

2021 HONG KONG AWARDS FOR ENVIRONMENTAL EXCELLENCE

GUIDELINE FOR OUTSTANDING GREEN ACHIEVER COMMENDATION SCHEME

1. PURPOSE

The Outstanding Green Achiever Commendation Scheme (OGACS) (the Commendation Scheme) is established under the Hong Kong Awards for Environmental Excellence (HKAEE) to recognise the contributions of outstanding employees for their strong commitment, dedicated efforts as well as exceptional performance and enthusiasm in driving environmental enhancement within their organisations or functional units and the community. This Commendation Scheme also encourages individuals to go the extra mile to achieve environmental goals by going beyond their job duties and making special efforts in creating significant environmental benefits within their organisations and the community. To echo the Government's target for Hong Kong to achieve carbon neutrality by 2050, the emphasis this year will be on the individual's achievements in reducing carbon emissions in his/her organisation including the development and application of innovative ideas and technologies and promoting a lowcarbon lifestyle for the organisation and its stakeholders with a view to instigating behavioural changes..

The Hong Kong Awards for Environmental Excellence is led by the Environmental Campaign Committee alongside the Environmental Protection Department and in conjunction with nine organisations, namely, in alphabetical order, the Advisory Council on the Environment, the Business Environment Council, the Chinese General Chamber of Commerce, the Chinese Manufacturers' Association of Hong Kong, the Federation of Hong Kong Industries, the Hong Kong Chinese Importers' & Exporters' Association, the Hong Kong Council of Social Service, the Hong Kong General Chamber of Commerce and the Hong Kong Productivity Council.

2. ELIGIBILITY OF APPLICANTS

- The applicant(s) **must** be employed under the same organisation at the time of application and during assessment. He/she should **NOT** be the owner of the organisation;
- The applicant(s) must seek consent from his/her respective organisation for his/her participation in the Commendation Scheme; and
- His/her respective organisation should also participate in 2021 HKAEE and successfully accomplish Stage 1 Assessment (except for 2019 and 2020 HKAEE Gold Awardees); and
- There is no restriction on the number of applications to be supported by each company/organisation or functional unit.

