

## Guidelines on use of Caring Company / Caring Organisation Logo

Below are the rules to be followed when using the Caring Company / Caring Organisation Logo (“Logo”):

### A. Categories of Caring Company/Caring Organisation Logos

Type of Logo	First Awarded Year	Years Shown on Logo
<b>1. 20 Years plus Caring Company Logo / 20 Years plus Caring Organisation Logo</b>		
 	2002/03 2003/04 2004/05	N/A
<b>2. 15 Years plus Caring Company Logo / 15 Years plus Caring Organisation Logo</b>		
 	2005/06 2006/07 2007/08 2008/09 2009/10	N/A
<b>3. 10 Years plus Caring Company Logo / 10 Years plus Caring Organisation Logo</b>		
 	2010/11 2011/12 2012 2013/14 2014/15	N/A
<b>4. 5 Years plus Caring Company Logo / 5 Years plus Caring Organisation Logo</b>		
 	2015/16 2016/17 2017/18 2018/19 2019/20	N/A
<b>5. A company/organisation awarded the Logo consecutively in the past 2-4 years</b>		
 	2020/21	2020-24
 	2021/22	2021-24
 	2022/23	2022-24

Type of Logo	First Awarded Year	Years Shown on Logo
<b>6. A company/organisation awarded the Logo for the first time</b>		
 	2023/24	2023/24

## B. Effective Period

An awarded company/organisation is entitled to use the Logo from 1 March 2024 to 28 February 2025 (i.e. the effective period). If a company/organisation is not awarded after the effective period, it will have to cease using the logo and stop displaying the Caring Company / Caring Organisation Certificate immediately.

## C. Ways to Use the Logo

The Logo may be proportionately enlarged or reduced to fit the size of promotional materials. However, **width of the Logo cannot be less than 1 inch (i.e. 2.54cm). Alteration of the design and font of the Logo is also not allowed.** No parts of the Logo, including the year, the written texts, ® and the design, may be separated from the Logo. Please note that awarded years will not be shown on 5+ / 10+ / 15+ / 20+ Logos.



Applicable usages of the Logo:

1. Company name card
2. Letter Head and Envelope
3. Web Page
4. Publicity or Advertising Materials /Recruitment Advertisement
5. Stationery, souvenir
6. Publication, document, shop display

