may show to their customers and the public that they are applauded in their engagement in CSR by using the awarded Logo in promotional materials or activities.

- Caring Company / Caring Organisation Awardees are entitled to use the Logo of the year 2023/24 from 1 March 2024 to 28 February 2025. Companies and Organisations will have to cease using the Logo on or after 1 March 2024, if any Companies / Organisations are not going to be awarded.
- The use of the Logo in advertisements or promotional materials does not imply recognition or endorsement by HKCSS of the products or services of the companies or organisations. All advertisements and promotional materials bearing the Logo must be legal, decent, healthy, honest, and truthful and do not contain any content of defamatory, discrimination or insulting nature.
- Samples of products, services, advertisements and promotional materials on how the Logo is being used must be sent to HKCSS through email ([caringcompany@hkcss.org.hk](mailto:caringcompany@hkcss.org.hk)) for prior approval and record purpose. Such approval takes no less than five working days. Advertising or promotional materials bearing the Logo may only be publicly displayed after the approval of HKCSS.
- HKCSS reserves the right to terminate or modify the Logo usage. In case of any dispute, the decision of HKCSS shall be final and binding.
- For detailed regulations regarding Logo usage, please scan this QR code to download the “Guide for Caring Company / Organisation Logo”.



<https://shorturl.at/LS359>



## Considerations on Conferring Awards, Lodging Complaints and Delisting

- Companies and organisations that are awarded the Caring Company / Caring Organisation Logo by HKCSS shall agree to the objectives of the Caring Company Scheme and comply with the adjudication criteria.
- HKCSS shall not associate with companies / organisations of which the businesses or practices are considered as contradictory to the values and missions of the Council. Admission to the Caring Company Scheme is at the Council's sole discretion.
- The Council reserves the right to withhold the nominations or delist the Caring Company / Caring Organisation award status of companies / organisations in the interest of the integrity of the Caring Company Scheme.
- In the event of any conviction involving a criminal offence within or outside Hong Kong jurisdiction, any verdict of ethical conviction brought by a statutory body, or any judgment of infringement of business ethics and / or lack of credibility by the Caring Company Scheme, HKCSS reserves the right of issuing warnings to the concerned company or organisation and rescinding its right to use the Logo awarded by the Caring Company Scheme.
- Self-declaration on business ethics has been made by companies and organisations in nominations. In the event of being suspected to have infringed business ethics, HKCSS reserves the right of suspending the company / organisation in using the Logo awarded by the Caring Company Scheme, until the Caring Company Scheme is satisfied that clarification from the concerned company is in accordance with the declaration.
- HKCSS will not handle complaints regarding contracts or commercial disputes. However, if a complaint is related to business ethics, integrity or the violation of any adjudication criterion of the Caring Company Scheme, the company or organisation concerned will be invited to supply further information.
- If there is any dispute on the results, please advise in writing (either by email or by post) within 30 working days after the date of issue of the result notification.
- For lodging a complaint, please scan this QR code to download the procedures of lodging complaints.



<https://shorturl.at/efWZ3>

## Privacy Statement

Your personal data is provided only for the purposes of applying for a Caring Company / Caring Organisation logo and receiving information provided by HKCSS. You have the right to check and correct your personal data. The Caring Company Scheme will follow the privacy protection policy of the HKCSS in handling and protecting your personal data.



<https://shorturl.at/bszJ2>

**Form 1** To be completed by the nominee

Part 1 – Nominee details

We are applying for:

☐ Caring Company Logo or ☐ Caring Organisation Logo

Company / Organisation name (Must be the same as shown on the Business Registration Certificate)

Chinese \_\_\_\_\_

English \_\_\_\_\_

Company / Organisation website \_\_\_\_\_

No. of locally employed staff members (full-time or equivalent)

☐ up to 50 ☐ 51-99 ☐ 100 - 249 ☐ 250-499 ☐ 500 - 999 ☐ 1000 or above

# In Hong Kong, manufacturing enterprises which fewer than 100 persons and non-manufacturing enterprises which employ with fewer than 50 persons are regarded as small and medium enterprises (SMEs). For further information, please refer to the Support and Consultation Centre for SMEs run by the Trade and Industry Department of the Government <http://www.success.tid.gov.hk/eindex.html>

For Caring Company Nominees

Business Registration Certificate No. \_\_\_\_\_  
(Please attach a copy)

Year of Incorporation: \_\_\_\_\_

Is your company a listed company in Hong Kong

☐ Yes (Stock no. \_\_\_\_\_) ☐ No

Has your company/organisation published a stand-alone Sustainability Report & ESG Report

☐ Yes (Please attach a copy) ☐ No

Category: ☐ Manufacturing ☐ Non-manufacturing (please select one option)

Business nature \_\_\_\_\_ Others (please specify) \_\_\_\_\_

- |   |   |   |
|---|---|---|
| 01 Accountancy  | 12 Education and Training                           | 23 Medical, Nursing and Healthcare Services |
| 02 Advertising, Design, Marketing and Public Relation           | 13 Environmental                                    | 24 Petroleum and Petrochemicals             |
| 03 Apparel  | 14 Food and Beverage                                | 25 Property Development and Real Estate     |
| 04 Automobile Services  | 15 Hospitality, Clubhouse and Tourism               | 26 Property Management                      |
| 05 Banking, Financial and Credit Services                       | 16 Information Service Provider and Market Research | 27 Public Utilities and Public Services     |
| 06 Cleaning Services  | 17 Insurance  | 28 Retail                                   |
| 07 Conglomerate   | 18 IT and Electronics                               | 29 Security Services                        |
| 08 Construction, Engineering and Interior Design                | 19 Legal Services                                   | 30 Telecommunications                       |
| 09 Consultancy Services   | 20 Manufacturing and Trading                        | 31 Transportation                           |
| 10 Convention, Exhibition and Event Management                  | 21 Printing, Publishing, Packaging                  | 32 Personal Care Services                   |
| 11 Courier Service, Logistics Management and Freight Management | 22 Media and Entertainment                          | 33 Funeral Services                         |
|   |   | 34 Others                                   |

We have set up a charitable foundation in Hong Kong

☐ We have set up a corporate charitable foundation with independent registration under Section 88 of the Inland Revenue Department. The foundation helps manage and coordinate our community participation initiatives and programs.

Foundation Name (according to the registered name under Section 88 of IRD): \_\_\_\_\_

For Caring Organisation Nominees

The nominee is an organisation of the following category:

☐ Chamber of Commerce ☐ Government Department ☐ Hospital ☐ International Service Club  
☐ Professional Body ☐ Philanthropic Foundation ☐ Statutory Body  
☐ University & Tertiary Institution (Non Profit / receiving recurrent subsidies from the government)

Year of Incorporation: \_\_\_\_\_

Part 2 - Objectives on Sustainability and Corporate Social Responsibility **NEW**

1. Our company / organisation focuses on the following beneficiary community(ies) in terms of developing our Corporate Social Responsibility strategies (Multiple Selections can be made)

☐ Children ☐ Youth ☐ Elderly ☐ Family and Community ☐ Rehabilitant  
☐ Ethnic Minority ☐ New Arrivals ☐ Persons with disabilities (including physically or mentally disabled) ☐ Women  
☐ Others: \_\_\_\_\_

Office Use Only	Receipt	Cheque	Agency Code	Company Code
Payment amt Y / N \$			A0	C0



## 2. Our company / organisation focuses on the following topic(s) for our Corporate Social Responsibility efforts (Multiple Selections can be made)

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Gerontechnology Development           | <input type="checkbox"/> Early Childhood Development       | <input type="checkbox"/> Youth Development         |
| <input type="checkbox"/> Families' needs of Subdivided Housing | <input type="checkbox"/> Employment of the vulnerable      | <input type="checkbox"/> Working Poor & Retraining |
| <input type="checkbox"/> Mental Health                         | <input type="checkbox"/> Elderly Care & Support            | <input type="checkbox"/> Women's Care & Support    |
| <input type="checkbox"/> Inclusion                             | <input type="checkbox"/> Primary Health in Community       | <input type="checkbox"/> Ethnic Diversity          |
| <input type="checkbox"/> Environmental Protection              | <input type="checkbox"/> Life Education & End-of-life care | <input type="checkbox"/> Others: _____             |

## 3. Our company / organisation focuses on the following topic(s) towards Environmental, Social, Governance (ESG) (Multiple Selections can be made)

