

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) NoCategory: 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:**

- been convicted of any criminal offence within or outside Hong Kong jurisdiction? Yes (please elaborate _____) No
- been found guilty of an ethical conviction by a statutory body? Yes (please elaborate _____) No
- been judged to have infringed business ethics and / or be lacking credibility by the Caring Company Scheme? Yes (please elaborate _____) No
- engaged in malpractices (e.g., pressure selling, pyramid selling or Bait-and-Switch, etc.) in marketing your products or services? Yes (please elaborate _____) No
- 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:

- the information provided in this form is both true and accurate. Additional information will be provided to the HKCSS if required.
- 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).
- 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 NominationTitle 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 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" ^T 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 ^T | <input type="checkbox"/> Mentally-challenged ^T | <input type="checkbox"/> Hearing-impaired ^T |
| <input type="checkbox"/> Ex-mentally ill ^T | <input type="checkbox"/> Physically-challenged | <input type="checkbox"/> Chronically ill ^T |
| <input type="checkbox"/> Rehabilitated Ex-offenders | <input type="checkbox"/> Language impairment ^T | <input type="checkbox"/> Autism spectrum disorders ^T |
| <input type="checkbox"/> Attention deficit / Hyperactivity disorder ^T | <input type="checkbox"/> Specific learning disabilities ^T | <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 NEW |
| <input type="checkbox"/> Women in need of work NEW | <input type="checkbox"/> Carer [#] NEW | |
| <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 ^T
- Special facilities / and assistive devices ^T
- To provide Barrier-free working environment (wide corridor or washroom)
- To set up simulated workplaces to provide induction training for persons with disabilities ^T
- 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 ^T
- 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 ^T
- Flexible working hours to enable employees with disabilities to obtain regular medical check-ups ^T
- To assign mentors to help new recruits with disabilities acquire job skills, adapt to the working environment & build rapport with their colleagues ^T
- To participate in publicity and public education activities for the open employment of persons with disabilities ^T
- Tactile guidance pathways ^T
- 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) ^T
- Special transportation arrangements ^T 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 ^T managed by our organisation to run the businesses
- The vulnerable or self-employed persons with disabilities ^T referred by our organisation to run their businesses

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 ^T

Shelter Workshops ^T

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

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

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 ^M 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# etc.

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

Criteria 4 : Employees' family & 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# 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# 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" https://www.mpfa.org.hk/mpfa/corporate-events/good-mpf-employer-award
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
- Wastewise Certificate Energywise Certificate IAQwise 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