

List of Barrier-free Companies/Organisations (To be completed by the participating companies / organisations)

Form 5



To recognise Caring Companies or Caring Organisations that proactively support and create a barrier-free environment and culture. There are **2 adjudication scopes**, namely “Barrier-free Environment” and “Barrier-free Communication”, and a **total of 13 criteria** under the List. To fulfil the minimum requirement, all companies / organisations must fulfil a **minimum of 2 criteria** from each scope. After verification, companies / organisations fulfilling the minimum requirements will be examined by the Adjudication Panel, and considered for inclusion in the List, as a form of encouragement.

- HKCSS has set up an independent Adjudication Panel for the assessment. All companies / organisations are invited to give detailed information and relevant documents for assessment.
- HKCSS will entrust a social service organisation to conduct the on-site assessment visit. The assessment fee will be borne by participating company/ organisation.

Our company / organisation confirmed the criteria provided in Form 4:

- ☐ Only applicable for our company / organisation for single office or branch, address is: _____ or
- ☐ Applicable for all our offices or branches under our company / organisation or
- ☐ Applicable for some *offices and / or branches, among which _____ of them have set up barrier-free facilities and/ or policies
 (*Please provide the list of offices and / or branches)

Barrier-free Environment

The company / organisation has provided the following facilities to the disabled ☐ employees ☐ customers / service-users. The facilities could be easily accessed and used without assistance. These include:

- ☐ Criteria 1: *Remodelled passageways like ☐ ramps ☐ tactile guide path ☐ wide corridor and entrances/exits
- ☐ Criteria 2: *Special facilities like ☐ handrail serves as a waling aid ☐ accessible elevator
- ☐ low levelled counter top that are convenient for wheelchair-users, recess spacing of table (for computer tables, reception counters)
- ☐ switch button located at the lower position ☐ washroom ☐ stair lift ☐ self-service counter
- ☐ Criteria 3: *Various electronic sensors that provide assistance to the disabled like
- ☐ lighting system ☐ audio system for important message ☐ high contrast display for important message
- ☐ induction loop system ☐ visual fire alarm systems
- ☐ Criteria 4: *Indicator and sign like ☐ signs with tactile logos to indicate the positions of doors and walls for people with low vision
- ☐ braille signs (i.e. provide environmental information) ☐ tactile maps
- ☐ signs with large symbols and contrasting colours ☐ sign language symbols suitable for the hearing impaired

* Remarks: If the design and facilities are in compliance with the various design requirements set out in the Design Manual - Barrier Free Access 2008 of the Building Department, they should meet the conditions of the Obligatory Design Requirements. Please refer to https://www.bd.gov.hk/doc/en/resources/codes-and-references/code-and-design-manuals/BFA2008_e.pdf

- ☐ Criteria 5: Facilities needed by disabled employees like ☐ braille indicators ☐ desktop magnifiers ☐ mobile magnifiers ☐ hearing aids
- ☐ Criteria 6: Special transport arrangements like shuttle vehicles to ferry disabled persons
- ☐ Criteria 7: ☐ portable or movable ramps ☐ Fitting room with grab poles and/or emergency alarm system
- ☐ priority seats ☐ accessible parking spaces ☐ spare wheelchair ☐ electric wheelchair charging service
- ☐ Others: _____

Optional to participate

List of Barrier-free Companies/Organisations (To be completed by the nominee)

Form 5

Barrier-free Communication

The company / organisation has provided disabled ☐ employees ☐ customers / service-users with the following, which allow them to obtain full and correct information about the company's / organisation's products / services, including:

☐ Criteria 1: Its website features barrier-free designs in accordance with internationally accepted guidelines and/or have received related awards or certifications, including:

☐ Web Content Accessibility Guidelines (WCAG) 2.0 and reaching AA grade (<http://www.w3.org/TR/WCAG/>)

☐ Received recognition under the Web Accessibility Recognition Scheme co-organised by Hong Kong Internet Registration Corporation Limited and the Office of the Government Chief Information Officer

Website Stream : ☐ Silver Award ☐ Gold Award

Mobile App Stream: ☐ Silver Award ☐ Gold Award

☐ Criteria 2: Information about its products / services including newsletters / notices, bills, menus, etc. is clearly displayed to assist disabled persons, e.g.,

☐ signs with large symbols (e.g., large-font bill) ☐ contrasting colours ☐ tactile sign

☐ voice message ☐ Sign Language Flash Cards

☐ Criteria 3: It respects disabled persons, takes the initiative to actively communicate with them, and receive fair treatment

☐ Set up consultation activities / feedback mechanisms, respond and follow up their request

☐ To publish periodically in website on the barrier-free facilities / services

☐ Guidelines on Evacuation Fire / Emergency Route Plan for disabled persons

☐ Others: _____

☐ Criteria 4: It implements disabled-friendly policies, providing employees with appropriate training to encourage communication with the disabled so as to create an inclusive workplace / business environment. These include:

☐ Sighted Guide Techniques ☐ Sign language ☐ Wheelchair use ☐ Workshop / Experiential Day

☐ Others: _____

☐ Criteria 5: It implements equal employment policies and hires disabled staff members, and sets a quota _____% for disabled employees. It has hired _____ disabled persons within a specific period of time. (The hiring location must be same as the address on Form 4)

☐ Criteria 6: Others: _____

Reference price for on-site assessment visit (per visit):

	2,000 square feet or less	5,000 square feet or less	5,001 to 10,000 square feet	10,001 square feet or above, Outlying Island and Remote Areas in Hong Kong
Caring Company	\$850	\$1,500	\$2,200	To be advised
Caring Organisation	\$700	\$1,200	\$1,850	To be advised

* Outlying and Hong Kong Remote Areas coverage: Lantau Island, Ma Wan, Cheung Chau, Lamma Island, Peng Chau and Frontier Closed Area, etc. The coverage of the Frontier Closed area (FCA), please refer to the Hong Kong Police website: http://www.police.gov.hk/ppp_en/11_useful_info/licences/remind.html

- The on-site assessment results will be valid for 3 years, from 1 March 2022 to 28 February 2025 inclusive. Companies / organisations that are listed on the "2021/22 List of Barrier-free Companies / Organisations" are required to submit corresponding applications again in 2024/25 to renew the Listing status mentioned above. The Listing status will be further renewed for 3 years upon approval by the Adjudication Panel.
- If any office/branch of the on-listed Barrier-free Companies / Organisations are going to be renovated, rebuilt or removed to a new address within the valid date of listing, another on-site assessment visit shall be arranged upon the completion of the renovation work or removal (assessment fee to be borne by on-listed Companies / Organisations).

Optional to participate