- ☐ **Environmental**
- |  |   |
|--|---|
| <input type="checkbox"/> Climate Change (e.g. Reduce Carbon Emission)                      | <input type="checkbox"/> Energy Shortage (e.g. Energy Saving)   |
| <input type="checkbox"/> Pollution Control & Management (e.g. Waste Management)            | <input type="checkbox"/> Green Procurement (e.g. Prioritize the Procurement of Sustainable Materials) |
| <input type="checkbox"/> Green Finance (e.g. Invest in projects with environmental impact) | <input type="checkbox"/> Others: _____  |
- ☐ **Social**
- |   |
|---|
| <input type="checkbox"/> Family Friendly Employment Practice (e.g. provide special leave, flexible work arrangements, employee living support etc.) |
| <input type="checkbox"/> Employee's Care & Support (e.g. implement employee health programs to take care their physical and mental health)          |
| <input type="checkbox"/> Information Security (e.g. establish information management mechanisms)  |
| <input type="checkbox"/> Occupational Safety & Health (e.g. establish an occupational health and safety management system)                          |
| <input type="checkbox"/> Products Responsibility (e.g. establish product safety and quality standards)  |
| <input type="checkbox"/> Supply Chain Management  |
| <input type="checkbox"/> Others: _____  |
- ☐ **Governance**
- |  |  |
|--|--|
| <input type="checkbox"/> Board Structure & Gender Balance in Management  | <input type="checkbox"/> Information Disclosure & Transparency |
| <input type="checkbox"/> Corporate Ethics & Compliance   | <input type="checkbox"/> ESG Data Collection and Analysis      |
| <input type="checkbox"/> ESG Reporting according to relevant standards or guideline (e.g. GRI standards, "ESG Reporting Guide" of HKEX etc.) |  |
| <input type="checkbox"/> Others: _____   |  |
- ☐ We have not yet established measures in ☐ Environmental ☐ Social ☐ Governance

## 4. Our company / organisation strengthens ESG knowledge of our staff by the following means:

- ☐ Seminar ☐ Sharing among Corporations ☐ Case Study ☐ Advices from Consultant Service ☐ Site Visit
- ☐ Others: \_\_\_\_\_

## 5. Our company / organisation uses the following mean(s) to let our suppliers / producers / partners / customers learn about our ESG work :

- ☐ Publishing Sustainable Development Report ☐ Promotion through Social Media
- ☐ Establishing respective websites on our sustainable development work
- ☐ Regular communication with suppliers / producers / partners to promote sustainable supply chains
- ☐ Others: \_\_\_\_\_

## Part 3 – Contact person in the Company / Organisation

**Management: (e.g., CEO, General Manager, Director or Manager representing company or organisation)**

Title ☐ Mr ☐ Ms ☐ Miss ☐ Mrs ☐ Dr ☐ Prof

Family name \_\_\_\_\_ Given name \_\_\_\_\_

Position \_\_\_\_\_

Tel \_\_\_\_\_ E-mail \_\_\_\_\_

Name of secretary (if any) \_\_\_\_\_ Tel \_\_\_\_\_ E-mail \_\_\_\_\_

Mailing address \_\_\_\_\_

\_\_\_\_\_ ☐ Hong Kong Island ☐ Kowloon ☐ New Territories

**Person in charge of Sustainability / CSR (For liaison of all matters related to the Sustainability / CSR)** ☐ same as above

Title ☐ Mr ☐ Ms ☐ Miss ☐ Mrs ☐ Dr ☐ Prof

Family name \_\_\_\_\_ Given name \_\_\_\_\_

Position \_\_\_\_\_

Tel \_\_\_\_\_ E-mail \_\_\_\_\_

Name of secretary (if any) \_\_\_\_\_ Tel \_\_\_\_\_ E-mail \_\_\_\_\_

Mailing address \_\_\_\_\_

\_\_\_\_\_ ☐ Hong Kong Island ☐ Kowloon ☐ New Territories

**Administrative Contact: (For liaison of all matters related to the Caring Company Scheme)** ☐ same as above

Title ☐ Mr ☐ Ms ☐ Miss ☐ Mrs ☐ Dr ☐ Prof

Family name \_\_\_\_\_ Given name \_\_\_\_\_

Position \_\_\_\_\_

Tel \_\_\_\_\_ E-mail \_\_\_\_\_

Mailing address (if different from above) \_\_\_\_\_

\_\_\_\_\_ ☐ Hong Kong Island ☐ Kowloon ☐ New Territories

**Part 4 – Nomination for Caring Ambassador** (If you are NOT nominating, please omit this part.)

**Caring Ambassador is to recognise employees who actively support and participate in community programmes organised by the nominee.** A maximum of **three** employees may be nominated. *Note: Once the nomination is submitted, the following nomination of Caring Ambassadors **could not be changed**.*

**Caring Ambassador (1)**Title ☐ Mr ☐ Ms ☐ Miss ☐ Mrs ☐ Dr ☐ Prof

Family name \_\_\_\_\_ Given name \_\_\_\_\_

Position \_\_\_\_\_ Tel \_\_\_\_\_

E-mail \_\_\_\_\_

**Caring Ambassador (2)**Title ☐ Mr ☐ Ms ☐ Miss ☐ Mrs ☐ Dr ☐ Prof

Family name \_\_\_\_\_ Given name \_\_\_\_\_

Position \_\_\_\_\_ Tel \_\_\_\_\_

E-mail \_\_\_\_\_

**Caring Ambassador (3)**Title ☐ Mr ☐ Ms ☐ Miss ☐ Mrs ☐ Dr ☐ Prof

Family name \_\_\_\_\_ Given name \_\_\_\_\_

Position \_\_\_\_\_ Tel \_\_\_\_\_

E-mail \_\_\_\_\_

**Part 5 – Declaration****A. During the past three years, has your company or organisation:**

1. been convicted of any criminal offence within or outside Hong Kong jurisdiction? ☐ Yes (please elaborate \_\_\_\_\_) ☐ No
2. been found guilty of an ethical conviction by a statutory body? ☐ Yes (please elaborate \_\_\_\_\_) ☐ No
3. been judged to have infringed business ethics and / or be lacking credibility by the Caring Company Scheme? ☐ Yes (please elaborate \_\_\_\_\_) ☐ No
4. engaged in malpractices (e.g., pressure selling, pyramid selling or Bait-and-Switch, etc.) in marketing your products or services? ☐ Yes (please elaborate \_\_\_\_\_) ☐ No
5. breached customers trust (e.g., leaking customer's personal data) or used untruthful or unfair content in marketing your products or services? ☐ Yes (please elaborate \_\_\_\_\_) ☐ No

**B. Our company / organisation hereby agrees and declares that:**

1. the information provided in this form is both true and accurate. Additional information will be provided to the HKCSS if required.
2. the nomination and result may be announced on the Caring Company Website by HKCSS (including which criteria have been satisfied, but detailed information shall not be disclosed).
3. when using the Logo, we will not, implicitly or explicitly, state that HKCSS approves products or services and we agree to comply with the "Regulations governing the use of the Caring Company / Organisation Logo"

**C. Our company / organisation has:**

- ☐ provided a crossed cheque payable directly to HKCSS in payment of the processing fees, OR
- ☐ confirmed that the processing fees will be paid by the nominator.

*(Mailing Cash is not suggested. We assume no liability for any loss or damage arising from the mailing of cash that give rise to any claim or complaint.)*

- D. By submitting the nomination, I agree the HKCSS can use the information on the nomination form for promotion of CSR related events & training, data analysis and research purposes on a collective basis. No information of individual nominee will be disclosed without our prior approval. Please email us if you do not accept the above mentioned arrangement.

**Part 6 – Privacy Statement**

Your personal data is provided only for the purposes of applying for a Caring Company / Caring Organisation logo and receiving information provided by HKCSS. You have the right to check and correct your personal data. The Caring Company Scheme will follow the privacy protection policy of HKCSS in handling and protecting your personal data. Please visit <https://www.hkcss.org.hk/privacy-policy/?lang=en> for details.

**Part 7 – Publicity**

The nomination result and awardees' contact information will be transferred to the media partner of the Caring Company Scheme, invitation will be sent for advertisement placement for the publication in connection with the Caring Company Scheme.

