

APPLICABLE
TO FIRST-TIME NOMINEES ONLY

商界展關懷
caringcompany²⁰¹²

2012

「商界展關懷」

「同心展關懷」

標誌提名表格



Nomination opens

Please contact your social service partners
Nomination deadline:

3 January 2013

Caring Company & Caring Organisation Logos Nomination Form

Organiser


香港社會服務聯會
The Hong Kong Council of Social Service

Room 1109, 11/F,
Duke of Windsor Social Service Building
15 Hennessy Road, Wanchai, Hong Kong

Tel: 2864 2966
Fax: 2864 2991
E-Mail: nomination@hkcss.org.hk

Promotion of Corporate Citizenship

Companies and organisations demonstrating a caring spirit will be awarded the Caring Company Logo or the Caring Organisation Logo in recognition of their efforts to promote corporate social responsibility.

Mission

To build a cohesive society by promoting strategic partnerships among business and social service partners and inspiring corporate social responsibility through caring for the community, employees and the environment.

Honourable Patron

The Hon C Y LEUNG
Chief Executive
The Government of the HKSAR

www.caringcompany.org.hk

商界展關懷 caringcompany²⁰¹²®



Launched by The Hong Kong Council of Social Service (HKCSS) in 2002, the Caring Company Scheme (the Scheme) aims at cultivating good corporate citizenship. It is specifically geared to building strategic partnerships among businesses, social service and charitable organisations to create a more cohesive society.

Besides cultivating corporate social responsibility, the Scheme also endeavors to promote partnership between the business and the social welfare sector. Through cross-sectoral activities and exchanges, the two sectors understand each other better and develop community projects that meet community needs.

In 2011/12, 2,510 companies and organisations were awarded the Caring Company / Caring Organisation Logos. This reflects the recognition of local companies and organisations in practicing corporate social responsibility. It also indicates that more companies are willing to take up corporate social responsibility.

Logos



2012 Caring Company Logo

To recognise companies which demonstrate good corporate citizenship



2012 Caring Organisation Logo

To recognise organisations which demonstrate a caring spirit



Caring Company or Caring Organisation being awarded for five consecutive years or above



Caring Company or Caring Organisation being awarded for ten consecutive years or above

Special Awards

Special Awards

There is no provision of the Total Caring Award and Outstanding Partnership Project Award in 2012. Further arrangements will be announced later.

Caring Ambassador

To recognise employees who actively support and participate in community programmes organised by a company / organisation. Each Caring Company or Organisation Awardee may nominate a maximum of three employee as Caring Ambassadors.

Partnerships

Collaborating with over 400 HKCSS Agency Members and other charitable organisations, the HKCSS actively promotes corporate social responsibility through the Caring Company Scheme.

Nominee Eligibility

- The Caring Company Scheme 2012 is applicable to first-time nominees only* BUT NOT to the existing awardees of 2011/12.

*First-time nominees refer to:

- a. First time to participate in The Caring Company Scheme, or
- b. Previously awarded the Caring Company / Organisation Logo but NOT being awarded in 2011/12

- The award status of existing awardees 2011/12 will be extended to 28 February 2014. They could nominate for the Caring Company Scheme 2013/14 directly (to be commenced in January 2013).

Caring Company Logo

- Companies registered with Certificate of Incorporation operation in Hong Kong
- If a company operates as a group, the holding company and its subsidiaries should submit separate nominations

Remarks: In Hong Kong, manufacturing enterprises with fewer than 100 employees and non-manufacturing enterprises with fewer than 50 employees are regarded as small and medium enterprises (SMEs).

Caring Organisation Logo

- Government departments, statutory bodies, chambers of commerce, professional bodies, international service clubs, philanthropic foundations, non-profit hospitals, universities and tertiary institutions are eligible for nominations

Remarks: Organisations and groups of any other nature will not be considered.

