

2024 HONG KONG AWARDS FOR ENVIRONMENTAL EXCELLENCE



GUIDEBOOK FOR ENVIRONMENTAL INDUSTRY SECTOR

(for non-SMEs)

2024

1. INTRODUCTION

1.1 Background

The Hong Kong Awards for Environmental Excellence (the HKAEE) is led by the Environmental Campaign Committee (ECC) alongside the Environment and Ecology Bureau and in conjunction with nine organisations, 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. The HKAEE is an annual award which aims to encourage companies and organisations to adopt green management, benchmark their performance with the best practices within their sectors, and recognise the achievements of the best-performing companies and organisations.

As an environmental award that aims for excellence, the **HKAEE** takes the pyramidal shape as the form of its logo to show the commitment of different sectors of society for reaching excellence in environmental performance. At the apex of the logo is a tender leaf that symbolises the growth of environmental awareness in the community. The white ribbon that wraps around the pyramid forms the letter "Q" to represent both quality and qualified environmental performance of the awarded organisations.



1.2 Overview of 2024 HKAEE

The HKAEE has been recognised by the community as one of the most prestigious and reputable award schemes in Hong Kong. Information of this award scheme is summarised in the table below and full details can be found in the individual Guidebooks.

Table 1: Awards category under 2024 Hong Kong Awards for Environmental Excellence

2024 Hong Kong Awards for Environmental Excellence			
11 Sectors (for non-SMEs)			
			
Construction Industry [^]	Environmental Industry	Hotels and Recreational Clubs	Manufacturing and Industrial Services [@]
			
Property Management (Commercial & Industrial / Residential)	Public and Community Services	Restaurants	Schools (Pre-school / Primary / Secondary)
			
Servicing and Trading	Shops and Retailers	Transport and Logistics	
5 Sectors (for SMEs) *			
			
Construction, Manufacturing and Industrial Services [@]	Environmental Industry		
			
Servicing Industry	Shops and Retailers	Trading	

The Organisers reserve the final right to make the final decision in the event of dispute over the eligibility of an applicant.

[^] The nominated construction project should have at least one-third of the project work completed (according to the contract period) at the time of assessment.

[@] Hong Kong based manufacturing companies with their factories in the Greater Bay Area will also be eligible to join the HKAEE under the Manufacturing and Industrial Services Sector (for non-SMEs), or Construction, Manufacturing and Industrial Services Sector (for SMEs).

* Under the HKAEE, an SME is an organisation that (i) meets the definition of Small and Medium Enterprises (SMEs) adopted by the Government of the Hong Kong Special Administrative Region; (ii) has substantive business operation in Hong Kong; and (iii) its parent company or its affiliated company (if applicable) or itself should not be a listed company (ownership of a 50% of interest or more will be classified as an affiliated company). An SME under the definition of HKSAR Government is a manufacturing business which employs fewer than 100 persons in Hong Kong; or a non-manufacturing business which employs fewer than 50 persons in Hong Kong. The "number of persons employed" includes individual proprietors, partners and shareholders actively engaged in the work of the organisation; and salaried employees of the organisation, including full-time or part-time salaried personnel directly paid by the organisation, both permanent and temporary, at the time of submitting applications.

2024 Hong Kong Awards for Environmental Excellence

Awards Category

The awards to be granted in each of the sector:



or a combination as deemed appropriate by the Final Adjudicating Panel(s).

1.3 Eligibility for the HKAEE

All businesses / organisations and their functional units operating primarily within Hong Kong with their core business fulfilling the definition of respective sector are eligible to apply for the HKAEE. Functional units within an organisation can enter the same or separate sectors but each functional unit is limited to enter into one sector only. If an organisation has multiple functional units intending to join the same sector, each functional unit should demonstrate that it has its own environmental initiatives within its operation before being considered admissible to the HKAEE.



To encourage wider participation, the Gold Award winner of each sector / sub-sector of the previous year will not be eligible for entering the HKAEE within the next **two** years. In other words, Gold Award winners of 2022 and 2023 HKAEE will not be eligible for entering 2024 HKAEE, and Gold Award winners of 2024 HKAEE will not be eligible for entering 2025 and 2026 HKAEE.

The Organisers reserve the right to determine the eligibility of any applicant.

1.4 Eligibility for the Environmental Industry Sector for non-SMEs



All Environmental Industry companies in Hong Kong and / or based in Hong Kong with their factories located in the Guangdong-Hong Kong-Macao Greater Bay Area (Greater Bay Area) are eligible to apply for this sector. Greater Bay Area covers the two Special Administrative Regions of Hong Kong and Macao, and the nine municipalities Guangzhou, Shenzhen, Zhuhai, Foshan, Huizhou, Dongguan, Zhongshan, Jiangmen and Zhaoqing in Guangdong Province. The Environmental Industry Sector mainly cover the following business areas:

- ✻ Provision of wastewater treatment and water conservation solutions, including the supply and installation of related equipment such as monitoring, measurement, and analysis instruments, as well as pumping systems;
- ✻ Provision of air and odour pollution control solutions, including the supply and installation of related equipment such as monitoring and analysis tools, ventilation improvement systems, deodorisation, filtration, and sterilisation devices;
- ✻ Provision of energy management solutions, including the supply and installation of related equipment, with a focus on the adoption of alternative and renewable energy sources;
- ✻ Provision of noise control and mitigation solutions, including the supply and installation of related equipment such as sound barriers and vibration isolators;
- ✻ Waste treatment, disposal, recycling, and the import and wholesale of waste and scrap materials; and
- ✻ Environmental consultancy services to assist in pollution control, leveraging the latest technology and smart solutions to address environmental issues.

Environmental businesses that meet the definition of SMEs defined in the programme booklet shall apply the HKAEE for **SME – Environmental Industry Sector**.

The Organisers reserve the right to determine the eligibility of any applicant.

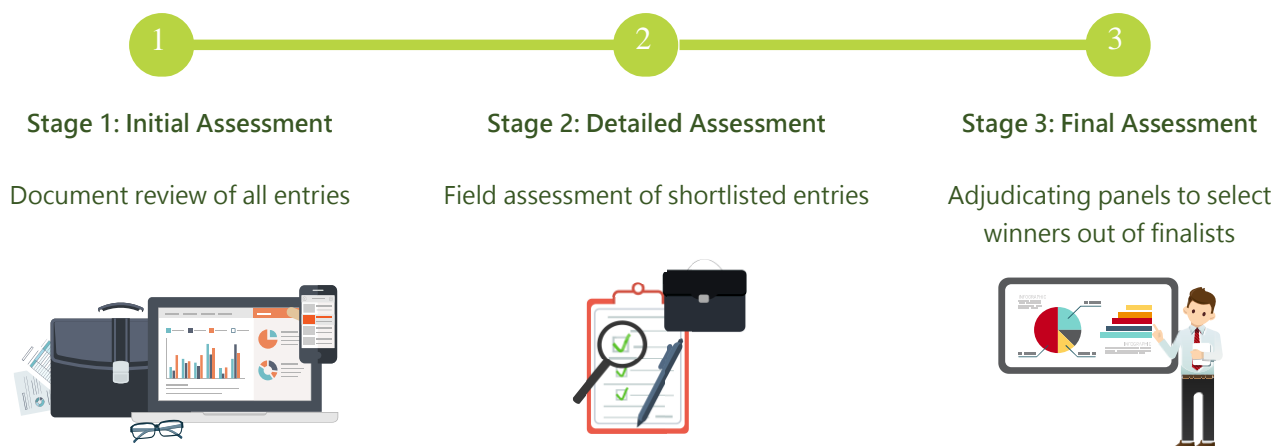
1.5 Purpose of this Guidebook for Environmental Industry Sector

The purpose of this Guidebook is to explain the application procedures and assessment criteria for the Environmental Industry Sector under the HKAEE.

For reference, a general self-assessment checklist (Appendix 1) and sector best practices (Appendix 2) are provided to assist organisations in improving their environmental performance.

2. ASSESSMENT PROCESS

The assessment process for Manufacturing and Industrial Services Sector is as follows:



Winners will be selected from a rigorous assessment process that comprises three stages:

Stage 1 - Initial Assessment

Upon receipt of the application form, eligible applicants will be invited to submit detailed information on their green policies and practices as well as environmental achievements via an online questionnaire. All information submitted by the applicants will be reviewed according to the assessment criteria of the awards. The Organisers may request additional documents for the purpose of information verification. The Organisers will then select applicants for detailed assessment in Stage 2.

All eligible applicants that have completed Stage 1 assessment and yet do not receive any award will receive a Participation Certificate after the completion of all assessment processes.

Stage 2 - Detailed Assessment

Organisations selected for detailed assessment will be visited by a team of assessors. The visit will include a tour of applicant's facilities and interviews with key representatives of the organisation including top management, department heads and general staff. The applicants should arrange the necessary permits and transportation between the Hong Kong-Shenzhen border and the premises in Mainland China, if necessary, for the assessment visit. During the site visit, applicants are encouraged to introduce their environmental performance to the assessors to provide them with an in-depth understanding of their environmental initiatives and the status of implementation.

