

# 2022 HONG KONG AWARDS FOR ENVIRONMENTAL EXCELLENCE



GUIDEBOOK FOR TRANSPORT AND LOGISTICS SECTOR

( for non-SMEs )

2022

# 1. INTRODUCTION

## 1.1 Background

The Hong Kong Awards for Environmental Excellence (the HKAEE) is led by the Environmental Campaign Committee (ECC), together with the Environmental Protection Department 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 aims to encourage businesses and organisations to implement environmental managements; measure organisations' performance and their commitment to environmental management within the industry; and recognise organisations with excellent performance on environmental management.

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.

















香港環境卓越大獎  
Hong Kong Awards for Environmental Excellence

## 1.2 Overview of 2022 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 2022 Hong Kong Awards for Environmental Excellence

2022 Hong Kong Awards for Environmental Excellence			
10 Sectors (for non-SMEs)			
			
Construction Industry <sup>^</sup>	Hotels and Recreational Clubs	Manufacturing and Industrial Services <sup>@</sup>	
			
Property Management (Commercial & Industrial / Residential)	Public and Community Services	Restaurants	Schools (Pre-school / Primary / Secondary)
			
Servicing and Trading <sup>#</sup>	Shops and Retailers	Transport and Logistics	
4 Sectors (for SMEs) *			
			
Construction, Manufacturing and Industrial Services <sup>@</sup>	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.

<sup>^</sup> 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.

<sup>@</sup> 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).

<sup>#</sup> Starting from 2022 HKAEE, the "Media and Communication" sector will be subsumed under the "Servicing and Trading" sector.

\* 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 (if applicable) or itself should not be a listed 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.

2022 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 2020 and 2021 HKAEE will not be eligible for entering 2022 HKAEE, and Gold Award winners of 2022 HKAEE will not be eligible for entering 2023 and 2024 HKAEE.

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



### 1.4 Eligibility for the Transport and Logistics Sector for non-SMEs

Businesses that involve the provision of passenger or freight transport, whether scheduled or not, by rail, road, water or air and associated activities such as loading and unloading of freight, storage, and postal and courier activities, sightseeing transport, online logistic business services are eligible to participate in the Transport and Logistics Sector.

Transport and Logistics companies that meet the definition of SMEs defined in the programme booklet shall apply for the **HKAEE for SME – Servicing Industry Sector**.

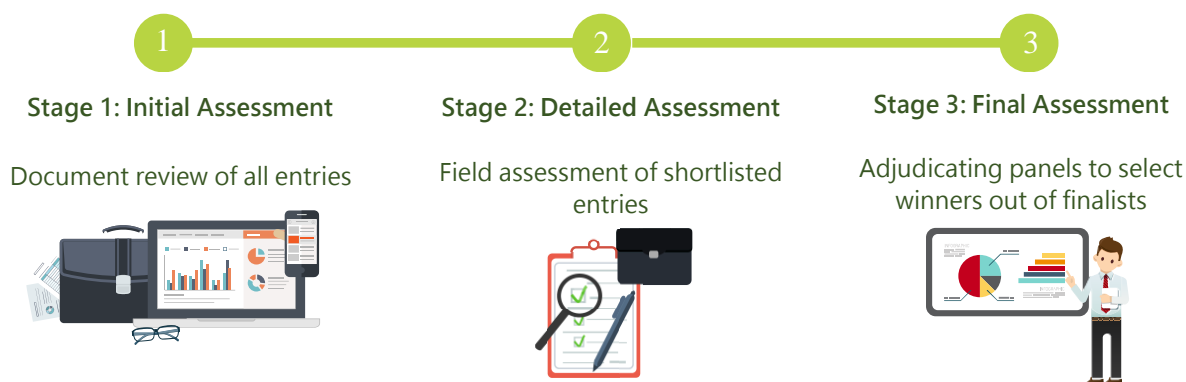
The Organisers reserve the right to determine the eligibility of any applicant.