☐ Accept ☐ Not Accept

**Signature with chop of the nominee**

Name of signatory \_\_\_\_\_ Position \_\_\_\_\_

Signature with chop

X

Date \_\_\_\_\_

**\* This form must be signed by the management bearing the chop of the company / organisation as confirmation, otherwise it will not be processed.**

**Form 2 To be completed by the nominator**

## Part 1 – Nominator details

Organisation name

Chinese \_\_\_\_\_

English \_\_\_\_\_

Tax-Exempt Charitable Institution and Trusts Reference No. \_\_\_\_\_

Year of establishment

Organisation website \_\_\_\_\_

**Major service scope**

- ☐ Children   ☐ Youth   ☐ Elderly   ☐ Women   ☐ Community   ☐ Environmental protection   ☐ Health   ☐ Education  
☐ International and Cross-boundary   ☐ Cultural, Recreational & sports   ☐ Labour   ☐ Rehabilitation   ☐ Others: \_\_\_\_\_

## Part 2 – Nominator details

*For Non-HKCSS Agency Members, Non-Community Chest Agency Members ONLY.*

Mission / Objective \_\_\_\_\_

Years of establishment \_\_\_\_\_

Background \_\_\_\_\_

Service scope \_\_\_\_\_

Name of the Chairman \_\_\_\_\_ ☐ Mr ☐ Ms ☐ Miss ☐ Mrs ☐ Dr ☐ ProfName of the Organisation Representative \_\_\_\_\_ ☐ Mr ☐ Ms ☐ Miss ☐ Mrs ☐ Dr ☐ Prof

Number of full-time employee(s) \_\_\_\_\_

Last year's expenditure About HK\$ \_\_\_\_\_ (for the year 20 \_\_\_\_\_ - 20 \_\_\_\_\_ )

Major sources of Income Government \_\_\_\_\_% Donations \_\_\_\_\_% Service charges \_\_\_\_\_% Operating income \_\_\_\_\_% Others \_\_\_\_\_%

**Organisation scale:**

- |   |  |
|---|--|
| <input type="checkbox"/> Annual expenditure under or equal to HK\$ 500,000          | <input type="checkbox"/> Annual expenditure of between HK\$10,000,001 - 50,000,000   |
| <input type="checkbox"/> Annual expenditure of between HK\$ 500,001 – HK\$1,500,000 | <input type="checkbox"/> Annual expenditure of between HK\$50,000,001 - 100,000,000  |
| <input type="checkbox"/> Annual expenditure of between HK\$ 1,500,001 - 5,000,000   | <input type="checkbox"/> Annual expenditure of between HK\$100,000,001 - 250,000,000 |
| <input type="checkbox"/> Annual expenditure of between HK\$ 5,000,001 - 10,000,000  | <input type="checkbox"/> Annual expenditure of above HK\$250,000,000                 |

## Part 3– Contact person

**Management (e.g., Chairperson, Chief Executive, etc.) - Recipient of nomination results***\*Each organisation should have **ONE** recipient only*Title ☐ Mr ☐ Ms ☐ Miss ☐ Mrs ☐ Dr ☐ Prof

Family name \_\_\_\_\_ Given name \_\_\_\_\_

Position \_\_\_\_\_

Tel \_\_\_\_\_ E-mail \_\_\_\_\_

Name of secretary (if any) \_\_\_\_\_ Tel \_\_\_\_\_ E-mail \_\_\_\_\_

Mailing address \_\_\_\_\_

☐ Hong Kong Island   ☐ Kowloon   ☐ New Territories
**Administrative Contact – For liaison regarding the Nomination**Title ☐ Mr ☐ Ms ☐ Miss ☐ Mrs ☐ Dr ☐ Prof

Family name \_\_\_\_\_ Given name \_\_\_\_\_

Position \_\_\_\_\_

Tel \_\_\_\_\_ E-mail \_\_\_\_\_

Mailing address \_\_\_\_\_

☐ Hong Kong Island   ☐ Kowloon   ☐ New Territories



**Form 2** To be completed by the nominator

## Part 4 – Declaration

## A. Our organisation hereby agrees and declares that:

1. all information provided in this form is true and accurate.
2. additional information will be provided to the HKCSS if required.
3. further assistance will be provided if any complaints are received regarding the nominated company / organisation.

## B. Our organisation has:

- ☐ provided a crossed cheque payable directly to HKCSS in payment of the processing fees, OR
- ☐ confirmed that the processing fees will be paid by the nominee.

C. By submitting the nomination, I agree that HKCSS can use the information on the nomination form for promotion of CSR related events & training, data analysis and research purposes on a collective basis. No information of individual nominator will be disclosed without our prior approval. Please email us at [caringcompany@hkcss.org.hk](mailto:caringcompany@hkcss.org.hk) if you do not accept to the above mentioned arrangement.

## D. Our organisation has maintained a partnership with the nominee (as specified in this nomination form) for a period of:

- ☐ ≤ 6 months   ☐ 7-11 months   ☐ 1-2 years   ☐ 3-5 years   ☐ 6-10 years   ☐ > 10 years

## E. With the exception of partnership under "Caring for the Community", our organisation has or do not have any other relationship with the nominee related to business or under same Group of Company / Organisation, etc

- ☐ Yes (Please specify \_\_\_\_\_)
- ☐ No

## Signature with chop of the nominator

Name of signatory \_\_\_\_\_ Position \_\_\_\_\_

Signature with chop

X

Date \_\_\_\_\_

**\* This form must be signed by the management bearing the chop of the organisation as confirmation, otherwise it will not be processed.**

To fulfill the minimum requirement, all nominations must fulfill a minimum of TWO CRITERIA under each of the THREE SCOPES (Caring for the Community Form 3A, Caring for the Employees Form 3B, Caring for the Environment Form 3C) respectively. Nominees are required to provide supporting documents for activities carried out in 2023.

## Form 3

## Form 3A : Caring for the Community (To be completed by the nominator)



Partners with local social service organisations in community involvement projects, encourages staff to take part in voluntary work and invest resources initiatives for better community life, supports underprivileged individuals to enhance their employability, and enhances the viability of the community by sharing knowledge and skills with their partnering organisation.

## Criteria 1 : Volunteering



- 1.1 ☐ \*\* Within the specified period, the nominee has supported ☐ employee / and their family ☐ customer ☐ member ☐ business partners, in organising and participated in voluntary service.

Service Target: ☐ Children and Youth ☐ Elderly ☐ Family and Community  
☐ Rehabilitant ☐ Ethnic Minority ☐ New Arrivals  
☐ Persons with disabilities (including Physical or mental disabled)  
☐ Women **NEW** ☐ Fulltime / Working Carer# **NEW** ☐ Others: \_\_\_\_\_

Service Content: ☐ Visit ☐ Environmental Protection ☐ Maintenance & Engineering  
☐ Escort & Caretaking ☐ Fundraising ☐ Mentorship / Peer Relationship **NEW**  
☐ Medical & Health ☐ Education & Training ☐ Labour Work  
☐ Planning and Organising Volunteer programmes  
☐ Flag day (This item can only be counted singly in either Criteria 1.1 or 2.2)  
☐ Recreation, Sports & Culture **NEW**  
☐ Others: \_\_\_\_\_

Number of services provided: ☐ 1 – 5 ☐ 6 – 10 ☐ 11 – 20 ☐ 21 – 50 ☐ 51 – 100 ☐ >100

Total number of volunteers involved: ☐ 1 – 10 ☐ 11 – 20 ☐ 21 – 30 ☐ >30

Total service hours: ☐ 1 – 10 ☐ 11 – 100 ☐ 101 – 200 ☐ 201 – 300 ☐ >300

**\*\* Criteria 1.2 – 1.3 will only be valid if voluntary service has been rendered during the designated period**

- 1.2 ☐ Within the specified period, the nominee has supported employees or members volunteering with the following resources:

☐ Financial ☐ In-kind ☐ Insurance  
☐ Venue ☐ Training ☐ Transportation Arrangement and Allowance  
☐ Volunteer Service Leave ☐ Others: \_\_\_\_\_

- 1.3 ☐ \*\*\*We confirm the nominee has a system in place to promote and recognise their employees / members volunteering efforts.

☐ Disseminates information regarding volunteer opportunities through corporate newsletters and / or intranet.  
☐ Presents commendation letters to staff involved in voluntary work.  
☐ Includes volunteer service records in the employee's personal files.  
☐ Offers internal awards and official recognition for extraordinary voluntary efforts.  
☐ Provides volunteer service guidelines for staff.  
☐ Others: \_\_\_\_\_

**\*\*\* Please provide supporting documents to nominator for verification**

## Criteria 2 : Giving



- 2.1 ☐ Within the specified period, the nominee has provided financial assistance, including:

☐ Cash donation

☐ ≤ HK\$10,000 ☐ HK\$10,001 – HK\$50,000 ☐ HK\$50,001 – HK\$100,000  
☐ HK\$100,001 – HK\$200,000 ☐ HK\$200,001 – HK\$500,000 ☐ HK\$500,001 – HK\$1,000,000  
☐ HK\$1,000,001 – HK\$2,000,000 ☐ ≥ HK\$2,000,001

☐ In-kind donation in support of our organisation

☐ Venue / Facilities **NEW** ☐ Service ☐ Gift ☐ Food ☐ Others: \_\_\_\_\_

- 2.2 ☐ Within the specified period, the nominee has participated in our

☐ Blood-donation Day ☐ Charity Events ☐ Cause-related Marketing Activities  
☐ Flag day (This item can only be counted singly in either Criteria 1.1 or 2.2)

- 2.3 ☐ Within the specified period, the nominee encouraged other stakeholders to make donations.