The assessors will then prepare the assessment reports for submission to the Organisers for further short-listing into the final adjudication in Stage 3.

Applicants that have successfully completed Stage 2 assessment will receive a complimentary report on their environmental performance. The report will outline the organisation's strengths and highlight areas where improvements in environmental management could be made.

Stage 3 - Final Assessment

Adjudicating Panels will review the environmental performance of applicants. During the final assessment phase, the Adjudicating Panels may invite candidates to further present their achievements in a meeting. Each Adjudicating Panel will comprise representatives from various trade associations, government departments, professional bodies and the like.

3. ASSESSMENT CRITERIA

The assessment criteria for the **Manufacturing and Industrial Services** sector are based on the well-established “Eco-Business Model”. This model is designed to exemplify the strong relationship between the internal operation of a business and the surrounding environment. The key factors, including *Green Leadership*, *Programme and Performance* and *Partner Synergy*, are generally considered to be vital in the overall integration of environmental measures within an organisation.

Eco-Business Model



The Eco-Business Model describes the key features that a green business should possess. It lists the criteria for becoming a successful “eco-business” and illustrates the benefits after fulfilling the criteria. If a commitment to environmental management is what you seek for your company, you should consider fulfilling the model criteria that are organised according to the following three key components.

On-going improvement is required to maintain high operational standards. Meeting the demands of clients and maintaining a commitment to environmental management can be achieved easily by following the three component criteria of the Eco-Business Model.

Each criterion focuses on a key aspect of environmental management. They explain to businesses the types of environmental measures that can be adopted, and how these measures can be put into practice. The following sections list the criteria of each component.

3.1 Green Leadership



The commitment from board of directors and senior management to environmental protection will steer the accomplishment of conservation measures taken within any business. This component of the Model suggests that management is to provide leadership in initiating the environmental measures to be taken. The efforts of senior management should involve formally defining the goals and policy of the company's commitment to environmental management, allocating resources to fulfil the requirements of the company's policy, communicating policy goals and involving all levels of staff in the programme. Furthermore, it is important that the senior management establishes channels to train staff members on how to practise environmentally friendly measures.

3.1.1 Leadership

In order to drive green culture within an organisation, commitment and participation of the management would encourage more staff to participate in green actions, hence achieving a greater success in environmental excellence. The greater extent of senior management commitment and participation to pursuing environmental management efforts within any business, the greater success of the environmental measures will be. Senior management should take the leading role in demonstrating their commitment to the company's environmental programme by getting involved in various environmental programmes and activities. In order to foster green culture within an organisation, the management is also recommended to encourage all staff members to participate various green activities to drive for greater success in environmental excellence.

3.1.2 Policy and Commitment

Commitment to environmental protection can be formally declared through a written policy. Selecting premises with green building certifications (such as BEAM Plus and LEED certifications) when deciding the location of operation sites and signing environment-related charters launched / supported by the Government (e.g. Carbon Reduction Charter, Waste Reduction and Recycling Charter, Carbon Neutrality (Waste Reduction) Charter, Food Wise Charter, Energy Saving Charter on Indoor Temperature, Energy Saving Charter on "No ILB", Use Less, Waste Less in My Hands, Waste Check Charter, Charter on Proper Operation of Refuse Collection Vehicles, Charter on External Lighting, Energy Saving Charter, 4T Charter, Glass Container Recycling Charter and Bye Bye Microbeads Charter) can also demonstrate the company's commitment to environmental protection.



3.1.3 Organisation and Resources

Staff should be assigned with specific environmental responsibilities. Adequate human and financial resources should be allocated to ensure successful implementation of environmental initiatives within the organisation.

3.1.4 Environmental Communication

Environmental measures to be undertaken internally and externally should be promoted among staff members. Effective promotion on the benefits of environmental management will encourage staff members to develop green initiatives and undertake measures themselves. The following approaches could further foster green culture among staff members:



-  Establish incentives (e.g. certificates or gifts) to motivate staff members adopting environmental conservation measures through daily operations; and
-  Nominate and encourage representatives to take part in Environmental Task Forces or environmental-related awards (e.g. HKAEE Outstanding Green Achiever Commendation Scheme).

3.1.5 Environmental Training

All relevant staff members should receive adequate training to implement environmental measures within the organisation.

3.1.6 Managing for Continual Improvement

Regular checks should be undertaken to monitor the progress and review the overall effectiveness of measures taken (e.g. monitor the organisation's performance through establishing management systems such as ISO 14001 Environmental Management Systems). In addition, your company should benchmark your environmental performance with industrial / regional / global standards (e.g. obtain BEAM Plus and LEED certifications or benchmark your interior fit-out, renovation and refurbishment work with reference to the requirements of BEAM Plus Interiors) to manage for continual improvement.

3.2 Programme and Performance









3.2.1 Regulatory Compliance

Environmental Industry enterprises in Hong Kong or Hong Kong-based companies with their factories located in the Greater Bay Area are governed by a number of legal environmental requirements. Companies should ensure that their staff members are aware of all relevant environmental legislation by establishing suitable procedures for identifying such requirements. Companies should also ensure that key staff members have knowledge to access the regulatory requirements and update the requirements when necessary.

3.2.2 Environmental Programme Implementation

Once the management has formalised its commitment to environmental conservation measures, the environmental programme that defines objectives, targets and schedule of various environmental initiatives can be formulated. Setting up your own environmental programme makes good business sense, and your environmental programme should be designed to meet your organisation's specific needs. Implementation of environmental programme can streamline operations, cut operating costs, and improve environmental performance. This will improve your corporate image and enhance your market competitiveness.

The following outlines the approach you can take to create your own environmental programme(s):

-  **Understand Your Needs** – Carry out an environmental review to determine the status of your organisation in relation to protection of the environment (Self-Assessment Checklist in Appendix I can be a starting point). The checklist is designed to help identify the strengths and weaknesses of your organisation and assist you in prioritising the actions that you need to take.
-  **Define Your Objectives** – Once you have identified the key areas that need improvement, you can prioritise the areas that you intend to make improvement and set objectives.
-  **Define Your Targets** – According to the objectives, define specific, practicable and measurable targets for implementation.
-  **Formulate Your Action Plan** – Formulate in detail the measures that will be taken to achieve the targets and the implementation timeframe. At the same time determine the staff representatives for undertaking different measures.
-  **Monitor Your Programme** – Keep track of the progress of the programme defined.
-  **Review the Results** – Review monitoring data to identify room for improvements.

Now you understand how to develop an environmental programme within your establishment, you can begin to determine the measures that suit yours.

3.2.3 Energy Conservation and Progressing towards Carbon Neutral

Energy conservation is the practice of decreasing the quantity of energy used. Effective usage of energy is also a crucial part of environmental plans. The organisations should review energy bills regularly to define the amount of energy used on an annual and monthly basis, determine the main sources of energy usage or energy loss, and seek improvement measures targeting these sources. Furthermore, the organisations should establish a total energy reduction plans and targets for the organisation as well as for individual energy using components (e.g. set a 30% reduction target for the amount of energy consumed by the air conditioning system, to be achieved by the end of next year). The organisations can also establish real-time energy management system to identify abnormalities in energy consumption and poor performance in energy efficiency. In addition, the organisations can consider adopting renewable energy in supporting business operations, or purchase carbon offsets to offset the carbon emissions related to business operations.



In office and warehouse environments, electricity is the primary energy source used by most of the organisations in Hong Kong and is also a major source of carbon emissions. Hong Kong's electricity is primarily generated through the combustion of coal and gas. Both coal and gas are natural resources, and they will eventually run out. Furthermore, coal burning can result in the release of undesirable air pollution. The organisations can design and implement procedures to reduce the amount of energy consumed by each major energy source within your organisation and review the effectiveness of the measures regularly to progress towards carbon neutral in offices and warehouses.

Large-scale factories, occupying large premises with a considerable number of machinery and equipment in operation, often consume significant amounts of energy. There are a great variety of measures which can be adopted to reduce the use of energy and progress towards carbon neutral in your establishment. Most of the measures involve simple and effective practices that require minimal time and effort for implementation. For example:

- 🌱 Conduct energy audit to define main sources of energy use and energy loss;
- 🌱 Conduct carbon audit to account for the carbon footprint of the factory or the products;
- 🌱 Establish energy reduction programmes, focusing on effective usage of energy for specific manufacturing processes or operation of machinery and monitor your achievements of energy reduction;
- 🌱 Prioritise the use of energy-efficient equipment or machines; and
- 🌱 Switching to hybrid or electric vehicles.