### 1.5 Purpose of this Guidebook for Transport and Logistics Sector

The purpose of this Guidebook is to explain the application procedures and assessment criteria for the Transport and Logistics Sector under the HKAEE. In addition, 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 Transport and Logistics 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 **Transport and Logistics** 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 participant 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 the office and signing environment-related charters launched / supported by the Government (e.g. Carbon 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).

### 3.1.3 Organisation and Resources

Staff members 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;
- ✿ 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 works with reference to the requirements of BEAM Plus Interiors) to manage for continual improvement.

## 3.2 Programme and Performance



### 3.2.1 Regulatory Compliance

Operations of transportation and logistics companies in Hong Kong are under control of a number of legal environmental requirements. These companies must identify and comply with all relevant legal environmental requirements. Companies should ensure their awareness of all relevant environmental legislation by establishing suitable procedures for identifying such requirements and ensuring that key staff member(s) have the necessary knowledge to access the information. Each organisation should have its own list of relevant environmental requirements to which it must comply with.

### 3.2.2 Environmental Programme Implementation

Once the management has formalised its commitment to environmental conservation measures, an environmental programme that defines the objectives, targets and schedule of various environmental initiatives can be formulated. Your environmental programme should be designed to meet your organisation's specific needs. Setting up your own environmental programme makes good business sense. Such a programme can streamline operations, cut costs, improve environmental performance and improve your image in the eyes of your staff members, partners and the public.

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 (the Self-Assessment Checklist in Appendix 1 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 members 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 Outdoor Air Quality Control

Whether your organisation operates air, marine or land fleet or plant equipment in the transport and logistics sector, the main form of pollution is associated with the emission of air pollutants and the main source of air pollutants is combustion of fossil fuels. Control of emissions from fleet or plant equipment can be achieved through a careful selection of fuels or energy sources, as well as adoption of good operating practices and end-of-pipe emission control. You should adopt the best combination of these measures to tackle emissions to the atmosphere that best suits your organisation's operational needs.

### 3.2.4 Energy Efficiency and Progressing towards Carbon Neutral

Energy efficiencies in the transport and logistics sector relate to fuel efficiencies of the fleet or plant equipment that your organisation operates. Ways to improve fuel efficiencies include using energy-efficient design for engines, operating practices and maintenance activities. Apart from conservation of natural resources, improving fuel efficiencies also mean cost saving and progressing towards carbon neutral which therefore makes business sense. In addition, energy efficiencies and carbon footprint management in the office environment should also form an important part of your environmental programme.



### 3.2.5 Transport and Logistics Efficiency

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.

- 🌱 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;
- 🌱 Determine the most efficient transport routes, design a schedule according to these routes and avoid making 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).

### 3.2.6 Waste Management

All organisations generate wastes. A holistic Waste Management Plan could be compiled to manage the waste issues of the organisation. You can place waste collection boxes for paper, plastics, metals, packaging materials and/or other recyclables in your establishment to enhance source separation of waste for recycling.



### 3.2.7 Water Conservation and Wastewater Control

Measures can be taken to protect the coastal waters by simply cutting down on the amount of water consumed on a daily basis. Reducing the amount of wastewater produced in your establishment will benefit the environment and people in Hong Kong, and also result in cost savings.



### 3.2.8 Green Procurement

You can contribute to environmental protection by purchasing environmentally friendly products. Every product that you purchase for your establishment has an impact on the environment. You can reduce the amount of waste that you produce through making careful decisions when you are purchasing goods. Products that biodegrade can be fashioned into new items or may even be reused several times before they are disposed of.



#### General rules for environmentally responsible product purchasing

Encourage the purchase of products that meet as many of the following criteria as possible:

- 🌱 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. Using these types of products will also help to reduce safety hazards in workplace.
- 🌱 Make reference to the green specifications published by the Environmental Protection Department or other green procurement guidelines when practising green procurement.