☐ Employees ☐ Customers ☐ Business Partners ☐ Suppliers / Vendors / Distributors

To fulfill the minimum requirement, all nominations must fulfill a minimum of TWO CRITERIA under each of the THREE SCOPES (Caring for the Community Form 3A, Caring for the Employees Form 3B, Caring for the Environment Form 3C) respectively. Nominees are required to provide supporting documents for activities carried out in 2023.

## Form 3

## Form 3A : Caring for the Community (To be completed by the nominator)

## Criteria 3 : Mentoring



- 3.1 ☐ Within the specified period, our nominee has shared business expertise with us, helped us and provided consultancy or advisory services in the following areas: on ☐ Pro bono basis charge ☐ One-off nominal charge:
- |   |   |  |                             |
|---|---|--|-----------------------------|
| <input type="checkbox"/> HR                                 | <input type="checkbox"/> Marketing / Public Relations | <input type="checkbox"/> Legal Services              | <input type="checkbox"/> IT |
| <input type="checkbox"/> Construction Management            | <input type="checkbox"/> Financial Management         | <input type="checkbox"/> Production Process Redesign |                             |
| <input type="checkbox"/> Social Entrepreneurship Management | <input type="checkbox"/> Organisation Management      | <input type="checkbox"/> Others: _____               |                             |
- 3.2 ☐ Within the specified period, our nominee has supported its employees who voluntarily sit on the advisory committees or boards of our organisation.

## Criteria 4 : Employing the vulnerable



- 4.1 ☐ Within the specified period, the nominee has cooperated with our organisation in providing retraining / training / placement opportunities for the following vacancies:
- ☐ 1 - 5      ☐ 6 - 10      ☐ 11 - 20      ☐ ≥21
- 4.2 ☐ Within the specified period, the nominee has provided working opportunities in support of:
- ☐ "YETP"      ☐ "Support for Self-reliance Scheme"      ☐ "Supported Employment Service" <sup>T</sup> or
- ☐ other employment schemes organised or co-organised by our organisation with the following places provided:
- ☐ 1 - 5      ☐ 6 - 10      ☐ 11 - 20      ☐ ≥21
- 4.3 ☐ \*Within the specified period, our organisation has referred the following groups to the nominee:
- Number(s) of employee(s) referred:
- ☐ 1 - 5      ☐ 6 - 10      ☐ 11 - 20      ☐ ≥21
- Including:
- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Visually-impaired <sup>T</sup>                          | <input type="checkbox"/> Mentally-challenged <sup>T</sup>            | <input type="checkbox"/> Hearing-impaired <sup>T</sup>          |
| <input type="checkbox"/> Ex-mentally ill <sup>T</sup>                            | <input type="checkbox"/> Physically-challenged                       | <input type="checkbox"/> Chronically ill <sup>T</sup>           |
| <input type="checkbox"/> Rehabilitated Ex-offenders                              | <input type="checkbox"/> Language impairment <sup>T</sup>            | <input type="checkbox"/> Autism spectrum disorders <sup>T</sup> |
| <input type="checkbox"/> Attention deficit / Hyperactivity disorder <sup>T</sup> | <input type="checkbox"/> Specific learning disabilities <sup>T</sup> | <input type="checkbox"/> New Arrivals                           |
| <input type="checkbox"/> Ethnic minorities                                       | <input type="checkbox"/> Emotional and Behavioural Difficulties      | <input type="checkbox"/> Elderly in need of work <sup>NEW</sup> |
| <input type="checkbox"/> Women in need of work <sup>NEW</sup>                    | <input type="checkbox"/> Carer# <sup>NEW</sup>                       |   |
| <input type="checkbox"/> Others: _____   |  |   |
- \*Criterion 4.4 will only be valid if Criterion 4.3 was fulfilled within the specific period.**
- 4.4 ☐ Within the specified period, the nominee has also provided other facilities or arrangements for employee(s) with disabilities, such as:
- ☐ To set up policies on equal employment and employing the disabled <sup>T</sup>
- ☐ Special facilities / and assistive devices <sup>T</sup>
- ☐ To provide Barrier-free working environment (wide corridor or washroom)
- ☐ To set up simulated workplaces to provide induction training for persons with disabilities <sup>T</sup>
- ☐ To create new jobs or posts (full-time and part-time) with due consideration to the work abilities of persons with disabilities thereby enhancing their employment opportunities <sup>T</sup>
- ☐ To publish periodically in corporate publications / publicity materials on the number of employee with disabilities and on measures or indicators pertaining to the employment of persons with disabilities <sup>T</sup>
- ☐ Flexible working hours to enable employees with disabilities to obtain regular medical check-ups <sup>T</sup>
- ☐ To assign mentors to help new recruits with disabilities acquire job skills, adapt to the working environment & build rapport with their colleagues <sup>T</sup>
- ☐ To participate in publicity and public education activities for the open employment of persons with disabilities <sup>T</sup>
- ☐ Tactile guidance pathways <sup>T</sup>
- ☐ To make reasonable and appropriate adjustments to the work process according to the special needs of the employee with disabilities (e.g. Develop a workflow to support the disabled in remote work) <sup>T</sup>
- ☐ Special transportation arrangements <sup>T</sup>      ☐ Others: \_\_\_\_\_
- 4.5 ☐ Within the specified period, the nominee has set aside shops or stalls on nominal charge or pro bono basis for
- ☐ Our organisation and social service units      ☐ Social enterprises <sup>T</sup> managed by our organisation to run the businesses
- ☐ The vulnerable or self-employed persons with disabilities <sup>T</sup> referred by our organisation to run their businesses

Please check ✓ where appropriate

Nomination deadline: 5 January, 2024

To fulfill the minimum requirement, all nominations must fulfill a minimum of TWO CRITERIA under each of the THREE SCOPES (Caring for the Community Form 3A, Caring for the Employees Form 3B, Caring for the Environment Form 3C) respectively. Nominees are required to provide supporting documents for activities carried out in 2023.

## Form 3

## Form 3A : Caring for the Community (To be completed by the nominator)

### Criteria 5 : Procurement of products or services provided by social service organisations or social enterprises

5.1 ☐ Within the specified period, the nominee has used or purchased products or services provided by:

☐ Our organisation and service units

☐ Social Enterprises <sup>T</sup>

☐ Shelter Workshops <sup>T</sup>

☐ Others: \_\_\_\_\_

#### No. of purchase:

☐ 1 - 5

☐ 6 - 10

☐ 11 - 15

☐ 16 - 20

☐ ≥ 21

#### Product / Service nature:

☐ Catering Service

☐ Cleaning Service

☐ Training

☐ Retail Products

☐ Consultation Service

☐ Employee Assistance Programme

☐ Others: \_\_\_\_\_

#### The annual proceeds of these orders were approximately:

☐ ≤ HK\$1,000

☐ HK\$1,001 – HK\$5,000

☐ HK\$5,001 – HK\$10,000

☐ HK\$10,001–HK\$20,000

☐ ≥ HK\$20,001

#### Remarks:

Some of the criteria of the below scheme(s) are of similar requirement of the Caring Company Scheme (Form: 3A), please refer to those marked with "T" for reference. For further details of these schemes, please visit the corresponding websites.

Symbol "T"



Talent-Wise Employment Charter and Inclusive Organisations Recognition Scheme

[https://www.lwb.gov.hk/en/highlights/charter\\_scheme/index.html](https://www.lwb.gov.hk/en/highlights/charter_scheme/index.html)

Symbol "#"

A carer refers to an individual who provides unpaid care for frail, ill, physically or mentally disabled, or elderly persons, regardless of whether their relationship (family / non-family member) or living arrangement.

The stated vision of this Award is aligned with the Caring Company Scheme  
Please read more from the Award website.