Lighting and equipment

- 🌱 Use energy-saving lightings such as LED lights, especially during replacement of damaged light bulbs;
- 🌱 Use energy-efficient equipment with Grade 1 or 2 Energy Label issued by the Electrical and Mechanical Services Department (EMSD) or equivalent;
- 🌱 De-lamp unnecessary lightings and encourage the use of natural lighting where possible;
- 🌱 Install timers or occupancy sensors in low traffic area so that lights are turned off when not in use;
- 🌱 Turn off unnecessary lights and air-conditioners during lunch breaks, overtime work and after normal office hours;
- 🌱 Adopt demand-side management initiatives by programming the lighting control systems and ventilation systems to avoid excessive use during non-business hours;
- 🌱 Ensure lights and air-conditioners in conference rooms / meeting rooms are turned off after use. Post signs near the room exits to remind staff;
- 🌱 Set up timers on electrical appliances such as water dispensers, printers, photocopiers, and monitors so that they would be turned off during non-business hours; and
- 🌱 Use conferencing system for meeting whenever applicable to minimise the carbon emission generated from overseas / local transportation.

Ventilation and temperature control

- ✔ Set temperature of all air conditioner(s) at 24 to 26°C;
- ✔ Post reminder signs to remind staff members to turn off air-conditioners when not in use;
- ✔ Establish an inspection and maintenance programme to ensure all air conditioning / ventilation equipment are operating efficiently and dust filters are cleaned regularly;
- ✔ Use blinds or curtains to deflect the heat of the sun to reduce air conditioning loading during summertime, and open them to allow in heat from the sun during colder months; and
- ✔ Keep all windows and outside doors closed when air conditioning units are running if appropriate.

3.2.4 Water Conservation and Wastewater Control

Efforts should be made to reduce discharge by measures such as minimisation of water use at source and reduction of wastewater generation within the organisations, etc.



Ways to conserve water and minimise water pollution inside your establishment include:

- ✔ Post reminder signs to remind staff members to turn off faucets when not in use;
- ✔ Select water-consuming devices with Grade 1 Water Efficiency Label;
- ✔ Consider using flow-control water fixture / installing flow controllers / automatic shut off systems to reduce wastage;
- ✔ Treat and reuse grey water for the manufacturing processes;
- ✔ Regularly monitor water usage to evaluate effectiveness of water reduction efforts;
- ✔ Establish a monitoring and maintenance programme to ensure that pipes are in good working order and that leaks are repaired as soon as they are detected;
- ✔ Conduct water footprint audit and develop appropriate water-saving measures or use water-efficient equipment at major water consumption points; and
- ✔ Consider the use of environmentally preferable cleaning products (e.g. use eco enzyme to wash windows instead of astringent window cleaners, use biodegradable liquid soap in toilet and in the pantry for dish washing).

3.2.5 Waste Management

A variety of waste materials including packing waste, industrial waste, chemical waste and general waste will be generated from the operations of organisations. Therefore, a holistic waste management plan should be compiled to prevent adverse environmental impacts from improper waste disposal. In addition, with the increasing costs for disposal of waste, it makes business sense to minimise waste generation.



Reduce – General

- ✔ Reduce the use of sealed packaging to minimise the use of sealing tapes and shrink-wrap;
- ✔ Reduce/avoid the use of disposable items, e.g. single-use plastic packaging / wraps;
- ✔ Use reusable shipping crates in place of cartons;
- ✔ Choose proper sized packages to pack goods and avoid using excessive number of fillers;
- ✔ Handle and store materials carefully to reduce breakage and spillage;
- ✔ Encourage the use of staff bulletin board or e-mail for both internal and external communication, or if this is not possible, circulate material rather than making copies for individuals;
- ✔ Avoid printed marketing materials and encourage the use of digital marketing;
- ✔ Choose solar powered appliances (such as calculators) to avoid battery disposal;
- ✔ Encourage staff to buy or bring their own lunch in reusable containers;
- ✔ Use reusable (not paper) cutlery, dishes, cups and coffee filters wherever possible;

- 🌱 Use refillable containers for cleaning products;
- 🌱 Encourage staff members to use hand towels instead of paper towel;
- 🌱 Use electronic quotations and invoices;
- 🌱 Adopt electronic platforms for internal training or conducting surveys;
- 🌱 Make use of recycled, biodegradable, or compostable materials for production manufacturing; and
- 🌱 Collect and recycle food waste.

Reuse

- 🌱 Reuse the boxes and bags for delivering products.
- 🌱 Offer unused boxes and pallets back to your suppliers for reuse.
- 🌱 Use shredded wastepaper for packaging.
- 🌱 Establish a collection bin for used packaging materials that can be reused.
- 🌱 Reuse envelopes by attaching new labels on them.
- 🌱 Choose renewable resources and sustainable recycled materials.

Recycle / Upcycle

- 🌱 Upcycle waste products into other useful products (e.g. upcycle plastic bottles as planters.);
- 🌱 Donate old appliances to an appliance refurbishment organisation;
- 🌱 Establish waste collection boxes for paper, plastics, metals and / or other recyclables to enhance source separation of waste for recycling;
- 🌱 Keep record and review the amount of waste and recyclables generated during operations;
- 🌱 Set a corner to collect unwanted but usable items to donate and share second-hand items with each other and / or charities;
- 🌱 Liaise with cleaning staff and encourage them to help in the source separation of waste programme;
- 🌱 Collaborate with suppliers on establishing a recycling programme for returning the used packaging materials (e.g. corrugated cardboard, paper boxes and shrink wrap) and appliances that are no longer in used; and
- 🌱 Cooperate with suppliers to run take-back / trade-in programme for products which will cause significant environmental impacts (e.g. electrical and electronic equipment).

3.2.6 Housekeeping

In general, the condition of the workplace that you manage will determine the working environment for your employees and the public perception of your organisation. You can enhance your workplace environment by ensuring that your establishment is cleaned on a regular basis (e.g. regular cleaning and maintenance of walls, ceilings, floors and equipment).

Furthermore, the methods you use to handle and store your products and potentially harmful substances will also affect your work environment. Items including correction fluid, spray-paint, solvents (especially during renovation), pesticides, chemical and herbicides can be sources of environmental pollution and some of them can contribute to the depletion of the ozone layer.

3.2.7 Noise and Vibration Control

Excessive noise can be an irritation to distract people when they are conducting works. Vibration can be another nuisance to employees and companies should take measures to minimise it.

3.2.8 Air Pollution / Indoor Air Quality / Odour Control

Control of air pollution from companies involved in manufacturing and industrial services can be achieved by choosing better quality of fuels, optimising operating practices and adopting suitable end-of-pipe emission controls. Your establishment should adopt the best combination of these measures in handling emissions to suit operational needs.

Besides, the air inside buildings might contain numerous airborne pollutants. Pollutants such as gases, dust, mites, bacteria, fungal spores and viruses are commonly found in enclosed indoor environments. Many offices in Hong Kong are insufficiently ventilated and receive outside air passing through air conditioning system and circulating around the establishment.

Although the air can be contaminated through outside influences in some cases, air conditioning systems are the culprit behind contamination if they are not properly maintained. Other nuisances that contribute to indoor air pollution within offices and warehouses include chemicals from new furniture, carpet fibres, renovation work, smoke, dust from unclean furniture and equipment as well as pollutants produced by machinery.

In some instances, poor air circulation can result in a build-up of carbon dioxide levels causing discomfort. Other air pollutants including smoke, dust, ozone and air-borne bacteria can cause a wide array of human health problems when inhaled. The following measures can be taken to curb indoor air pollution within your office and warehouse:

- ✔ Check with your facilities management to see if there is sufficient fresh air supplied to the building;
- ✔ Ensure that the inlet of fresh air supply is not located near outdoor air pollution sources (e.g. chimney exhaust from an adjacent building);
- ✔ Ensure that air outlets, ducts, filters and cooling coils of air-conditioning systems are cleaned and, if necessary, replaced on a regular basis;
- ✔ Clean the carpet and upholsteries on a regular basis;
- ✔ Photocopiers generate ozone during operation. It is therefore important that you place these machines in properly ventilated areas; and
- ✔ Use electric forklifts in the warehouse (if applicable) to avoid pollutant emissions.

3.2.9 Transport and Logistics Efficiency

For servicing and trading companies that have a large fleet of vehicles, there are many ways to improve transport and logistics efficiency and here are a few general examples. Specific programmes should be designed according to your organisation's operational needs. For example:

- ✔ Establish a vehicle maintenance programme to ensure that vehicles are well maintained;
- ✔ Encourage the manager of your vehicle fleet or contractors to purchase environmentally preferable vehicles. Vehicles that are meeting higher emission standards (e.g. Euro-VI) are readily available. Furthermore, vehicles powered on natural gas or propane produce even fewer emissions. Hybrid or electric vehicles can also be good substitutes;
- ✔ Work with your vehicle fleet, including fleet hired by your company, to determine the most efficient transport routes and avoid making single individual trips;
- ✔ Encourage the delivery of materials during non-peak traffic hours; and
- ✔ Ensure the drivers comply with the Motor Vehicle Idling (Fixed Penalty) Ordinance (Cap 611).