#### Purchasing procedures

- 🌱 Purchasing 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 purchasing environmentally friendly products. This policy should be made known to suppliers.
- 🌱 Conduct simple researches 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 environment 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.
- 🌱 Stop / Avoid purchasing disposable items and microplastic-containing products.
- 🌱 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 committed to environmental conservation measures within your organisations, you should share with others. Your suppliers, customers 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 accomplishments can

motivate them to establish their own programme. 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 as to how to begin. It is therefore important that your policy is made known 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. Publishing an environmental report or sustainability report is a good form of communication with your stakeholders, or you can also refer to Appendix 2 to learn other 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 are capable of meeting your needs. There are a number of 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 your 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 and services. In general, by communicating the message that you are environmentally responsible you can increase customer loyalty. It is therefore a good practice to supply your customers with information regarding the environmental measures that you are taking and the nature of the products they are purchasing. There are many ways in which you can help your customers to be aware of your efforts and to support your environmental programme.







-  Post your environmental policy in a prominent place within your establishment.
-  Listen to your customers when they identify those areas requiring improvement and how you could be of help.
-  Encourage customers to choose products / materials that have incorporated green considerations.
-  Provide incentives (e.g. discounts) to your customers for their support of your environmental initiatives.

### Influence on the Community

Everyone in Hong Kong experiences the effects of pollution. Many people would like to help to 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 guide community 'greening' efforts. It is important 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 your good standing within the community. Furthermore, taking simple initiatives including efforts to report the lessons that you have learnt in setting up your programme and other useful information can help in raising community awareness. There are a number of ways that you can get involved.

-  Get involved and support local green initiatives. Community involvement can range from organising 'Beach Clean-up' campaigns to funding projects that will aid in the establishment of conservation areas.
-  Set up donation boxes and give proceeds to local environmental charities.
-  Report your environmental initiatives and achievements in newsletter, sustainability reports and other publications.
-  Collaborate and share experience with other industry peers on the implementation of environmental programmes and activities.
-  Initiate more environmental programmes to engage general public (e.g. open day).
-  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 Transport and Logistics 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><b>Green Leadership</b></p>	 <p><b>Programme and Performance</b></p>	 <p><b>Partner Synergy</b></p>
<p>20%</p>	<p>60%</p>	<p>20%</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 2022 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* / *Productwi\$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<sup>PLUS</sup>)* and *Low Carbon Manufacturing Programme (LCMP)*, *Quality Restaurant Environmental Management Scheme*, *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* or other schemes recognised by the Organisers will earn 1 bonus point. The Organisers reserve the right to grant bonus points to any applicants.

\*Note:

1. HKGOC consists of five Certificates, namely "Wastewi\$e Certificate", "Energywi\$e Certificate", "Productwi\$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. Quality Restaurant Environmental Management Scheme is a voluntary environmental accreditation scheme for the food and beverage trade jointly operated by the Hong Kong Federation of Restaurants & Related Trades and Hong Kong Productivity Council.
10. 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.
11. Green Office Awards Labelling Scheme (GOALS) is a recognition scheme for offices organised by the World Green Organisation (WGO).
12. 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.
13. 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.
14. 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.
15. The presentation of the award to any winning organisation is still subject to further consideration of prosecutions for or convictions of non-compliance with environmental regulations, if any, before the date of the Presentation Ceremony.

## 5. APPLICATION FORM (TRANSPORT AND LOGISTICS SECTOR)

### SECTION 1 - Organisation Profile

**Application Deadline: 31 Dec 2022**

*(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 Functional Unit, if applicable:

in English: \_\_\_\_\_  
in Chinese: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

#### Name of Parent Company, if applicable:

in English: \_\_\_\_\_  
in Chinese: \_\_\_\_\_

#### Number of employees (under the Business Registration of the applicant organisation)

Hong Kong: (Full time) \_\_\_\_\_ (Part time) \_\_\_\_\_  
Parent Company: (Full time) \_\_\_\_\_ (Part time) \_\_\_\_\_