#### **D. Principles governing the correct use of Caring Company / Caring Organisation Logos:**

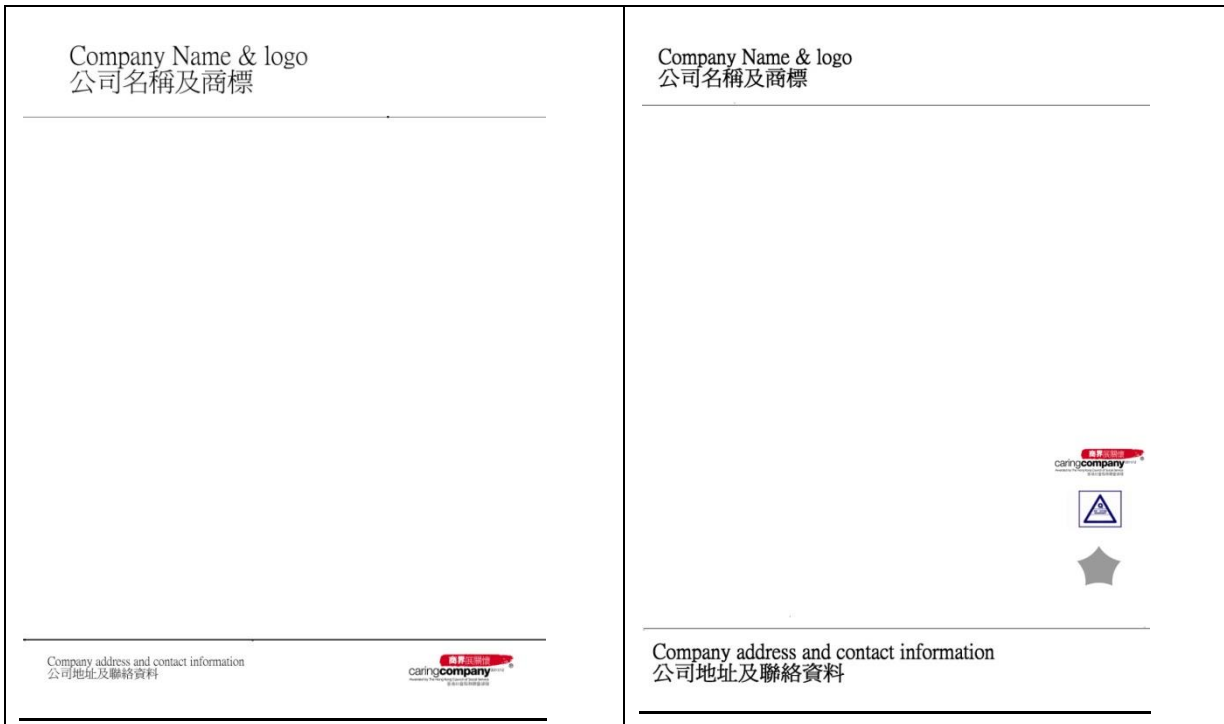
1. When using the Caring Company / Caring Organisation Logo, the awarded company / organisation must display along with the Logo its company / organisation's full or short name or its own company / organisation Logo. The awarded company/organisation may not, without prior written consent from the Hong Kong Council of Social Service (HKCSS), use the Logo solely in the name of its branches, other business names and / or brands. The company's / organisation's full or short name or its company / organisation logo must be more prominent than the Caring Company / Caring Organisation Logo. The suggested ratio is: the Caring Company / Caring Organisation Logo is less than 60% of the size of the awarded company / organisation's full or short name or its own company / organisation logo, or must not be larger than other awards and accreditation logos appearing in the same advertising or promotional material.
2. The display of the Logo by an awarded company / organisation in any circumstance only indicates that it has reached a certain target in fulfilling its corporate social responsibilities; it does not indicate that the company's / organisation's products and / or services are endorsed by HKCSS. The company / organisation is also not allowed to use the Logo to express or imply that its products and / or services are endorsed or supplied by HKCSS. The contents of a company's / organisation's advertising and promotional material (including web page, products / services / business advertisement) bearing the Caring Company / Caring Organisation Logo must be lawful, healthy, wholesome, honest, truthful, and must not contain any defamatory, discriminatory or offensive content.
3. Besides displaying the Caring Company / Caring Organisation Logo, the awarded company / organisation may provide information of the award by words, e.g. "Our company was awarded the Caring Company Logo by the Hong Kong Council of Social Service in 2023/24."
4. If the awarded company operates as member of a group or a holding company, its affiliated companies (including its parent company, subsidiaries and other related companies) may not concurrently use the Caring Company / Caring Organisation Logo - this is to align with the principle set forth in the Caring Company / Caring Organisation Nomination Form that holding companies and their subsidiaries must be independently nominated by nominating organisations.
5. Awarded companies / organisations must email the layout of promotion materials using the Logo to [caringcompany@hkcss.org.hk](mailto:caringcompany@hkcss.org.hk) for review and record. Such promotion materials can be publicly used only after obtaining approval from HKCSS. In the review process, HKCSS may require the company / organisation to alter and / or delete any representation in which the Caring Company / Caring Organisation Logo is displayed. As the review takes no less than five working days, companies / organisations are advised to allow time for possible alteration.
6. HKCSS reserves the right to revoke the use of the Logo by any awarded company / organisation which has been convicted of any criminal offence within or outside Hong Kong, or has been

found by any relevant statutory body and / or government agency to be responsible for breach of social, moral and / or professional responsibility, or for breach of trust to customers or employing unscrupulous means to promote sale of its products and/or services during the period of using the Logo.

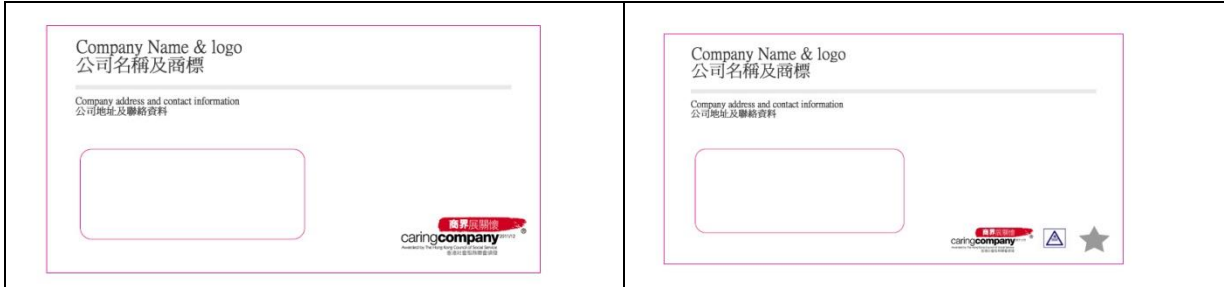
7. HKCSS may issue a warning to or even disqualify a company / organisation from using the Caring Company / Caring Organisation Logo if it is judged by the Caring Company Steering Committee to have breached trust or violated social, moral and / or professional responsibility during the period of using the Logo.
8. HKCSS may in its sole and discretion decide whether an awarded company's / organisation's use of the Caring Company / Caring Organisation Logo has violated these Guidelines, and may at any time demand the awarded company / organisation stop or alter its use of the Logo. Interpretation by HKCSS on the provisions of these Guidelines shall be final and conclusive. In case of dispute, HKCSS has the authority to make final and binding decisions.
9. The Caring Company /Caring Organisation Logo is not recommended for email footers.
10. For any questions on the Guidelines on Logo use, please call 2864-2966, or email [caringcompany@hkcss.org.hk](mailto:caringcompany@hkcss.org.hk) to contact the Caring Company Scheme.