3.2.10 Green Procurement

You can contribute to environmental protection by purchasing products that will result in pollution reduction.

Every product / raw material that you purchase, whether it is used by staff or for production / sale, has the impact on the environment. You can reduce the amount of waste that you produce by making careful decisions when you are purchasing goods and raw materials. Products that biodegrade or can be reused several times before they are disposed of. This action will reduce stress on landfills. Furthermore, the organisations can refer to the green specifications published by the Environmental Protection Department or other green procurement guidelines when practising green procurement.



General rules for environmentally responsible product purchasing

- 🌱 Purchase products that are reusable or contain reusable parts such as refillable pens and rechargeable batteries;
- 🌱 Buy products that can be recycled, such as uncoated paper bags that can be easily recycled;
- 🌱 Buy products that reduce the use of resources. For example, energy efficient light fixtures should be purchased over less energy efficient options;
- 🌱 Choose durable products and equipment to avoid constant replacement;
- 🌱 Choose products with no or low toxicity such as low pollution water-based paint. By using these types of products, it will also help to reduce safety hazards in workplace;
- 🌱 Strive to purchase merchandise that is environmentally preferable so that your customers have the option of buying such goods / materials; and
- 🌱 Make reference to the green specifications published by the Environmental Protection Department or other green procurement guidelines when practicing green procurement.

Purchasing procedures

- 🌱 Purchase products that are environmentally friendly. If your organisation does not have any policy guiding the purchase of products, you should consider designing one that favours their purchasing of environmentally friendly products. This policy should be made known to suppliers;
- 🌱 Conduct simple research into heavily used items within your establishment (paper products, plastic bags, etc.) that could be substituted by other more environmentally friendly options;
- 🌱 Examine the possibility of repairing items instead of purchasing new ones. In many instances furniture can be refurbished for a fraction of the cost of purchasing new items;
- 🌱 Encourage colleagues to suggest products that are known to be more environmentally friendly than what you are currently using;
- 🌱 Encourage ethical purchasing, the practice of avoiding products that would bring adverse effect to the environmental and society. For example, do not buy products that have been manufactured out of rainforest wood since the destruction of these forests causing many environmental problems including global warming, deforestation, biodiversity loss and more;
- 🌱 Buy goods in bulk quantities;
- 🌱 Avoid purchasing disposable items; and
- 🌱 Support the purchase of products that bear environmentally friendly logos or eco-labels.

3.3 Partner Synergy



3.3.1 Communication and Motivation

Once you have adopted environmental conservation measures in managing your business, you should share with others. Your suppliers, customers, workers, and other business partners deserve to learn about the positive actions that you are now taking. Knowledge of your environmental programme is valuable to others since seeing your environmental accomplishments can motivate them to establish their own programme. You can even collaborate with your suppliers, import / export trade companies and clients to develop environmental guidelines, plans and goals. This way, your environmental programme will stand a higher chance of success when all stakeholders are involved in its design stage.

In some instances, your partners may not be aware of the benefits of establishing such a programme. In other instances, they may be interested in starting up their own programme, yet they need some initial guidance to kick off. It is therefore important that your policy is made available to interested parties. By assuming a proactive stance, you will encourage others to learn about environmental protection and give your organisation more exposure within the business world.

You may also consider reporting your environmental performance to your clients, soliciting feedback from them, and taking appropriate actions in response to their feedback whenever appropriate. You can also refer to Appendix 2 to learn the best practices in your sector.

Influence your Suppliers / Contractors

A sound environmental programme will demand that you purchase and use environmentally friendly products whenever possible. Therefore, it is important that your suppliers and other relevant partners are made aware of your programme requirements and can meet your needs. There are several activities that you can undertake to clearly communicate your requirements to your suppliers.

- 🌱 You should inform suppliers of your environmental policy and provide them with your mission statement.
- 🌱 State environmental requirements in tender documents.
- 🌱 Work with suppliers to help capture the type of products that you seek at a competitive price. Ask suppliers to identify environmentally friendly products that can substitute items that you are currently using (at a comparable price).
- 🌱 Encourage suppliers to provide you with documentation that guarantees the 'environmentally friendly' authenticity of the products while you are purchasing.
- 🌱 Encourage suppliers to use recyclable / biodegradable packaging materials.
- 🌱 Invite your suppliers / contractors to participate in any community support programme(s) or environmental partnership programme(s) with the public / private sector / NGOs.

Influence your Customers

Just as you appreciate your suppliers for providing you with various environmentally friendly products, your customers will appreciate your efforts in offering them with quality goods. Therefore, providing your customers with information regarding the environmental measures you are implementing and the products they are purchasing is a good way to communicate your commitment to environmental protection. There are many ways in which you can help your customers be aware of your efforts and support your environmental programme.

- 🌱 Post your environmental policy in a prominent place within your establishments;
- 🌱 Listen to your customers when they identify those areas requiring improvement and how you could be of help;
- 🌱 Encourage customers to use less packaging materials or reduce package size;
- 🌱 Encourage customers to share their comments regarding the environmentally friendly products that you offer as well as suggesting any products that they may wish you to sell;
- 🌱 Provide incentives (e.g. discounts) to your customers for their support of your environmental initiatives.
- 🌱 Involve your customers / clients in your environmental initiatives.

Influence on the Community




Everyone in Hong Kong experiences the effects of pollution. Many people would like to help improve environmental quality, however, not everyone knows how to get involved. As a green business operator, you deal with environmental management issues on a daily basis. You are in a strong position to help the community to implement green measures. It is important for you to understand the impact of your business and environmental actions and communicate your impact to the society. You should also act as a role model to demonstrate your effort in environmental protection.

By helping your community, you can improve the environment and enjoy good standing within the community. Furthermore, taking simple initiatives including efforts to report the lessons learnt in setting up your programme(s) and other useful information can raise community awareness. There are a number of ways that you can get involved.

- 🌱 Publish your environmental initiatives and achievements in media, sustainability report and other publications;
- 🌱 Communicate your organisation's efforts on environmental performance with your stakeholders;
- 🌱 Establish communication channels with your stakeholders on environmental issues;
- 🌱 Get involved and support local green initiatives (such as organising 'Beach clean-up' campaigns and funding projects that aid in the establishment of conservation areas);
- 🌱 Set up donation boxes and give proceeds to local environmental charities;
- 🌱 Proactively initiate more environmental programmes to engage general public (e.g. open day);
- 🌱 Collaborate and share experience with other industry players on the implementation of environmental programmes and activities; and
- 🌱 Apply for awards or labels to gain formalised recognition for your efforts.

4. WEIGHTINGS OF ASSESSMENT CRITERIA

As mentioned in Section 3 above, the assessment of eligible entries under the Manufacturing and Industrial Services sector comprises three criteria, namely, *Green Leadership*, *Programme and Performance* and *Partner Synergy*. Specific to this sector, the weighting of each of the assessment criteria is as follows:

 <p>Green Leadership</p>	 <p>Programme and Performance</p>	 <p>Partner Synergy</p>
<p>25%</p>	<p>45%</p>	<p>30%</p>

In order to recognise applicants' efforts to promote in the *HKAEE* as well as their achievements in the Hong Kong Green Organisation Certification (HKGOC) and other recognised certification or award schemes, a maximum of 10 bonus points will be given to the applicants during Stage 2 assessment of the *HKAEE*, as follows:

Bonus Points Awarded for Efforts in Promoting HKAEE (maximum 3 bonus points)

- Applicants who have promoted HKAEE through their business network and / or promotional channels / platforms (e.g. display the awarded logos and stickers in premises, website and electronic screens, etc.; imprint the awarded logo in name cards, letterhead; and publish featured articles through media) will earn a **maximum of 1 bonus point**.
- Applicants who have successfully referred their business partners (e.g. suppliers) to join the HKAEE will earn a **maximum of 2 bonus points**.

Applicants who have promoted HKAEE through their business network and successfully referred their business partners may also be awarded with the title of "Outstanding HKAEE Promotional Partner" if they have fulfilled certain criteria, please refer to Section 2.6 of 2024 HKAEE Programme Booklet for details.

Bonus Points Awarded for Achievements in Hong Kong Green Organisation Certification (HKGOC) (maximum 4 bonus points)

- Applicants who possess valid *Wastewi\$e* / *Energywi\$e* / *IAQwi\$e* / *Carbon Reduction Certificate* / *recognition of Hong Kong Green Organisation* will earn 1 bonus point per Certificate / recognition.

Bonus Points Awarded for Efforts in Other Schemes (maximum 3 bonus points)

- Applicants who possess a valid certificate from environmental schemes such as *ISO 14001*, *ISO 20121*, *ISO 50001*, *IECQ HSPM QC 080000*, *Hong Kong - Guangdong Cleaner Production Partners (Manufacturing) Recognition Scheme*, *Hong Kong Green Mark Certification Scheme*, *WWF-Hong Kong's Low-carbon Operation Programme (LOOP^{PLUS})* and *Low Carbon Manufacturing Programme (LCMP)*, *CLP Smart Energy Award*, *WGO's Green Office Awards Labelling Scheme (GOALS)*, *FHKI's BOCHK Corporate Low-Carbon Environmental Leadership Awards*, *BEAM Plus New Buildings / BEAM Plus Existing Buildings / BEAM Plus Interiors*, *Hong Kong Green Shop Alliance Award*, *EEB's Charter on External Lighting* or other schemes recognised by the Organisers will earn 1 bonus point. The Organisers reserve the right to grant bonus points to any applicants.