Is your company or its parent 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: \_\_\_\_\_ Date: \_\_\_\_\_  
(with Organisation Chop)

Name of Signatory \_\_\_\_\_ Designation: \_\_\_\_\_

The HKAEE Technical Consultant (Hong Kong Productivity Council, HKPC) has adopted a Personal Data (Privacy) Policy. You may contact HKPC's Personal Data Controlling Officer for further details. You have the right to request access to, and amend your personal data in relation to your application. If you wish to exercise these rights, please send an email to: edm@hkpc.org. The personal data collected from the Contact Person will be erased or destroyed 24 months after the completion of the assessment of HKAEE each year.

### 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. Environmental Protection Department 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 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 not acceptable, 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 Environmental Protection Department (EPD) and / or the Environmental Campaign Committee (ECC) 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 EPD and / or the ECC. Should you find such use of your personal data not acceptable, 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 EPD and / or the ECC 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** : <http://www.hkaee.gov.hk>

*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 sponsoring the HKAEE.

### Sponsor



Environment and Conservation Fund

### Organisers



Environmental Campaign Committee



Environmental Protection Department



Advisory Council on the Environment



Business Environment Council



Federation of Hong Kong Industries



Hong Kong General Chamber of Commerce



Hong Kong Productivity Council



The Chinese General Chamber  
of Commerce



The Chinese Manufacturers' Association  
of Hong Kong



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](mailto:awards@hkaee.gov.hk)



Website: [www.hkaee.gov.hk](http://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 Transport and Logistics Sector

### GREEN LEADERSHIP

	Yes	No
<b>Leadership</b>		
➤ Demonstrate commitment from the senior management.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Involve senior management in the environmental programme and activities.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Communicate with staff members in a two-way manner.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Establish incentives by senior management to encourage staff members to practise green measures.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Policy and Commitment</b>		
➤ Establish an environmental or sustainability policy.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Contain commitment to environmental conservation in the Environmental or Sustainability Policy.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Apply the environmental or sustainability policy company-wide.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Direct the 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, 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"/>
<b>Organisation and Resources</b>		
➤ 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 members' involvement in the environmental programme.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Establish and operate a sound environmental management system.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Environmental Communication</b>		
➤ Publicise the environmental or sustainability policy, initiatives and accomplishments from time to time.	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No
➤ Encourage staff members to give suggestions or feedback on the environmental programme.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Collect ideas from staff members and answer colleagues' initiatives.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Offer incentives or rewards to staff members 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"/>
<b><i>Environmental Training</i></b>		
➤ Define environmental training needs for individual staff members and provide the necessary trainings.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Maintain environmental training records.	<input type="checkbox"/>	<input type="checkbox"/>
<b><i>Managing for Continual Improvement</i></b>		
➤ Devise a simple plan to schedule regular checks of the organisation's environmental programme.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Document the findings of the checking properly and implement any corrective actions arising from the checking.	<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 works with reference to the requirements of BEAM Plus Interiors).	<input type="checkbox"/>	<input type="checkbox"/>

### **PROGRAMME AND PERFORMANCE**

	Yes	No
<b><i>Regulatory Compliance</i></b>		
➤ Identify and collect legal information from corporate sources, relevant government authorities and industry associations.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Establish a register of environmental requirements relevant to your operation.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Establish a procedure to ensure that relevant staff members have continuous access to the legal requirements.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Establish a procedure to ensure relevant information on legal requirements is communicated to staff members effectively.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Establish a procedure to keep track of changes to environmental requirements and to update them 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"/>