Social Capital Builder Awards

社會資本動力獎

Social Capital Builder Awards [www.ciif.gov.hk](http://www.ciif.gov.hk)



To fulfill the minimum requirement, all nominations must fulfill a minimum of TWO CRITERIA under each of the THREE SCOPES (Caring for the Community Form 3A, Caring for the Employees Form 3B, Caring for the Environment Form 3C) respectively. Nominees are required to provide supporting documents for activities carried out in 2023.

## Form 3

## Form 3B : Caring for the Employees (To be completed by the nominee)



## Caring for the Employees

Recognises its staff as important assets; devotes top management's time to listening to staff concerns and offers resources to improve staff's physical and mental health, achieving work-life balance.

## Criteria 1 : Recognises employees as an important asset



- ☐ Our management recognises employees as being an important asset. In our employment contracts, we have offered **more than half of our staff** the following benefits over and above those specified in the Employment Ordinance <http://www.labour.gov.hk/eng/public/ConciseGuide.htm> :

- ☐ Paid annual leave (No. of Days: \_\_\_\_\_) ☐ Full-paid sick leave ☐ Retirement protection <sup>M</sup> ☐ Hospitalization benefits  
☐ Medical insurance / allowance ☐ Retirement Age with Flexible Upper Limit **NEW** ☐ Others: \_\_\_\_\_

## Criteria 2 : Employee safety



- ☐ We ensure our employees' well-being and safety by providing the following extra protection measures over and above those specified in the "Occupational Safety and Health Ordinance" and / or "Factories and Industrial Undertakings Ordinance":

- ☐ The Occupational Safety and Health Policy ☐ Training courses ☐ Risk assessment  
☐ Automated external defibrillators ☐ Others: \_\_\_\_\_

## Criteria 3 : Employee wellness



- ☐ We have provided information and activities / services regarding stress management and mental-wellness counselling that enable **more than half of our staff** to deal with interpersonal, health, personal and family matters, serve as a carer<sup>#</sup> etc.

- ☐ Stress or Emotion Management Training or Activities ☐ Employee counseling services  
☐ Health Workshop / Sports Activities ☐ Interpersonal Skills Workshop  
☐ Carer<sup>#</sup> Support (specially designed for employees who are carers<sup>#</sup>) **NEW** please elaborate: \_\_\_\_\_  
☐ Others: (eg. providing community resource to address employees' personal affairs) \_\_\_\_\_

## Criteria 4 : Employees' family &amp; carer responsibility



We have established mechanism or activities that enable **more than half of our staff** to take care of urgent personal or family matters when required.

- ☐ **Provided paid or partially paid leave, in addition to that specified in the Employment Ordinance**

- ☐ Marriage leave ☐ Paternity leave ☐ Parental leave  
☐ Full-paid maternity leave ☐ Compassionate leave ☐ Filial leave  
☐ Emergency leave for family matters ☐ Festival leave (employees are granted half day or above on festive days, e.g Winter Solstice, Christmas Eve) etc  
☐ Leave on the wedding day of immediate family members ☐ Unlimited Paid Leave Policy (Provided paid or partially paid leave, in addition to that specified in the Employment Ordinance)  
☐ Carer<sup>#</sup> leave **NEW** for taking care of their ☐ parents, children & spouse ☐ siblings ☐ grandparents ☐ parents of the spouse  
☐ other non-core family members  
☐ Others: \_\_\_\_\_

- ☐ **Provided the following support services or activities**

- ☐ Parent-child seminars ☐ Internship for employees' children during holiday  
☐ Workplace open days for employees' family members ☐ Child care support  
☐ Elderly care support (Escort Service for Out-patient, Carer Support Service) ☐ Carer<sup>#</sup> support group or seminar to enhance their skills **NEW**  
☐ Others: \_\_\_\_\_

- ☐ **Breastfeeding Support**

- ☐ Allow lactation breaks for employees to express breastmilk within a period of time after delivery (Implementation a year or above)  
☐ Provide breastfeeding facilities

- ☐ **Provided the following support policies and practices**

- ☐ Flexi-working hours ☐ Flexi-working place ☐ Flexi-rostering  
☐ Job sharing ☐ Five-day work week  
☐ Compressed work week (working longer hours daily in order to compress the number of working days per week)  
☐ Part-time working pattern ☐ Reduced working hours and adjusted salary corresponding to employees' request  
☐ Sabbatical / Refreshment Leave (unpaid leave to take care of personal business)  
☐ Others: \_\_\_\_\_

To fulfill the minimum requirement, all nominations must fulfill a minimum of TWO CRITERIA under each of the THREE SCOPES (Caring for the Community Form 3A, Caring for the Employees Form 3B, Caring for the Environment Form 3C) respectively. Nominees are required to provide supporting documents for activities carried out in 2023.

## Form 3

## Form 3B : Caring for the Employees (To be completed by the nominee)

## Criteria 5 : Work-life balance



- ☐ We have provided the number of day leave more than that specified in the Employment Ordinance (must be benefited by **more than half of the staff**)
- ☐ Birthday leave    ☐ Examination leave    ☐ Study leave **NEW**    ☐ Accumulative annual leave
- ☐ Compensation leave for overtime work    ☐ Sports leave **NEW**    ☐ Others: \_\_\_\_\_
- ☐ We have provided or subsidised the following support services for **more than half of our staff** and their family members
- ☐ Recreational activity    ☐ Company trips    ☐ Interest groups    ☐ Others: \_\_\_\_\_

## Criteria 6 : Well-established communication mechanism



- ☐ We acknowledge the importance of communicating with employees formally or informally and offer well-established:
- ☐ Internal communication    ☐ Consultation activities    ☐ Complaint systems
- that enable employees to express their concerns, especially those that affect their career and benefit changes.
- Number of meetings:    ☐ 1 - 5    ☐ 6 - 10    ☐ 11 - 20    ☐ > 20

## Criteria 7 : Benefits and support



- ☐ We have provided employee and family care benefits and support offered to employees and / or their family members that have a positive impact on their family life: (must be benefited by **more than half of the staff**)
- ☐ Scholarships / bursaries / tuition reimbursements for employees' children    ☐ Insurance covering employees' family members
- ☐ Emergency financial relief    ☐ Special loans    ☐ Employee facilities (e.g. rest area, fitness room, family club)
- ☐ Carer# subsidy **NEW** (eg. Learning caregiving skills etc.) Please elaborate: \_\_\_\_\_
- ☐ Others: \_\_\_\_\_


## Criteria 8 : Related awards or other recognitions



- ☐ We have attained the following Award(s) or Certification(s): (**please include a copy of valid certificate together with your nomination form**)
- ☐ HR Excellence Awards 2021/22    ☐ Hong Kong Occupational Safety & Health Award
- ☐ ISO45001 (The Occupational Health and Safety Management Systems)    ☐ Good MPF Employer Award 2022-23
- ☐ Others: \_\_\_\_\_

## Remarks:

Some of the criteria of the below scheme(s) are of similar requirement of the Caring Company Scheme (Form: 3B), please refer to those marked with "M" for reference. For further details of these schemes, please visit the corresponding websites.

Symbol "M"	 "Good MPF Employer Award" <a href="https://www.mpfa.org.hk/mpfa/corporate-events/good-mpf-employer-award">https://www.mpfa.org.hk/mpfa/corporate-events/good-mpf-employer-award</a>
Symbol "#"	A carer refers to an individual who provides unpaid care for frail, ill, physically or mentally disabled, or elderly persons, regardless of whether their relationship (family / non-family member) or living arrangement.

To fulfill the minimum requirement, all nominations must fulfill a minimum of TWO CRITERIA under each of the THREE SCOPES (Caring for the Community Form 3A, Caring for the Employees Form 3B, Caring for the Environment Form 3C) respectively. Nominees are required to provide supporting documents for activities carried out in 2023.

**Form 3****Form 3C : Caring for the Environment (To be completed by the nominee)****Caring for the Environment**

Making efforts in environment protection, taking internal environmental policy and measures to reduce waste, save energy and improve air quality. Establish mechanism to ensure that production processes minimize negative impact on the environment and enable sustainable development. Cooperate with local service organisations or relevant government department to promote environment protection.

**Criteria 1 : Successful implementation of environmental protection practices**

We have establish mechanism / measure or plans / activities in our daily operation to promote environment protection, and make prominent effects.