2024 HONG KONG AWARDS FOR ENVIRONMENTAL EXCELLENCE GUIDEBOOK FOR ENVIRONMENTAL INDUSTRY SECTOR (for non-SMEs)

*Note:

1. HKGOC consists of four Certificates, namely "Wastewi\$e Certificate", "Energywi\$e Certificate", "IAQwi\$e Certificate" and "Carbon Reduction Certificate". Participants can further obtain the recognition of "Hong Kong Green Organisation" by demonstrating the environmental practices in multiple aspects. Please refer to the HKGOC programme booklet for details.
2. ISO 14001 is an environmental management system standard published by the International Organization for Standardization.
3. ISO 50001 is an energy management system standard published by the International Organization for Standardization.
4. ISO 20121 is an event sustainability management system standard published by the International Organization for Standardization.
5. IECQ HSPM QC 080000 is a standard on hazardous substances process management published by the IEC Quality Assessment System for Electronic Components.
6. Hong Kong - Guangdong Cleaner Production Partners (Manufacturing) Recognition Scheme is jointly operated by the Environment and Ecology Bureau of the Government of the HKSAR and the Department of Industry and Information Technology of Guangdong Province.
7. Hong Kong Green Mark Certification Scheme is a system certification scheme operated by the Hong Kong Q-Mark Council, Federation of the Hong Kong Industries.
8. Low-carbon Operation Programme and Low Carbon Manufacturing Programme are schemes operated by WWF-Hong Kong. The bonus point will only be granted to applicants in applicable Sectors for their operations in Hong Kong or Greater Bay Area (only applicable to Manufacturing and Industrial Services sector (for non-SMEs) or Construction Manufacturing and Industrial Services sector (for SMEs)).
9. CLP Smart Energy Award is organised by CLP Power Hong Kong Limited which aims to recognise organisations who have implemented energy conservation measures and achieved outstanding energy saving results.
10. Green Office Awards Labelling Scheme (GOALS) is a recognition scheme for offices organised by the World Green Organisation (WGO).
11. BOCHK Corporate Low-Carbon Environmental Leadership Awards is organised by the Federation of Hong Kong Industries, which aims to promote environmental practices among the manufacturing and services enterprises in Hong Kong and the Pan Pearl River Delta (PRD) region.
12. BEAM Plus is an independent assessment of building sustainability performance. It is certified by Hong Kong Green Building Council Limited (HKGBC) while the assessment is handled by the BEAM Society Limited.
13. Hong Kong Green Shop Alliance Award is organised by the Hong Kong Green Building Council, which aims to foster green shopping environment in Hong Kong. Only winners of the main awards, i.e. "Best Green Practice in Malls", "Best Green Practice in Shops" and "Best Collaborative Effort of Malls and Shops" can earn bonus point in HKAEE.
14. Charter on External Lighting is implemented by EEB to invite owners and responsible persons of external lighting installations to switch off lighting installations of decorative, promotional or advertising purposes which affect the outdoor environment during the preset time to foster a better nighttime environment.
15. The presentation of the award to any winning organisation is still subject to further consideration of non-compliance record of environmental regulations, if any, before the date of the Presentation Ceremony.

5. APPLICATION FORM (ENVIRONMENTAL INDUSTRY SECTOR)

SECTION 1 - Organisation Profile

Application Deadline: 14 Jan 2025

(Please note that the Name of Organisation indicated below refers to "the entity of application", which will be used in the award and publicity and cannot be changed without justifiable reasons.)

Name of Organisation (holding a valid Hong Kong Business Registration Certificate or other legal entities):

in English: _____

in Chinese: _____

Address: _____

Telephone: _____

Website: _____

Description of

Core Business: _____

BR Number: _____

Name of Nominated Factory (in Hong Kong / Greater Bay Area) / Functional Unit, if applicable:

in English: _____

in Chinese: _____

Address: _____

Name of Parent Company / Affiliated Company, if applicable:

in English: _____

in Chinese: _____

Number of employees (under the Business Registration of the applicant organisation / nominated factory)

Hong Kong: (Full time) _____ (Part time) _____

Greater Bay Area: (Full time) _____ (Part time) _____

Parent Company: (Full time) _____ (Part time) _____

Is your company or its parent company / affiliated company (if applicable) a listed company?

Yes

No

SECTION 2 - Contact Details and Declaration

Please provide the following information about the contact person of your organisation.

Name of Contact Person: _____
Designation: _____
Telephone: _____
E-mail: _____
Postal Address: _____
(If different from Section 1)

Please read the consent statement below before signing and submitting this application form.

Signature: _____
(with Organisation Chop) _____ Date: _____
Name of Signatory _____ Designation: _____

The HKAEE Technical Consultant (Hong Kong Productivity Council, HKPC) has adopted a Personal Data (Privacy) Policy. You may contact HKAEE Technical Consultant to request access to, and amend your personal data provided by you. If needed, please send an email to: sec@hkaee.gov.hk. The personal data collected from you will be erased and destroyed after 24 months upon the completion of the assessment of HKAEE.

CONSENT STATEMENT

I hereby declare that the information given above is accurate to the best of my knowledge, and agree that all decisions made by the Organisers (i.e. Environment and Ecology Bureau and Environmental Campaign Committee and its Secretariat) and adjudicating panels are final and binding in all aspects relating to the HKAEE. I understand that any false or misleading information may lead to disqualification of my application.

I agree that personal data (including name, phone number, correspondence address and email address) provided by me will be used for the purpose of the communication, administration, evaluation and management of my application. I understand if I cannot provide the relevant personal data, processing of my application by the Organisers and the Technical Consultant may be affected.

The HKAEE Technical Consultant (Hong Kong Productivity Council, HKPC) intends to use the personal data (including your name, phone number, correspondence address and email address) that you have provided to promote the latest development, consultancy services, events and training courses of HKPC. Should you find such use of your personal data unacceptable, please indicate your objection by ticking the box below.

- I object to the proposed use of my personal data in any marketing activities arranged by HKAEE Technical Consultant (HKPC).

The Environment and Ecology Bureau and / or the Environmental Campaign Committee and its Secretariat also intend to use the personal data (including your name, phone number, correspondence address and email address) that you have provided to promote the latest development, policies, activities and schemes of the Environment and Ecology Bureau and / or the Environmental Campaign Committee. Should you find such use of your personal data unacceptable, please indicate your objection by ticking the box below.

- I object to the proposed use of my personal data in any marketing activities arranged by the Environment and Ecology Bureau and / or the Environmental Campaign Committee and its Secretariat.

Is your Company interested in joining the “Outstanding Promotional Partner Commendation Scheme”?

(The HKAEE Technical Consultant will further contact you on the details separately upon receiving this application)

- Yes No

Is / Are employee(s) of your Company interested in joining the “Outstanding Green Achiever Commendation Scheme”?

(The HKAEE Technical Consultant will further contact you on the details separately upon receiving this application. Please refer to the separate guideline and dedicated application form for details of this commendation scheme.)

- Yes No

How do you know about the Hong Kong Awards for Environmental Excellence? (Can select more than one)

- Mass media (e.g. TV and newspaper)
- Social Media (e.g. Facebook, LinkedIn, YouTube and Instagram)
- Roving exhibitions
- Through the Technical Consultant
- Referral from another company / organisation
(Please specify the name of the company / organisation: _____)
- Posters or advertisement
- Official website or eDMs
- Experience Sharing Seminars held by the Organiser
- Through participation in Hong Kong Green Innovations Awards (HKGIA) or Hong Kong Green Organisation Certification (HKGOC)
- Through commerce chambers / trade associations
(Please specify name of chamber / association: _____)
- Others (Please specify: _____)

Please complete the Application Form and send it to the HKAEE Technical Consultant (Hong Kong Productivity Council) by the below channels. Applications can also be submitted directly online –

- Email : awards@hkaee.gov.hk
- Mailing Address : HKAEE Technical Consultant, Hong Kong Productivity Council,
HKPC Building, 78 Tat Chee Avenue, Kowloon Tong, Kowloon, Hong Kong
- Online Application : <https://aas.hkaee.gov.hk/HKAEE/applicationform/apply>

Important Note:

Please immediately call the HKAEE Hotline (Tel: 2788 5903) if no acknowledgement of application is received within 7 working days from the date of application.

6. ACKNOWLEDGEMENTS

The Organisers wish to thank the Environment and Conservation Fund for funding the HKAEE.