	Yes	No
<b><i>Environmental Programme Implementation</i></b>		
➤ Conduct environmental audit (e.g. carbon audit, energy audit), or carry out an environmental review to determine areas requiring improvement.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Define your environmental objectives and targets.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Formulate measures to achieve objectives and targets.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Appoint staff member(s) to be responsible for undertaking different measures.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Review the outcome of environmental programme and find ways for improvement.	<input type="checkbox"/>	<input type="checkbox"/>
<b><i>Outdoor Air Quality</i></b>		
➤ Consider using alternative fuel or energy sources to minimise air emissions.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Install pollution control equipment to control emissions.	<input type="checkbox"/>	<input type="checkbox"/>
<b><i>Waste Management</i></b>		
➤ Conduct waste audit / checking to identify the types and quantities of waste generated.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Adopt an e-fax system to reduce the use of fax paper and save printing supplies.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Adopt electronic channels for promotion to replace printed flyers.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Streamline operation procedures and eliminate unnecessary forms / records.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Establish waste reduction plan for better waste management.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Adopt reusable carriers for goods distribution.	<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"/>
<b><i>Energy Efficiency and Progressing towards Carbon Neutral</i></b>		
➤ Consider the choice of engines to improve energy efficiencies.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Implement operating practices to improve fuel efficiencies.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Implement maintenance programmes to ensure engines or plant equipment are operating in optimal conditions.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Define reduction targets to conserve energy and reduce carbon footprint	<input type="checkbox"/>	<input type="checkbox"/>
➤ Utilise natural light in warehouse to reduce carbon emission due to electricity generation.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Establish real-time energy management system to identify abnormalities in energy consumption and poor performance in energy efficiency.	<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
<b><i>Transport and Logistic Efficiency</i></b>		
➤ Establish a vehicle maintenance programme to ensure that vehicles are well maintained.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Determine the most energy-efficient transport routes for company drivers.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Encourage the delivery of materials during non-peak traffic hours.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Purchase vehicle that are meeting higher emission standards, for example Euro-VI, for operations.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Switch to hybrid / electric vehicles.	<input type="checkbox"/>	<input type="checkbox"/>
<b><i>Water Conservation and Wastewater Control</i></b>		
➤ Select plumbing fixtures and water-consuming devices with Grade 1 Water Efficiency Label	<input type="checkbox"/>	<input type="checkbox"/>
➤ Install flow restrictors and automatic shut-off systems to reduce water use.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Encourage staff to always turn off faucets completely and report any leakage.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Use environmentally friendly cleaning products.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Ensure wastewater generated is adequately controlled.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Treat wastewater regularly to ensure compliance with legal requirements.	<input type="checkbox"/>	<input type="checkbox"/>
<b><i>Green Procurement</i></b>		
➤ Purchase products that are reusable, recyclable and contain less toxics (e.g. recycled paper, recycled toner cartridges).	<input type="checkbox"/>	<input type="checkbox"/>
➤ Establish a guiding policy that favours staff purchases of environmentally friendly products.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Encourage staff members to conduct simple research on frequently used items and they can be substituted by other more environmentally friendly options.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Encourage staff members to examine the possibility of repairing items instead of purchasing new ones.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Encourage staff members 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.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Support the purchase of products that bear environmentally friendly logos or eco-labels.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Adopt green menus at property 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
<b>Communication and Motivation</b>		
<i>Influence your Suppliers / Contractors</i>		
➤ Inform suppliers of your environmental / sustainability policy and provide them with a mission statement.	<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"/>
➤ Establish a green purchasing policy and propagate the requirements to suppliers.	<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"/>
➤ 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>		
➤ Post the environmental / sustainability policy in a prominent place within the establishment.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Encourage customers to return packaging materials (such as wooden pallets) for re-use.	<input type="checkbox"/>	<input type="checkbox"/>
<i>Influence on the Community</i>		
➤ Share experiences in setting up the environmental programme with the community.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Identify your impact to the society and communicate the impact with the community.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Get involved in and support local environmental initiatives.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Set up donation boxes and give proceeds to local environmental charities.	<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 formalised recognition for your efforts.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Publish environmental report or sustainability 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 Transport and Logistics Sector