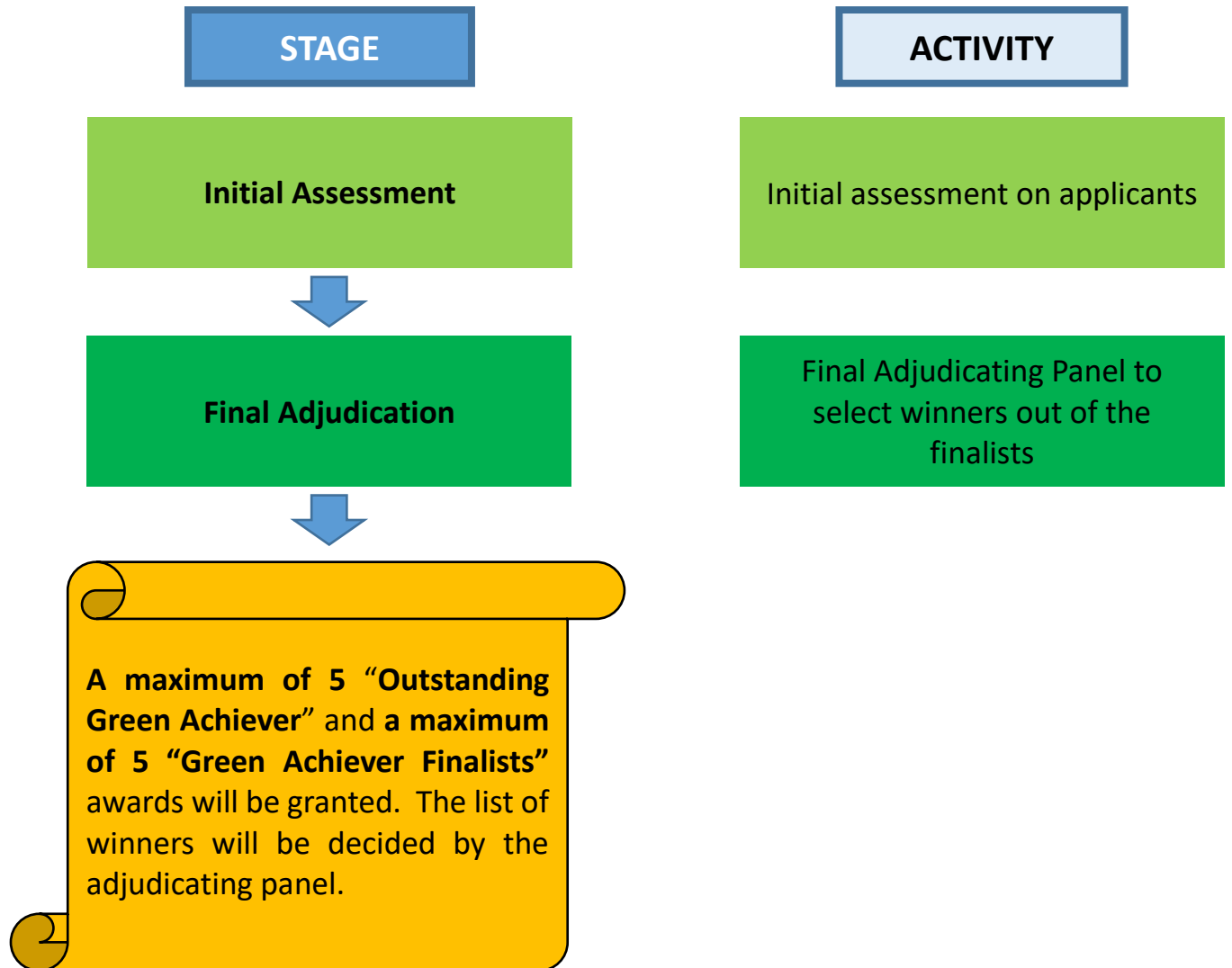
3. BENEFITS

Award winners of the Commendation Scheme –

- will be presented with a trophy and/or a certificate; and
- may be invited to share their achievements and experience in public events.

To recognise the efforts of applicants, a Certificate of Appreciation will also be issued to eligible applicants who have completed the Stage of Initial Assessment but are not selected to receive any award or certificate. Organisations/functional units of applicant(s) who have completed the Stage of Initial Assessment will also be presented with Certificates of Appreciation.

4. ASSESSMENT PROCEDURE



The assessment process consists of two stages, including (i) Initial Assessment and (ii) Final Adjudication –

Stage of Initial Assessment

Upon receipt of the application form, a questionnaire will be sent to the eligible applicant for collecting detailed information. The Consultant will conduct on-site/phone interviews with the applicants with reference to information submitted by the applicants and rate their performance according to a comprehensive and rigorous scoring system. The Consultant might also approach the applicants' direct supervisors and peers/subordinates (if applicable) to obtain a more in-depth understanding of the applicants' achievements. Outstanding candidates will then be shortlisted for Final Adjudication.

Stage of Final Adjudication

During the final adjudication stage, shortlisted candidates will be invited to present their achievements to the panel members. The panel will assess the candidates and decide on the final results with reference to the assessment reports prepared by the Consultant. The Final Adjudicating Panel will comprise representatives from various trade associations, government departments, professional bodies and the like.

5. ASSESSMENT CRITERIA

Criteria	Commitment	Achievement	Collaboration	Creativeness
Weighting	30%	25%	25%	20%

Commitment

- The applicant attaches high importance to carbon neutrality and/or other environmental issues, has clear goals and objectives to alleviate environmental problems;
- The applicant exhibits enthusiasm in creating a green corporate culture and/or striving towards carbon neutrality; and
- The applicant always goes the extra mile by going beyond his/her job duties and making special efforts to mitigate carbon emissions and/or other environmental impacts within the community.

Achievement

- The applicant takes positive actions in addressing climate change impacts; and
- The applicant always makes use of his/her environmental skills and/or knowledge/experience to make impactful carbon reduction of his/her organisation and/or the community as much as possible.

Collaboration

- The applicant actively engages their peers, partners and stakeholders to promote low carbon culture and/or driving environmental enhancement within the community; and
- The applicant demonstrates ability to driving environmental enhancement by transferring his/her professional knowledge and experience to other stakeholders.

Creativeness

- The applicant applies his/her innovative ideas to create environmental values in the community; and
- The applicant puts forth innovative proposals that could lead to transformational and replicable measure to help carbon reduction and moving towards carbon neutrality.