Funded by



Environment and Conservation Fund

Organisers



中華人民共和國香港特別行政區政府
環境及生態局
Environment and Ecology Bureau
The Government of the Hong Kong Special Administrative Region
of the People's Republic of China

Environment and Ecology Bureau



ENVIRONMENTAL
CAMPAIGN COMMITTEE
環境運動委員會

Environmental Campaign Committee



Advisory Council on the Environment



BUSINESS
ENVIRONMENT
COUNCIL
商界環保協會

Business Environment Council



Federation of Hong Kong Industries



Hong Kong General Chamber of Commerce
香港總商會 1861

Hong Kong General Chamber of Commerce



Hong Kong Productivity Council



The Chinese General Chamber
of Commerce



香港中華廠商聯合會
The Chinese Manufacturers'
Association of Hong Kong

The Chinese Manufacturers' Association
of Hong Kong



香港中華出入口商會
The Hong Kong Chinese Importers' & Exporters' Association

The Hong Kong Chinese Importers'
and Exporters' Association



The Hong Kong Council of Social Service

7. ENQUIRY



Tel: 2788 5903



E-mail: awards@hkaee.gov.hk



Website: www.hkaee.gov.hk

8. DISCLAIMER

The information contained in this guidebook has been produced for guidance only. While every precaution has been taken to ensure its accuracy, no responsibility for any claims, losses or expenses as a result of any material in this publication can be accepted by the Organisers or any organisations involved in this guidebook.

Appendix 1 – Self Assessment Checklist for the Environmental Industry Sector

GREEN LEADERSHIP

	Yes	No
Leadership		
➤ Demonstrate commitment from management.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Involve management in the environmental programme and activities.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Communicate with employees in a two-way manner.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Establish incentives by management to encourage the employees to practise green measures.	<input type="checkbox"/>	<input type="checkbox"/>
Policy and Commitment		
➤ Establish an environmental / sustainability / ESG policy.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Contain commitment to environmental conservation in environmental / sustainability / ESG policy.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Apply the environmental / sustainability / ESG policy company-wide.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Direct the stated aims and objectives of the policy towards the organisation's activities and procedures.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Select premises with green building certifications (such as BEAM Plus and LEED certifications) when deciding the location of your office.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Sign environment-related charters launched / supported by the Hong Kong SAR Government. (e.g. Carbon Reduction Charter, Waste Reduction and Recycling Charter, Carbon Neutrality (Waste Reduction) Charter, Food Wise Charter, Energy Saving Charter on Indoor Temperature, Energy Saving Charter on "No ILB", Use Less, Waste Less in My Hands, Waste Check Charter, Charter on Proper Operation of Refuse Collection Vehicles, Charter on External Lighting, Energy Saving Charter, 4T Charter, Glass Container Recycling Charter and Bye Bye Microbeads Charter).	<input type="checkbox"/>	<input type="checkbox"/>
Organisation and Resources		
➤ Appoint a "Green Manager" to coordinate the environmental programme.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Establish an Environmental Task Force to steer and facilitate the environmental programme implementation.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Allocate sufficient resources for environmental programme implementation.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Encourage staff involvement in environmental programme.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Establish and operate a sound environmental management system.	<input type="checkbox"/>	<input type="checkbox"/>
Environmental Communication		
➤ Publicise the environmental / sustainability / ESG policy, initiatives and accomplishments from time to time.	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No
➤ Encourage staff to give suggestions or feedback on the environmental programme.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Collect ideas from staff members, workers and customers and answer their questions or concerns.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Offer incentives or rewards to staff members and workers for their environmental initiatives.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Communicate the accomplishments of the environmental programme to the community.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Post the environmental / sustainability / ESG policy in a prominent place within the premises.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Involve your workers in your environmental programme.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Provide incentives where possible to workers to acknowledge their efforts in participation of environmental programme.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Promote awareness of environmental protection through events.	<input type="checkbox"/>	<input type="checkbox"/>
<i>Environmental Training</i>		
➤ Define environmental training needs and provide appropriate environmental training for individual staff.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Maintain environmental training records.	<input type="checkbox"/>	<input type="checkbox"/>
<i>Managing for Continual Improvement</i>		
➤ Devise a simple plan to schedule regular checks of the organisation's environmental programme.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Properly document the findings of the checking and implement any corrective actions.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Monitor if appropriate corrective actions are taken and to address any lapses or inadequacies.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Benchmark environmental performance with industrial / regional / global standards (e.g. obtain BEAM Plus and LEED certifications or benchmark your interior fit-out, renovation and refurbishment work with reference to the requirements of BEAM Plus Interiors).	<input type="checkbox"/>	<input type="checkbox"/>