- ☐ Waste reduction and adoption of 4R policies to reduce, reuse, recycle, and replace (e.g. Conduct waste classification, recycling or upcycling etc)
- ☐ Energy conservation and reduction of light pollution (e.g., use products with Energy Label or use renewable energy etc)
- ☐ Air quality improvement (e.g., installed air-pollution-control facilities or improved ventilation systems etc)
- ☐ Reduction of noise pollution (e.g., installed double-glazing or sound proofing facilities etc)
- ☐ Conserved water resources and reduced water pollution (e.g., reduced water usage, sewage treatment or recycling after treatment etc)
- ☐ Environmental friendly measures (e.g., Meatless Monday, recycling of festival materials, shark-free menu or ocean-friendly, dishes etc)
- ☐ Responsible procurement (e.g. Establish Green Procurement Policy, Supplier Code of Conduct, etc)
- ☐ Others: \_\_\_\_\_

Please briefly explain the impacts made: \_\_\_\_\_

**Criteria 2 : Eco-friendly operation**

We have minimised the environmental impact of our operation through:

- ☐ Calculating the types of emissions and setting emission reduction targets on a regular basis (including exhaust gas, greenhouse gas emissions and waste) **NEW**
- ☐ Integration of environmental-protection policies and measures into our business and have assigned a Green Manager or a designated business unit to oversee the environmental-management system (Waste Management)
- ☐ Produce or provide products with minimal impact on the environment (eg. using environmentally-friendly alternative materials instead of disposable plastics, utilizing recyclable printed materials and packaging etc.)
- ☐ Change the default setting to not offer single-use items (e.g. paper towels, utensils, umbrella bags etc), or make waste reduction measures like "no utensils" or "no extra packaging" as the default option
- ☐ Recycling of used products from customers (eg. Clothing) **NEW**
- ☐ Signed the "Carbon Reduction Charter" of the Environment Protection Department and became a "Carbon Audit • Green Partner" to support the reduction of greenhouse gas emissions
- ☐ Others: \_\_\_\_\_

Please briefly explain the impacts being achieved: \_\_\_\_\_

**Criteria 3 : Efficient use of resources**

- ☐ Set up policy and goals for efficient use of resources (e.g. Energy , Water) and to calculate the consumption level **NEW**
- ☐ Incorporate energy management into daily operations (e.g., reducing business travel, enhancing the logistic of transportation) **NEW**
- ☐ Utilizing technology and online platforms to replace printed promotional materials and bills with digital version
- ☐ Others: \_\_\_\_\_

Please briefly explain the impacts being achieved: \_\_\_\_\_

To fulfill the minimum requirement, all nominations must fulfill a minimum of TWO CRITERIA under each of the THREE SCOPES (Caring for the Community Form 3A, Caring for the Employees Form 3B, Caring for the Environment Form 3C) respectively. Nominees are required to provide supporting documents for activities carried out in 2023.

## Form 3

## Form 3C : Caring for the Environment (To be completed by the nominee)

## Criteria 4 : Green partnership



We promote awareness and influence change through forming partnerships.

- ☐ Support / Participate in \_\_\_\_\_ (Activity Name) organised by \_\_\_\_\_ (Organisation Name / NGO)
- ☐ Working with \_\_\_\_\_ (NGOs) or \_\_\_\_\_ (government department), we co-organise or participate in \_\_\_\_\_ (name of the activity) to promote environmental awareness among ☐ employees, ☐ customers, ☐ partners and ☐ the public or contribute to environmental protection

## Criteria 5 : Environmental Label or other recognitions



- ☐ We have attained one or more of the following Environmental Labels or Certifications: **(please include a copy of the certificate together with your nomination form)**
- ☐ ISO 14001 Certification - Environmental Management System
- ☐ ISO 20121 Certification - Sustainability Event Management Systems
- ☐ ISO 50001 Certification - Energy Management Systems
- ☐ "The Hong Kong Green Mark Certification Scheme" operated by the Hong Kong Q-Mark Council of the Federation of Hong Kong Industries
- ☐ "The Hong Kong Awards for Environmental Excellence"(HKAEE) and the "Hong Kong Green Organisation Certification"(HKGOC) are led by the Environmental Campaign Committee alongside the Environmental Protection Department and in conjunction with nine other organisations:
- ☐ Hong Kong Awards for Environmental Excellence:
- ☐ Hong Kong Awards for Environmental Excellence ☐ Hong Kong Green Innovations Awards
- ☐ Hong Kong Green Organisation
- ☐ Hong Kong Green Organisation Certification
- ☐ Wastewi\$e Certificate ☐ Energywi\$e Certificate ☐ IAQwi\$e Certificate ☐ Carbon Reduction Certificate
- ☐ Organised by WWF-Hong Kong
- ☐ LCMP (Low Carbon Manufacturing Programme)
- ☐ Platinum Label ☐ Gold Label ☐ Silver Label ☐ Certified
- ☐ LOOP (Low-carbon Office Operation Programme)
- ☐ Platinum Label ☐ Gold Label ☐ Silver Label ☐ Certified



## 「商界展關懷」贊助人會

於2005年成立的「商界展關懷」贊助人會，凝聚對企業社會責任有相同抱負的商界領袖，推動工商機構以實際行動持續履行社會責任，並透過「商界展關懷」平台，投放企業資源和專業知識予社區。贊助人會中有不少企業會員與香港社會服務聯會建立伙伴合作計劃，與社會服務機構發揮更強協同效應，致力在社區體現企業社會責任的精神。現時贊助人會共有40多家企業會員。

歡迎「商界展關懷」公司及「同心展關懷」機構加入贊助人會，支持「商界展關懷」計劃的工作。請電郵至 [caringcompany@hkcss.org.hk](mailto:caringcompany@hkcss.org.hk) 與我們聯絡。

## The Caring Company Patron's Club

Since its launch in 2005, the Caring Company Patron's Club has been gathering business leaders who share the same vision of fostering corporate social responsibility. The patron companies are championing the enhancement of CSR awareness in Hong Kong through the Caring Company platform by contributing their resources and expertise to the community. Some of the Patron's Club members have also developed sustainable partnership projects with The Hong Kong Council of Social Service and gained stronger synergy with social service organisations to instill CSR spirit in the community. The Club now consists of over 40 corporate members.

Caring Companies and Caring Organisations are welcome to join the Patron's Club. If interested, please contact us by email at [caringcompany@hkcss.org.hk](mailto:caringcompany@hkcss.org.hk).

鳴謝以下公司及機構支持  
「商界展關懷」計劃提名活動

Acknowledgement to the following companies and organisations  
in supporting the Caring Company nomination activities



AEON信貸財務(亞洲)有限公司秉承永旺集團「和平、人類、地區」之企業理念，持續支持中國及香港有關教育、環保及文化交流的慈善社區項目及活動，以熱心捐獻和積極參與回饋社會。

Guided by AEON Group's corporate philosophy of "Peace, People and Community", AEON Credit Service (Asia) Co., Ltd. continues to give back to the society by actively supporting and participating in charitable community projects and activities in both China and Hong Kong in the areas of education, environmental protection and cultural exchange.



健康長久好生活

友邦香港積極推動本地以至整個亞洲的經濟及社會發展，並透過推行環境、社會及管治的轉型及長期策略，為大家締造一個可持續發展的未來，幫助社會大眾實踐「健康長久好生活」。

AIA Hong Kong is steadfast in driving the economic and social development of Hong Kong and across Asia, as well as creating a more sustainable future for all through a transformational, long-term ESG Strategy to help people live Healthier, Longer, Better Lives.



BCT銀聯集團一直以企業管治和使命感為基礎，致力為所有持份者創造價值，並透過卓越的退休金方案及資產服務，與客戶一起走向更美好及可持續發展的未來。

With corporate governance and sense of purpose as the foundation, BCT is committed to creating value for all stakeholders. Through the provision of best-in-class pension products and asset servicing solutions, we lead customers to a better and more sustainable future.



東亞銀行是一家具領導地位的香港金融服務集團，服務大中華及其他地區的客戶。東亞銀行致力為所屬社區的持續發展和繁榮作出貢獻。

A leading Hong Kong financial services group serving the needs of customers in Greater China and beyond, BEA is dedicated to the sustainable development of the communities it serves, and to the prosperity and well-being of their people.



大家樂集團致力回饋業務所在的社區，善用本身的餐飲專長及資源，真正回應與業務有關人士的需要和關注。我們期望透過更多元化的合作及推動多方參與，進一步擴大社區關愛成效，加強與社區的聯繫。

Leveraging our catering expertise and resources, Café de Coral Group is dedicated to serve the communities in which we operate by truly addressing the needs and concerns of stakeholders. We hope to maximise the positive impact of our CSR initiatives and strengthen our bonding with community through collaboration and engagement with different parties.