- ✻ Develop an environmental management system and establish a formal structure for continuously improving the environmental performance by applying for ISO 14001 certification.
- ✻ Align business strategy to United Nations Sustainable Development Goals.
- ✻ Encourage staff members to participate in green activities and support environmental initiatives through establishing incentive schemes.
- ✻ Establish annual action plan and targets on environmental enhancement (i.e. carbon reduction, energy consumption, water consumption and waste reduction, etc.), use electronic means to plan and promote corresponding programmes and relevant events.
- ✻ Establish an electronic system for rosters and e-gateway, which drivers could check information on their smart phone or computer instead of receiving hard copies.
- ✻ Develop green driving tips for drivers on eco-driving practices and encourage drivers to attend eco-driving training. Re-arrange routes between destinations, in order to improve efficiency and save fuel.
- ✻ Carry out a fuel efficiency benchmarking exercise for the vehicle fleet to identify fuel saving opportunities by using local benchmark information. Download a programme, which allows vehicle owners to understand the fuel consumption performance of their vehicles and identify improvement opportunities, from the Electrical and Mechanical Services Department's (EMSD) website (<http://ecib.emsd.gov.hk/en/index.htm>) and perform analysis.
- ✻ Consider the greener vehicles such as Euro-VI emission standards or above, electric and hybrid vehicles when purchasing new vehicles.
- ✻ Promote the development of electrical truck by implement or encourage sub-contractor the use electrical trucks during the operations.
- ✻ Conduct waste / energy / carbon audit to identify areas for improvement in various environmental aspects.
- ✻ Segregate and collect recyclable materials such as used paper, rechargeable batteries, used CDs, toner cartridges, aluminium cans, plastic bottles, cardboards, wrapping plastics, pallets,

fluorescent tubes and worn tyres, etc., by collectors for recycling. (The collector information can be found in "Directory of Recovery / Recycling Companies in Hong Kong" in the EPD's website).

- ✿ Use energy-saving lighting devices, such as LED lights.
- ✿ Develop electronic document management system / mobile apps to streamline the operation and hence to reduce unnecessary paper consumption (i.e. e-tendering, e-procurement, e-invoice, e-delivery note, etc.).
- ✿ Use biodiesel to reduce the overall emission of the fleet.
- ✿ Obtain the IAQ Certificate under the IAQ Certification Scheme for offices and public spaces for warehouses and offices.
- ✿ Produce and publish a simple environmental report on its environmental activities and achievements through website as sustainable / environmental reporting is a useful channel to ensure public awareness of environmental commitment and activities of the company.
- ✿ Install individual meters to monitor energy consumption of facilities or equipment that significantly affect energy use.
- ✿ Use vehicle tracking system (telematics) for vehicle fleet to capture the status and track record of vehicles. In accordance with company's need and preference, the system can be developed to provide suitable advice / assistance, in order to improve the fuel efficiency. For instance, advise the most fuel-efficient route; advise the deployment of vehicles for optimised logistics arrangement; assist to improve driving behaviour.
- ✿ Company may consider installing solar panels on the exterior of vehicle fleets, vessels or outdoor facilities to utilise solar energy for fuel / electricity saving.
- ✿ Offer incentives, e.g. discounts, coupons, gifts, to encourage customers to support your environmental initiatives.
- ✿ Apply or develop calculation and reporting tool to calculate the carbon emission of each shipment, provide carbon emission reports to give customers an overview of the carbon performance.
- ✿ Encourage customers and suppliers/contractors to reuse and reduce packaging materials. Work closely with these stakeholders in developing an effective recycling programme.

- ✿ Establish green procurement policy and guidelines for the company and contractors, which makes appropriate financial and labour resources available to promote green procurement and share good practice with partners and stakeholders.
- ✿ 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 (i.e. open day).
- ✿ Motivate staff member and stakeholders to support and participate in various community activities (i.e. tree planting, beach clean-up, barbers, carbon reduction programmes and biodiversity conservation programmes, etc.).