PROGRAMME AND PERFORMANCE

	Yes	No
<i>Regulatory Compliance</i>		
➤ Identify and collect legal information from competent sources, relevant government authorities and industry associations.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Establish a register of environmental requirements relevant to your operation based on the information collected.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Establish a procedure to ensure that staff members concerned have continuous access to the legal requirements.	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No
➤ Establish a procedure to ensure relevant information on legal requirements is communicated to employees effectively.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Establish a procedure to keep track of changes to environmental requirements and to update the environmental requirements accordingly.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Monitor the status of compliance with environmental requirements regularly.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Take appropriate corrective and preventive actions for areas of regular, repeated or significant non-compliance.	<input type="checkbox"/>	<input type="checkbox"/>
<i>Environmental Programme Implementation</i>		
➤ Define your environmental objectives and targets.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Formulate measures to achieve the objectives and targets.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Carry out an environmental review to determine areas requiring improvement.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Appoint staff to be responsible for undertaking different measures.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Calculate carbon footprint and establish a reduction plan.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Review the outcome of environmental programme and find ways for improvement.	<input type="checkbox"/>	<input type="checkbox"/>
<i>Energy Conservation and Progressing towards Carbon Neutral</i>		
<i>General</i>		
➤ Review energy consumption (electricity / fuel) regularly.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Conduct energy and/or carbon audit to find out the main sources of energy usage and carbon emissions and identify the improvement areas.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Establish reduction targets on energy consumption and/or carbon emissions.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Set up and implement procedures to reduce energy consumption and carbon footprint.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Establish real-time energy management system to identify abnormalities in energy consumption and poor energy performance.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Provide energy-saving guidelines for staff members / workers and check if they follow / or encourage them to follow.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Set benchmarks or goals for energy conservation and carbon reduction.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Choose energy efficient equipment or machines.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Perform preventive maintenance programmes for machines / equipment.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Switching to hybrid or electric vehicles.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Consider adopting renewable energy in supporting business operations.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Purchase carbon offsets to offset the carbon emissions related to business operations	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No
<i>Lighting System</i>		
➤ Use energy-saving lightings such as LED lights.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Adjust the lighting levels appropriately.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Turn off a portion of office lights during lunch breaks, during overtime work and after normal office hours.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Install timers or occupancy sensors so that lights are turned off when not in use.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Employ high luminous efficacy lamp and accessories such as high efficiency lamp, electronic ballast, high reflectance reflector and high transparent diffuser.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Employ control system (e.g. occupancy sensor, dimming system and zoning) for lighting control.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Utilise daylight (e.g. louvre, glass window) within the premises as far as practicable.	<input type="checkbox"/>	<input type="checkbox"/>
<i>Electrical System</i>		
➤ Select products that are more energy efficient during the purchase of new appliances.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Turn off electronic equipment when not in use or install timers to control the power switches of electronic equipment.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Post signs on electric and electronic appliances to remind people to turn off the equipment when not in use.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Maintain proper operating condition and practice of equipment / facilities (e.g. transformers, low voltage switchboards, VAR control etc.)	<input type="checkbox"/>	<input type="checkbox"/>
➤ Employ power electronics device such as inverter and soft starter for optimisation of the electrical system.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Use electronic ballasts to replace conventional electromagnetic ballasts where possible.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Maintain voltage / phase loading balance for the electrical system.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Maintain proper power factor of the electrical system within the premises.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Employ high efficiency motors for the electrical system.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Stop a portion of escalators or lifts from running during non-peak hours. Encourage employees and customers to use the stairs whenever possible.	<input type="checkbox"/>	<input type="checkbox"/>
<i>HVAC System</i>		
➤ Allow fan speed optimisation for the system.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Check room temperatures regularly to see if controls are properly set.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Locate the exhaust of the HVAC system in proper locations.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Keep windows and doors closed when air-conditioning units are running.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Optimise pump speed of the HVAC system.	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No
➤ Provide effective maintenance schedule for air-conditioning / ventilation equipment.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Optimise equipment control for chiller plants.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Apply window film to minimise the amount of solar heat entering indoor area, thereby reducing the need for air-conditioning.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Use blinds or curtains to deflect the heat of the sun in summer and draw the blinds or curtains to allow in heat from the sun during colder months.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Encourage your building manager to turn off air-conditioning systems after normal office hours.	<input type="checkbox"/>	<input type="checkbox"/>
<i>Compressed Air System (if applicable)</i>		
➤ Install properly sized air receivers to minimise pressure demand fluctuations.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Properly distribute pipework arrangement (proper sizing and good positioning of compressors) for the compressed air system.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Employ high efficiency motors for compressors.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Install heat recovery system for compressors (e.g. heat exchanger at lubricant cooler to produce hot water).	<input type="checkbox"/>	<input type="checkbox"/>
<i>Steam System (if applicable)</i>		
➤ Use cleaner fuel such as LPG or petroleum.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Employ computer control system to optimise boiler usage.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Install sequential boiler control (if more than one boiler is used in the premises)	<input type="checkbox"/>	<input type="checkbox"/>
➤ Install feed-water treatment devices to reduce scale deposits and minimise boiler blowdown (e.g. softeners, decarbonation, demineralisation and de-aeration, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
➤ Install automated blowdown control system with Total Dissolved Solids (TDS) monitoring and control for boiler to minimise boiler blowdown.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Recover heat from the boiler blowdown.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Pre-heating feedwater using waste heat / economiser.	<input type="checkbox"/>	<input type="checkbox"/>
<i>Water Conservation and Wastewater Control</i>		
➤ Review water consumption regularly.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Install flow restrictors and automatic shut-off systems to reduce water use.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Select plumbing fixtures and water-consuming devices with Grade 1 Water Efficiency Label	<input type="checkbox"/>	<input type="checkbox"/>
➤ Remind employees to always turn off faucets completely after use and report any leakage.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Establish a monitoring and maintenance programme to ensure that water pipes are in good working condition.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Carry out watering of plants in the morning or evening.	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No
➤ Use environmentally friendly cleaning products.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Abandon the use of pesticides and fertilisers for plantation.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Collect and treat wastewater for reuse.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Ensure wastewater generated from manufacturing process is adequately controlled.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Reuse greywater generated from wastewater treatment plant if possible.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Treat wastewater regularly to ensure compliance with legal requirements.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Maintain and monitor wastewater treatment plant (if any) regularly.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Conduct water footprint audit.	<input type="checkbox"/>	<input type="checkbox"/>
<i>Waste Management</i>		
➤ Conduct waste audit / checking to identify the types and quantities of waste generated.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Establish waste reduction plan for better waste management.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Streamline operation procedures and eliminate unnecessary forms / records.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Use double-sided photocopying.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Encourage the use of email, online platform and mobile application for both internal and external communication. Use of e-filing, e-fax, e-tendering, digital marketing and paper-less purchasing.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Encourage the use of e-receipt to replace printed receipt.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Minimise the use of tape and strapping when sealing packages.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Choose proper sized packages and avoid using fillers in packaging.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Avoid breakage and spillage of materials when handling to minimise wastage.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Keep reusable cloth rags on hand to wipe up spills.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Use shredded wastepaper for packaging.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Choose solar powered appliances to avoid battery disposal.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Reuse envelopes by attaching new labels to them or any other means.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Reuse the boxes you receive from your suppliers for storing materials or delivering products to your customers.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Encourage employee to use re-useable containers, dishes, cups and coffee filters in the pantry / canteen.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Reduce food waste generated from canteen or introduce food waste treatment facilities if relevant.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Use refillable containers for cleaning products.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Replace raw materials by eco-friendly (recycled or non-toxic or less toxic than existing) materials with longer service time.	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No
➤ Modify working procedures, process record keeping, machine-operating instructions or production equipment and utilities in order to run the processes at higher efficiency with less waste generated.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Reuse wasted materials in the same process or for another useful application within the industry.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Establish collection bins for used packaging, cord binding, envelopes and other materials that can be reused.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Donate surplus products to charitable or non-profitable organisations.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Modify the waste generation process so that the waste produced can be transformed to a reusable / recyclable material for another application within or outside the premises.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Return used products, corrugated cardboard, paper boxes, plastic containers, wooden pallets and shrink-wrap to suppliers if possible.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Collect waste materials (paper, plastic, metal, furniture, electronic equipment, food waste, wooden pallets, chemical waste etc.) for recycling or proper treatment.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Use recycled paper, refillable pens, recycled toner cartridges, re-chargeable batteries and other recyclable materials.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Recycle or upcycle used materials as far as possible.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Educate staff and cleaning staff for proper and clean recycling.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Reduce and reuse festive / promotional decorations.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Avoid the use of bottled water and unnecessary decorations / souvenirs at official events.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Ensure that chemical wastes generated are properly labelled, packaged and temporarily stored in a designated chemical waste storage area and collected by a licensed chemical waste collector.	<input type="checkbox"/>	<input type="checkbox"/>
<i>Housekeeping</i>		
➤ Establish an orderly and clean workplace environment.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Use the 'First-In-First-Out' principle to avoid expiry of materials.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Post signs to inform employees to maintain good practices when handling and storing materials.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Keep an inventory of the substances that are potentially harmful to the environment.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Designate an area for storage of potentially harmful substances to prevent leakage to the environment.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Exercise procedures during the handling and storing of potentially harmful substances to prevent leakage to the environment	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No
<i>Noise and Vibration Control</i>		
➤ Reduce noise by modification of workflow and equipment set up.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Isolate noisy work facilities.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Apply noise control measures such as acoustic enclosure, noise barrier and noise absorption materials, etc.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Schedule noisy activities at appropriate times to minimise nuisance.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Maintain equipment and machinery regularly to reduce noise.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Mount vibrating machinery on vibration isolators or on separate foundations.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Isolate or reduce the vibration of vibrating surfaces or apply damping materials to machinery.	<input type="checkbox"/>	<input type="checkbox"/>
<i>Air Quality / Odour Control</i>		
➤ Ensure that there is sufficient fresh air within the premises / warehouse.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Ensure that the venting facilities of the office / warehouse are not located near potential outside air pollution sources (e.g. chimney exhaust from adjacent buildings).	<input type="checkbox"/>	<input type="checkbox"/>
➤ Clean air outlets, ducts, filters and cooling coils in the air-conditioning system regularly.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Clean carpet, upholsteries and working area regularly.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Place photocopiers and laser printers in properly ventilated areas.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Place air emitting processes / equipment / machineries in properly ventilated areas and provide treatment to the exhaust if necessary.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Locate odour sources (e.g. wastewater treatment plant) away from employees or install odour control devices.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Use electric forklifts in warehouse.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Maintain power generator properly to avoid emission of dark smoke.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Cover or wet cement, sand, debris or other dusty materials. Instruct contractors to use materials with low volatile organic compound (VOCs) content during renovation.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Use eco-friendly / ozone-friendly refrigerators, air-conditioners and chiller equipment.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Install control devices for cooking fumes from kitchens.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Report any air pollution nuisance from outside sources to EPD.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Benchmark air quality by participating in certification.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Establish indoor air quality monitoring programme for production areas.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Establish a vehicle maintenance programme for company vehicles.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Deploy vehicles with lower greenhouse gases emission (e.g. Euro-VI or above).	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No
Green Procurement		
➤ Purchase products that are reusable, recyclable and contain less toxic (e.g. recycled paper, recycled toner cartridges).	<input type="checkbox"/>	<input type="checkbox"/>
➤ Establish a guiding policy that favours staff to purchase environmentally friendly products.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Encourage staff to conduct simple research on frequently / heavily used items and find out if they can be substituted by other more environmentally friendly options.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Encourage staff to examine the possibility of repairing items instead of purchasing new ones.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Encourage staff to suggest products that are known to be more environmentally friendly.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Encourage ethical purchasing (the practice of avoiding products that would bring adverse effect to the ecosystem).	<input type="checkbox"/>	<input type="checkbox"/>
➤ Buy goods in bulk quantities to avoid wastage.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Avoid purchasing disposable items.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Support the purchase of products with environmentally friendly logos or eco-labels.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Adopt green menus at banquets / functions.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Make reference to the green specifications published by the Environmental Protection Department or other green procurement guidelines when practising green procurement.	<input type="checkbox"/>	<input type="checkbox"/>