自1984年佳飛有限公司為本港公司及機構提供商業顧問服務。我們成立的委員會致力為各階層人士、社區及環境作出貢獻，並與非牟利機構及社企合作，服務社會。

Carthy Limited has provided business consultancy services in Hong Kong since 1984. Our CSR team is fully committed to caring for our employees, community, and the environment. We pledge to continue to share our expertise with NGOs and social enterprises to enable a better society.



中原地產代理有限公司 牌照號碼 C-000227

中原地產秉持取諸社會、用諸社會理念，透過中原精英會、中原義工隊及中原慈善基金社區送暖，更為貧困及弱勢社群提供援助。

From the society and for the society - with its staff members and Charity Fund, Centaline Property contributes to the society by providing assistance and volunteer services to different groups, especially those deprived and vulnerable.

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招商局自 1873 年紮根香港，一直秉持「以商業成功推動時代進步」的企業使命。正積極踐行 ESG 可持續發展理念，助力經濟建設、社會發展和民生改善，共創香港更美好明天。

China Merchants has been developing in Hong Kong since 1873, and for 150 years, we aspire to promote social progress with our business growth here. We believe that ESG factors are intrinsically important and we are committed to build Hong Kong a better place for future.



周大福推行「Do Good」計劃，以「Do Good Feel Good」的積極關愛態度，履行企業社會責任，旨在促進社區的可持續發展及創造更美好的世界。

Chow Tai Fook's "Do Good" programme fulfills corporate social responsibility with a positive and caring attitude of "Do Good Feel Good". We aim to facilitate sustainable development in the community and create a better world.



花旗集團以促進增長、推動進步為使命，務求為社會帶來正面影響。在香港，我們積極投入擴展金融普及，推動創造年青人就業機會和重定建設充滿經濟活力社區的不同方案。

Driving a positive social impact is core to Citi's mission to enable growth and progress. In Hong Kong, we invest in efforts that increase financial inclusion, catalyze job opportunities for youth, and reimagine approaches to building economically vibrant communities.



中電植根香港超過 120 年，一直陪伴著香港成長，並堅守對社會承諾，積極關愛社群，鼓勵員工參與義工服務為社會送暖，積極推廣環保節能及低碳生活，為應對氣候變化及建設更環保更智能化城市作出努力。

Hong Kong has been CLP's home for more than 120 years and we have grown with the city every step of the way. We are committed to caring for the community and encouraging staff to participate in volunteering work. We continue to promote energy saving and low carbon living to help combat climate change and build a greener and smarter city.



「創毅創紀物業管理同業，毅力毅竭誠為居民」

創毅物業服務顧問有限公司致力服務社群，為業主居民締造一個和諧安全的家園。

"BEING CREATIVE AND INNOVATIVE WITH THE HIGHEST PRESTIGE IN THE PROPERTY MANAGEMENT FIELD. WE ALWAYS SERVE WITH ENDEAVOR AND WITH PERPETUAL WHOLE HEARTEDNESS IN CARING FOR ALL OUR STAKEHOLDERS."

Creative Property Services Consultants Limited is committed to serving the community and building up a harmonious and safe home and environment for our owners and tenants.



豐盛生活服務致力將環境、社會和管治策略融入日常營運之中，我們及屬下各成員公司一同肩負企業社會責任，上下一心宣揚關愛的精神，為香港市民建立一個可持續發展及和諧共融的生活環境。

FSE Lifestyle is committed to integrating environmental, social and governance strategies into our daily operations. We work closely with our business units to shoulder corporate social responsibility through our caring spirit to foster a sustainable and harmonious living environment for the people of Hong Kong.



HENDERSON LAND  
恒基兆業地產

恒基地產視可持續發展為長遠的承擔，在推動綠色建築和踐行可持續發展上處於領先地位，致力以創新科技打造未來智能生活。集團亦十分重視企業社會責任，積極支持多元化的社會公益項目。

Henderson Land has a long-term commitment to sustainability and is a pioneer in green building and sustainable practices which harness innovation and technology to create new, smarter living. The Group is a strong advocate of social responsibility and invests in a broad range of community causes and initiatives.

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**HKT**

香港電訊多年來致力提供贊助、實物捐贈及義工服務來創造正面社會影響。

HKT is committed to providing sponsorships, in-kind contributions, as well as corporate volunteering to create a positive social impact within the community.

 **煤氣  
Towngas**

煤氣公司一直以服務社群為己任，除推出煤氣費優惠計劃外，更致力策劃多元化創新義工活動，針對社會所需，提供適切服務。

To bring warmth and harmony to everyone in Hong Kong has always been Towngas' mission for the community. Besides discounted gas charges and caring services for the elderly, Towngas is always on the lookout for innovative initiatives to provide services tailored to the needs of the different sectors of the community.

 **HONG KONG  
DisneyLAND**

香港迪士尼樂園度假區致力提倡多元共融、創造希望及平衡生態環境，為社區持續注入歡樂，支持追尋夢想。

Hong Kong Disneyland Resort is committed to promoting diversity and inclusion, creating a world of hope, care, and belonging. The resort continues to bring joy to the community and support the pursuit of dreams.

**HKEX**  
香港交易所

香港交易所矢志成為積極和負責任的金融市場領導者，致力在旗下業務、營運、市場和社區推動可持續發展。這承諾有助我們實現集團的宗旨「連接、推動及發展金融市場與社會，攜手共創繁榮」，並以此作為我們業務策略的關鍵。

HKEX is committed to being an active and responsible global financial markets leader and seeks to drive sustainability across its business, operations, markets and the communities. This commitment is critical to our strategy and enables us to fulfill our purpose - to connect, promote and progress our markets and the communities they support for the prosperity of all.

 **康業服務有限公司  
Hong Yip Service Company Ltd.**

康業秉持「服務至上，禮貌第一，優質管理，力臻完美」的使命，並鼓勵員工及客戶參與社區及公益活動，共建和諧社群。

Hong Yip is committed to "Delivering premier service with ultimate courtesy, and managing every property to the highest standard of quality". We encourage our staff and customers to engage in helping the underprivileged and welfare activities with a view to building up a harmonious society.

 **滙豐  
HSBC**

滙豐銀行慈善基金成立於 1981 年，為香港規模最大、由商業機構營運的慈善基金之一，多年來致力回饋社區。我們致力推動社會創新、提倡環保和可持續發展，並期望改善弱勢社群的生活，時至今日已支持超過一萬個項目。

Established in 1981 by HSBC, The Hongkong Bank Foundation is one of the largest charitable foundations in Hong Kong's business community and have been supporting the community that has helped us flourish over the years. The Foundation has supported over 10,000 philanthropic projects which aim to foster innovative ideas, solve social and environmental issues, and enable progress in underserved communities in Hong Kong.

 **港燈  
HK Electric**  **推動永續未來  
Powering  
for Sustainability**

「添關懷」的企業信念，推動我們支持環保和教育推廣，並為長者及弱勢社群延續關懷。

港燈 - 推動永續未來。

"Caring" is one of HK Electric's core values, driving us to support environmental protection and education, while caring for the elderly, the underprivileged and the community we serve.

HK Electric - Powering for Sustainability



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「置地公司家基金」實踐公司肩承下一代發展的長遠承諾，及打造更多元開放、兼容並蓄社會的願景。目的是致力幫助年輕一代釋放潛力，藉此協助解決長期深層次的社會經濟議題。

**Hongkong Land HOME FUND** is demonstrating Hongkong Land's long-term commitment to the development of future generations and its aspiration to contribute to the fostering of an inclusive society. We aim to address long-term underlying socio-economic issues, by supporting youth in unleashing their potential.



可持續發展在希慎的日常營運中佔著重要位置。我們致力於建設良好、具抗逆力的社區，並優先考慮我們社區的社會、經濟和環境福祉，讓各持份者不論是現在或未來都能夠在這個獨特的社區，創造美好的生活。

At Hysan, sustainability is embedded in all things we do. We are committed to building a strong and resilient community, prioritising social, economic, and environmental well-being of our community, creating a tapestry of life for all and for generations to come.



啟勝一直熱心為業務所在地區作出貢獻，聯同持分者致力透過社區計劃和慈善工作，建立一個更緊密連繫的城市，以成為可持續發展的領先企業為目標，提供優質服務同時回饋社會。

Kai Shing has always been enthusiastic about contributing to the community, joining hands with its stakeholders to build a harmonious city through community projects and charity works, aiming to become a leading enterprise in sustainable development, providing quality services while giving back to the society.