Nominator Eligibility

All nominations must be endorsed by at least one nominator. **Self-nomination will NOT be accepted (EXCEPT in the case of government departments).** Eligible nominators include social welfare, educational, medical, environmental, cultural, recreational and sports bodies, and international and cross-boundary organisations that meet any one of the following requirements:

- HKCSS Agency Members (to check the membership list, please visit: <http://www.hkcsc.org.hk/cm/mls/member/amliste2.asp>)
- Charitable Organisation¹

Remarks 1: Charitable organisations which are exempt from tax under Section 88 of the Inland Revenue Ordinance (to check the list of tax-exempt charitable institutions and trust, please visit: http://www.ird.gov.hk/eng/tax/ach_index.htm)

2: Nominations from political groups are not accepted.

3: Nominations from religious organisations are accepted but only non-religious activities will be considered.

Scope and Adjudication

Caring Company / Caring Organisation Logo - adjudication scope

1

Caring for the Community (Form 3A)

- Criteria 1: Volunteering
- Criteria 2: Giving
- Criteria 3: Mentoring
- Criteria 4: Employing the Vulnerable
- Criteria 5: Procurement of products or services provided by social service organisations or social enterprises

2

Caring for the Employees (Form 3B)

- Criteria 1: Recognise employees as an important asset
- Criteria 2: Employee safety
- Criteria 3: Employee wellness
- Criteria 4: Employee family responsibility
- Criteria 5: Work-life balance
- Criteria 6: Well-established communication mechanism
- Criteria 7: Related awards or other recognition

3

Caring for the Environment (Form 3C)

- Criteria 1: Successful implementation of environmental protection practices
- Criteria 2: Eco-friendly manufacturing processes
- Criteria 3: Reduction of carbon emissions
- Criteria 4: Green partnership
- Criteria 5: Environmental Label or other recognition

There are 3 adjudication SCOPES and a total of 17 CRITERIA under the Scheme. To qualify for the Caring Company or Caring Organisation Logo, all nominations must fulfill a minimum of 2 CRITERIA under each of the 3 SCOPES respectively.

- After initial assessment, companies / organisations fulfilling the minimum requirements will be examined by the Adjudication Panel
- Minimum requirements for Caring for the Employee and Caring for the Environment may be waived for Professional bodies / organisations with NO fixed office or full-time staff (This applies to Caring Organisations ONLY)

Nomination Schedule

Nomination commences	15 October 2012
Early-bird deadline for HKCSS Agency Members	7 December 2012
Nomination deadline	3 January 2013
Individual notification to Caring Company / Caring Organisation Logo awardees	End January 2013
Awardees are eligible to use the 2012 Logo*	1 March 2013

* Awardees of 2012 are eligible to use the respective award logo of 2012 until 28 February 2014

Caring Company / Caring Organisation Logo Usage Rights (the Logo)

Caring Companies / Caring Organisations may show their customers and the public that they are socially responsible by using the awarded Logo in promotional materials or activities.

- Caring Company / Caring Organisation Awardees are entitled to use the Logo from 1 March 2013 to 28 February 2014. Companies and Organisations will have to cease using the Logo on 1 March 2014 if the award is not renewed.
- When using the Logo in the advertisements or promotional materials, it does not imply that the products or services of the companies or organisations are recognized or endorsed by HKCSS. All advertisements and promotional materials bearing the Logo must be legal, decent, healthy, honest trustful and do not contain any content of defamatory, discrimination or insulting nature.
- Samples of products, services, advertisements and promotional materials on how the Logo is being used must be sent to the HKCSS via email (caringcompany@hkcss.org.hk) for prior approval and record purpose. Such approval time takes no less than five working days. Advertising or promotional materials bearing the Logo may not be publicized before the approval of HKCSS.
- HKCSS reserves the right to terminate or modify the Logo usage. In case of any dispute, the decision of HKCSS shall be final and binding.
- For detailed regulations regarding Logo usage, please refer to "Guide for Caring Company / Caring Organisation Logo". The Guide can be downloaded at www.caringcompany.org.hk.