PARTNER SYNERGY

	Yes	No
Communication and Motivation		
<i>Influence your Suppliers / Contractors</i>		
➤ Inform suppliers of your environmental / sustainability / ESG policy.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Communicate regularly with suppliers to find out about customers' environmental needs.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Work with suppliers to identify environmentally friendly products to substitute those less friendly in the operations.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Encourage suppliers to use recyclable / biodegradable packaging materials.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Encourage suppliers to provide documentation that guarantees the "environmentally friendly" authenticity of the products.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Work with suppliers to deliver products together, rather than in smaller quantities.	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No
➤ Work with suppliers to use less packaging materials or reduce the packaging size.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Encourage suppliers to use vehicles powered by environmentally friendly fuels for transportation purposes.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Collaborate with suppliers to develop environmental guidelines, plans and objectives.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Adopt green specification in tendering to select suppliers offering sustainable green products.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Give preference to environmentally friendly products or environmentally responsible suppliers / contractors.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Invite suppliers / contractors to participate in community support programme(s) or environmental partnership programme with the public / private sector / NGOs.	<input type="checkbox"/>	<input type="checkbox"/>
<i>Influence your Customers</i>		
➤ Label products that are made of recycled or reusable materials or are not harmful to the environment.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Provide customers with incentives to purchase environmentally friendly products by offering discounts.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Work with customers to deliver products together, rather than in smaller quantities.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Encourage customers to use less packaging materials or reduce the packaging size.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Communicate regularly with customers and suppliers to find out about customers' environmental needs.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Encourage customers to share their comments and suggest them to purchase products that are more environmentally friendly.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Involve customers in the planning and implementation of environmental programmes.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Organise environmental activities for customers.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Seek customers' support of environmental activities.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Collaborate with customers to develop environmental guidelines, plans and objectives.	<input type="checkbox"/>	<input type="checkbox"/>
<i>Influence on the Community</i>		
➤ Share experiences in setting up environmental programme with the community.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Identify your impact on the society and communicate the impact with the community.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Get involved in and support local environmental initiatives (e.g. community recycling programme).	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No
➤ Set up donation boxes and give proceeds to local environmental charities.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Donate surplus raw materials / finished goods to non-governmental organisations (NGOs) to minimise waste generation.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Report your environmental achievements in newsletters, magazines and other publications.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Apply for relevant awards or labels to gain formal recognition for your efforts.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Publish environmental / sustainability / ESG report to communicate your performance with stakeholders.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Collaborate with other organisations to promote environmental protection.	<input type="checkbox"/>	<input type="checkbox"/>

Appendix 2 – Highlights of Best Practices for the Environmental Industry Sector

- ✦ Commitment and involvement from the top management in environmental protection (e.g. Board of Directors), as they are vital for the successful implementation of environmental initiatives.
- ✦ In line with the local and global trend in environmental protection, company establishes long term goals and plans in carbon reduction and sustainability with reference to local and global initiatives such as government's "Long Term Decarbonisation Strategy", "Hong Kong's Climate Action Plan 2050", United Nations' "Sustainable Development Goals", etc.
- ✦ Develop environmental policy, guidelines and provide environmental programmes and trainings for staff members to raise the overall awareness on environmental protection related to their daily production (i.e. recycling food waste, uniforms, defective products, etc.).
- ✦ Allocate sufficient resources (e.g. budget for donations and sponsorships, human resources) for environmental programme implementation and establish environmental communication channels both internally and externally.
- ✦ Establish Environmental Management Taskforce to have regular meeting and coordinate environmental programmes.
- ✦ Establish Environmental Management System and attained ISO 14001 certificate to effectively manage the significant environmental aspects in the operation and reduce the impact to the environment.
- ✦ Make use of various channels for staff members to communicate environmental initiatives internally and encourage open dialogue across all levels to collect views and opinions about office sustainability.
- ✦ Establish a green corner or green notice board in the office and in the warehouse to post various topics related to environmental protection.
- ✦ Publish green guide to educate and encourage staff members on energy saving, waste reduction and recycling in daily operations.
- ✦ Appoint environmental ambassadors or establish staff green club to promote and coordinate environmental programmes.
- ✦ Establish incentive schemes to encourage staff to suggest appropriate environmental measures, participate in green activities, and support environmental initiatives.

- ✦ Motivate staff members and stakeholders to support and participate in various community activities (e.g. tree planting, beach clean-up, barbers, carbon reduction programmes and biodiversity conservation programmes, etc.) by granting voluntary work leave.
- ✦ Organise competition on environmental themes such as energy and water saving across departments to improve the environmental performance of the office / factory.
- ✦ Provide appropriate levels of environmental training to all employees in order to enhance their environmental awareness.
- ✦ Participate in international / regional recognition / certification schemes such as Hong Kong - Guangdong Cleaner Production Partners Recognition Scheme, Low Carbon Manufacturing Programme, BOCHK Corporate Low-Carbon Environmental Leadership Awards Programme, the Wastewi\$e, Energywi\$e, IAQwi\$e and Carbon Reduction Certificates of the Hong Kong Green Organisation Certification (HKGOC), etc.
- ✦ Carry out energy and carbon audit to identify areas for improvement and implement practical energy saving measures in the operations. Conduct retro-commissioning, especially for old building facilities and machineries of significant energy consumption, to recondition the equipment performance and optimise the equipment operation efficiency.
- ✦ Adopt ISO 14064 to track the direct and indirect carbon emissions of the company in a systematic manner.
- ✦ Establish Energy Management System and achieve ISO 50001 certification to monitor the energy performance of the operation and help identify room for improvement. Incentivise the department or user when energy reduction is observed.
- ✦ Adopt smart meters for monitoring of electricity consumption in the premises.
- ✦ Adopt the following energy saving measures within the premises where practical:
 - Install energy saving lightings (e.g. LED lights) in office and warehouses;
 - Use motion sensors, carbon dioxide sensors, timers and intelligent control devices to control the lighting and air conditioning system;
 - Divide site office into different zones for better arrangement of lighting and air conditioning in order to reduce electricity consumption;
 - Install window films for reducing the solar heat entering indoor area;
 - Adopt demand-side management initiatives by programming the lighting control and air-conditioning systems to avoid excessive use of energy during non-business hours; and
 - Utilise renewable energy in production and operation to reduce electricity consumption.
- ✦ Adopt the following energy saving measures for machinery operation where practical:

- Install energy saving devices in some existing motor driven equipment and machines, such as frequency inverter for air compressors or plastic injection machines, variable speed drive for water pumps and variable frequency drive for heating, ventilating and air conditioning system.
- Use electrical appliances with Energy Efficiency Labels.
- Install a heat exchange system for boilers or dryers to recover excess heat and reuse.
- ✦ Purchase carbon offsets to offset the carbon emissions associated with electricity usage and business travel.
- ✦ Support carbon offset projects through purchasing carbon credits in renewable energy and resource conservation projects, such as Renewable Energy Certificates (RECs) offered by China Light and Power Company Limited (CLP) and/or Hongkong Electric Company (HK Electric), to combat global warming.
- ✦ Promote water conservation programme at manufacturing facilities, such as installing foot operated faucet and rainwater harvest system.
- ✦ Adopt innovative technologies to enhance the overall efficiency of the manufacturing processes.
- ✦ Control the use of raw materials to minimise waste generation, for example, strict control on packaging materials.
- ✦ Provide boxes / containers with clear signage to collect recyclables for recycling.
- ✦ Set a corner to collect unwanted but usable items to donate and share second-hand items with each other and / or charities.
- ✦ Donate surplus raw materials / finished goods to non-governmental organisations (NGOs) to minimise waste generation.
- ✦ Repair or reuse product packaging, containers, carriers of the product whenever possible.
- ✦ Use reusable cups and cutleries when organising events or meetings. Do not provide bottled water. Make reference to the Green Event Guidebook prepared by the Environmental Protection Department to organise internal and external activities in an environmentally friendly manner.
- ✦ Collect surplus material from the production and operation for reuse or recycling, such as collecting food waste for recycling or collecting uniform for upcycling.
- ✦ Deploy vehicles with lower greenhouse gases emission (e.g. Euro-VI or above). Adopt electric vehicle or hybrid vehicle to reduce direct emission (if applicable).

- ✎ Adopt green products, such as recycled or Forest Stewardship Council (FSC) certified paper, biodegradable plastic bags, environmentally friendly cleansing products and electrical appliances with Energy Saving Labels. Make reference to the Green Specification by the Environmental Protection Department (EPD) during procurement process.
- ✎ Publish company's green initiatives in website, public forum, annual report, online corporate responsibility report, sustainability report, and tendering contract to communicate its environmental achievement to stakeholders.
- ✎ Improve the product design so that the product is more environmentally friendly throughout the whole product life cycle. For instance, adopting product design that reduce or avoid the use of materials that are harmful to the ecosystem; adoption of environmentally friendly alternatives; design for easy dismantling / material segregation and close the recycling-loop.
- ✎ Provide paperless options to customers such as e-statement, e-trade platform and e-signature.
- ✎ Provide support for up-stream suppliers to improve their overall environmental performance.
- ✎ Develop green procurement guideline and communicate the requirement to vendors. Evaluate the environmental performance of suppliers and update the approved vendor list accordingly.
- ✎ Start to influence the supply chain of your trade, e.g. be committed to implementing green/responsible purchasing, assist suppliers in building a systematic environmental management system, and putting environmental requirements into tenders and / or contracts.
- ✎ Work closely with suppliers to eliminate and substitute hazardous chemicals by safer alternatives in the product development and production processes.
- ✎ Engage stakeholders within the industry actively to exchange ideas so as to enhance the environmental performance of the entire industry.
- ✎ Work with non-governmental organisations (NGOs) to organise environmental activities for staff or the community, such as food donation, computer donation and tree planting.
- ✎ Collaborate and share experience with other industry players or trade associations on the implementation of environmental programmes and activities.
- ✎ Proactively organise more environmental programmes to engage general public (e.g. open day).