嘉里建設在履行社會責任方面不遺餘力，除積極支持環保活動及關懷社區外，更為員工創造更理想的工作環境。

Kerry Properties acts in a socially responsible manner and undertakes a range of activities that are designed to care for and support the environment and the general community, as well as to create an improved workplace for its staff members.



九巴致力履行企業社會責任，秉持關愛共融的理念，持續在各方面創優增值，並盡力引進可行的環保措施，鼓勵九巴之友會員參與義工活動，確立「好乘客、好市民」文化。

KMB is committed to fulfilling its corporate social responsibilities, upholding the concept of caring and inclusiveness. We continue to innovate in all aspects and strives to introduce feasible environmental protection measures. We encourage our volunteers to contribute to the community, establishing a culture of "good passengers, good citizens".



企業社會責任一向是Marsh的核心價值。我們相信心繫社會能正面影響團隊精神以致服務客戶的質素。我們支持及鼓勵同事對環境及社區作出正面貢獻。

Corporate social responsibility has always been a core value of Marsh. We believe community engagement makes a positive difference to our team spirit and ultimately to the quality of the work our teams can deliver for clients. We support and encourage colleagues in making a positive contribution to the environment and to the communities in which they live and work.



麥當勞自1975年起扎根香港，服務廣大市民48年，在港九新界營運超過250間餐廳，聘用逾15,000名員工，每天為過百萬名顧客提供優質美味的食品及體貼周到的服務。作為一個以使命為本的家庭品牌，麥當勞透過餐單研發、數碼轉型、可持續發展、關愛社區及青年發展等不斷積極創新，將開心時刻帶給顧客及廣大社群。

Since 1975, McDonald's has been growing with Hong Kong people for 48 years with over 250 restaurants around the city and a workforce of more than 15,000, serving one million customers a day with premium food and attentive services. As a purpose driven and family friendly brand, McDonald's constantly innovates for growth through menu innovation, digital transformation, sustainability, community and youth empowerment to create happy moments for customers and the community at large.

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用心服務，心繫生活每一程！港鐵致力連繫及建設社區，積極配合社區目前與未來的需要，推動有關社會共融、減少溫室氣體排放、提供發展及機遇等義工服務，並透過創新和不斷求進，為香港的持續發展作出貢獻，讓城市前行。

Serving from the heart and caring for life's journeys, MTR is committed to connecting and growing the community by actively meeting its present and future needs, promoting volunteer services to support social inclusion, reduction of greenhouse gas emissions, advancement & opportunities. Through innovation and continuous improvement, we strive to support Hong Kong's sustainable development and keep cities moving.



新世界發展一直秉持「創造共享價值」的企業精神，透過匯聚創意，推動社會創新，將商業成果和社會發展緊扣一起，為下一代創造無限可能。

New World Development is committed to its corporate vision of "Creating Shared Value". By harnessing the collective power of creativity, it promotes social innovation and connects business success with social progress to create new opportunities for the next generation.



御峰秉持現代企業的社會責任，除了盡心盡力服務客戶之外，亦在社會服務方面不遺餘力，多年來參與了不少公益活動，於2007年成立御峰關懷基金，並且透過活動推廣大眾理財教育，讓大家建立正確的理財觀念。

Noble Apex contributes to the community actively, in promoting appropriate financial education in the community and improving public financial management awareness. In order to further contribute to our society, we have established Noble Apex Charity Fund at 2007.



新創建集團致力推動可持續發展，透過新創建集團慈善基金、企業義工隊及與非牟利機構合作，推出不同項目，為社區創造長遠價值。

NWS Holdings Limited is committed to promoting sustainable development through the partnership among its Charities Foundation, corporate volunteer team and non-profit organizations. We launch different programmes to create long-term values for the community.



電訊盈科致力透過社區活動創造正面社會影響。我們通過贊助、實物捐贈，以及參與義工服務來支持本地社區活動。

PCCW is committed to creating a positive social impact through community initiatives. We support the local community and participate in charitable events via sponsorships, in-kind contributions, as well as corporate volunteering.



羅兵咸永道將企業可持續發展融入使命。通過社區參與和分享員工專業技能，支持並促進個人及社會發展；承諾尊重環境，減低對其影響，並在2030年內實現淨零排放。

Corporate Sustainability is embedded in the very purpose of PwC's business. Through our community involvement and sharing our professional skills, PwC supports and facilitates the active development of individuals and our society. PwC respects the environment and is committed to understanding and reducing our impacts. We have made a science-based commitment to achieve net zero greenhouse gas (GHG) emissions by 2030.



順豐香港致力為客戶提供便捷、可靠和多元化的快遞服務，同時亦肩負促進社會可持續發展的使命，以實際行動傳達愛心，與客戶、員工和合作夥伴同行，締造更美好的社會。

S.F. Express (Hong Kong) Limited is committed to providing our customers with convenient, reliable and diversified courier services, we also embrace to promote social sustainability, transferring our love and care by actual deeds. We will continue to collaborate with our valued customers, staffs and working partners, to build a better society.

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in supporting the Caring Company nomination activities



信和集團一直憑藉「建構更美好生活」的願景，透過綠色生活、創新構思及心繫社區三大相輔相成的元素，締造健康舒泰的建築環境，並將可持續發展元素融入業務各層面，致力建構宜居、宜作、宜樂的社區。

Sino Group is committed to "Creating Better Lifescapes", which it brings to life through the three interconnected pillars of Green Living, Innovative Design and Community Spirit, to create a wellness-oriented built environment. We integrate elements of sustainability into all aspects of our operations, shaping the cities we call home where people live, work and play.



渣打銀行與香港同步成長超過160年，秉承「一心做好，始終如一」的承諾，透過推動社區項目及可持續金融，貢獻香港的長遠發展。

Standard Chartered has been growing with HK for over 160 years. We're committed to contributing to HK's long-term development through our inclusive community programmes and sustainable finance commitments, bringing to life our brand promise 'Here for good'.



新鴻基地產一直「以心建家」，致力履行在環境、社會和企業管治（ESG）方面的承諾，配合各種創新科技，積極支持及舉辦惠及社群的活動，藉著推廣運動行善、培養青少年對創科及閱讀的興趣，以及關顧弱勢社群，為社會創造長遠價值。

Sun Hung Kai Properties is committed to Building Homes with Heart and fulfilling our Environmental, Social and Governance (ESG) goals. The Group has leveraged innovative technologies in our business operations, and supports community engagement to foster long-term value creation for different stakeholders by promoting sports for charity, nurturing young people's interest in innovative technology and reading, as well as caring for the underprivileged.



太古與香港並肩走過逾150年，關懷社群的承諾始終如一。太古更於2021年撥款港幣1.5億元予太古基金展開「信望未來」計劃，除繼續推動教育、海洋保育和藝術發展，亦支援抗疫工作。計劃展開以來已資助逾50項社區項目，為社區帶來長遠正面的影響。

For over 150 years, Swire's commitment to Hong Kong has been unwavering. In 2021, Swire pledged HK\$150 million to Swire Trust to fund its TrustTomorrow initiative in the areas of Education, Marine Conservation and the Arts, as well as pandemic relief. Since its inception, the initiative has funded over 50 community projects, bringing long-term positive impacts to the community.



「愛」與「幫忙」是成功不可缺少的因素；我們將竭力與志同道合的群體攜手關懷及服務社會上有需要的人。

We believe that to use our heart to love and help are the most crucial factors to succeed; we are committed to join those who have the same belief to care and serve the best we can.



亞洲聯合財務一直為客戶提供專業及貼心的貸款服務，同時亦致力履行企業公民責任，積極支持並參與不同的社會公益活動，回饋社會。

United Asia Finance (UAF) has been striving to provide professional and caring loan services to the customers. Simultaneously, UAF is committed to well perform the corporate social responsibilities as a good corporate citizen to make continuous contribution to our community by supporting and participating in different community services.



富城集團為香港卓越物業資產及設施管理集團，積極推動和諧共融及可持續發展，憑藉龐大服務網絡，攜手與員工、業務夥伴和客戶向社區注入長遠正面價值，締造關愛社群。

As Hong Kong's Premier Property Asset and Facility Management Group, Urban Group strives to build a harmonious society and to promote sustainable development through our extensive service network to encourage the ESG engagement of our employees, business partners and clients to create long-term impact for our society.



作為香港優秀律師行之一，胡關李羅律師行追求卓越專業成就的同時亦積極承擔企業公民責任，回饋社會。

As a leading law firm in Hong Kong, Woo Kwan Lee & Lo is committed to achieve professional excellence and to fulfill our social responsibility through active involvement in all levels of Government and community services.