The followings are some examples showing the use and positioning of Caring Company / Caring Organisation Logos:

**Letter head:**



**Envelope:**



**Business Card:**



**Recruitment Advertisement:**



**GRAND HYATT HONG KONG**  
A 5-Day Week Employer

We are inviting applicants for the following positions:

**CULINARY**  
Chef Commis - Western  
Chef de Cuisine - Pastry

**EVENTS**  
Associate Director of Events  
Events Executive  
Events Manager

**FOOD AND BEVERAGE**  
Assistant Manager - Grissini (Native Italian Speaker)  
Guest Services Officer  
Manager - One Harbour Road  
Team Leader  
Waiter / Waitress

**ROOMS**  
Assistant Manager - Front Office  
Door Attendant  
Guest Relations Officer  
Guest Services Officer - Concierge / Front Office / Spa  
Personal Butler  
Telephone Operator

**SALES & MARKETING**  
Sales Coordinator  
Sales Executive

香港最佳酒店  
GRAND HYATT HONG KONG  
Aon Hewitt Best Employers in APAC 2011  
5+ STAFF CERTIFIED COMPANY

+852 2584 7004  
WWW.HYATTJOBS

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**永亨銀行**  
WING HANG BANK

**75**  
周年誌慶  
We grow together

Balance Well to Reach High

**Teller / Part-time Teller**  
(Ref: YMH/BR-T/JJ)

- Handle counter transactions and cross-sell banking products
- F.5 or above
- Pass in IIQE Licensing Examinations is an advantage
- Minimum 1 year's teller experience
- Detail-minded, customer-oriented and proactive
- Good communication and interpersonal skills

Attractive remuneration package will be offered to the right candidate. Please apply with full resume stating present & expected salary and contact phone number to The Human Resources Manager, 10/F, 161 Queen's Road Central, Hong Kong or via email to [whbrhd@whhk.com](mailto:whbrhd@whhk.com). Please quote the reference.

Personal data collected will be used for recruitment purpose only. For more information, please visit our website: <http://www.whhk.com>

5+ STAFF CERTIFIED COMPANY

**Others:**



**稅務局**  
Inland Revenue Department

**報稅表 - 個別人士**  
Tax Return - Individuals

**電子報稅**  
ELECTRONIC FILING

方便 Convenient  
安全 Secure  
環保 Green  
簡易 Easy  
快捷 Fast

登入 Login: [www.gov.hk/etax](http://www.gov.hk/etax)

經 **稅務易 eTAX** 提交報稅表安全又快捷  
Secure and easy to file tax return via eTAX

- 預填資料  
Pre-filing of data
- 估計應繳薪俸稅稅款  
Estimation of Salaries Tax payable
- 延期提交報稅表  
Extension of time for filing
- 選擇收取電子通知書  
Opt for electronic notices
- 收取電子提示信息  
Receive e-alert messages

隨時隨地  
處理你的稅務事宜  
Manage your tax affairs  
anytime anywhere

5+ STAFF CERTIFIED COMPANY  
caringorganisation

# Web Page:

九巴服務 日日進步

今日天氣: 溫度 30 °C | 濕度 77 %

關於九巴 | 新聞中心 | 企業公民 | 路線與服務 | 九巴天地 | 新聞熱點 | 商務機會

### 再創環保新領域 九巴愛護環境

**服務拓展**

**乘客通告** **最新消息** **RSS**

- 九巴雙層巴士特別紀念「翻新潔淨車2012」
- 由7月9日起, 九巴98P線加強服務
- 由7月9日起, 九巴40P線加強服務

**新聞熱點**

- 世界級遠征巴士: 黃齊
- 鬧市中的靜觀: 潘奕廷
- 傳統節日在: 北區

**乘客之道**

請讓予長者及有需要人士

**新聞發佈會**

2012年06月25日  
九巴首推「半世紀同行」計劃 協助新三長職工工作

九巴第三十五屆學校結束典禮  
九巴管理層於第三十五屆學校結束典禮與學校合照。

2011 企業社會責任約章

巴士轉乘計劃

招聘人才 | 聯絡我們 | 網頁指南 | 私隱政策 | 免費熱線

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BCT 銀聯集團

關於我們 | 最新消息 | 基金資訊 | 投資廣場

### BCT的強積金 香港人的MPF

2012年薪新

專注 BCT 香港

為美

基金資訊報告

請向僱員提供計劃摘要

退休供款計劃摘要

最新消息

- 強積金匯通及工具之進展
- BCT宣佈推出「強積金」系列, 並加開兩項強積金
- BCT「1-10-100」強積金計劃, 給與僱員更多選擇
- 強積金匯通計劃 僱員的專業

third e BCT 強積金

5+ 每月強積金

carriocompany

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