Processing Fee

- A processing fee of **HK\$600** will be charged for each nomination form. Processing fees can be paid either by the nominee or the nominator, please agree mutually on the party responsible for payment. Processing fees are not tax-deductible.
- Concessions on processing fees for HKCSS Agency Members: **HK\$300 will be charged for each nomination form**. Submission by the **Early-bird Deadline (on or before 7 December 2012)** will be charged at **HK\$100** per nomination form.

	Nominated by HKCSS Agency Members	Nominated by Non-HKCSS Agency Members
	Hard-copy	Hard-copy
Nomination Submission from 15 October to 7 December 2012	\$100	\$600
Nomination Submission from 8 December 2012 to 3 January 2013	\$300	

- Fees to be paid by crossed cheque made payable to "The Hong Kong Council of Social Service" with payee name, contact person and telephone number on the back of the cheque
- All processing fees are non-refundable

Complaints and Delisting

- Companies and organisations that are awarded the Caring Company / Caring Organisation Logo by HKCSS shall agree to the objectives of the Caring Company Scheme and comply with the adjudication criteria.
- HKCSS will not handle complaints regarding contracts or commercial disputes. However, if a complaint is related to business ethics, integrity or the violation of any adjudication criterion of the Caring Company Scheme, the company or organisation concerned will be invited to provide further information.
- In the event of any conviction involving a criminal offence within or outside Hong Kong jurisdiction any verdict of ethical conviction brought by a statutory body, or any judgment of infringement of business ethics and /or lack of credibility by the Caring Company Steering Committee, HKCSS reserves the right of issuing warnings to the concerned company or organisation and cancelling its qualification of using the logo awarded by the Caring Company Scheme.
- Self declaration on business ethics has been made by companies and organisations in nominations. In the event of being suspected to have infringed business ethics, HKCSS reserves the right of suspending the company / organisation in using the Logo awarded by the Caring Company Scheme, until the Caring Company Steering Committee is satisfied that clarification from the concerned company is in accordance with the declaration.
- For model code of business practice, please refer to the "Good Corporate Citizen's Guide" produced by the Consumer Council in 2005 http://www.consumer.org.hk/website/ws_en/competition_issues/model_code/2005031501.html
- For the procedures of raising complaints, please download at <http://files.caringcompany.org.hk/doc/complaint.pdf>.

Caring Company Partnership Expo 2013 - Partnership for Innovation

- To be held on 22 January 2013.
- Under the theme of "Partnership for Innovation", this event aims to combine innovation and partnerships between the business and social service sector. It provides a good opportunity to further strengthen the partnerships and formulation of CSR plans.
- The exhibition will include highlights of social services, social enterprises and cases studies of partnership projects organized between business and the social sector. There are also different seminar zones sharing various social issues which enhance the understanding of different social needs.
- Target : Caring Companies and Caring Organisations / other interested parties.



Nomination Form Guidance Notes

- Nomination of the Caring Company Scheme 2012 is applicable to first-time nominees only but not to the existing awardees of 2011/12.
- Each nomination form must be endorsed by ONE eligible nominator. If there is more than one nominator, please submit separate nomination forms.

Please submit a FULL set of nomination forms, including:	Completed by Nominee	Completed by Nominator	Note:
Form 1 : Nominee Details	✓		<ul style="list-style-type: none"> • EACH form must be signed by the management bearing the company chop • Please attach a copy of Business Registration Certificate
Form 2 : Nominator Details		✓	<ul style="list-style-type: none"> • EACH form must be signed by the management bearing the company chop
Form 3A : Criteria of Caring for the Community		✓	<ul style="list-style-type: none"> • Nominator must complete activities carried out by the nominee between January to December 2012 only
Form 3B : Criteria of Caring for the Employees	✓		<ul style="list-style-type: none"> • Please provide supporting documents for verification. Supporting documents may take the form of acknowledgment letters, inter-office memos, photos, staff manuals, emails, receipts, corporate publications, posters and certificate copies
Form 3C : Criteria of Caring for the Environment	✓		

- If information in the nomination form is incomplete, HKCSS reserves the right not to process the application.
- Please submit the signed nomination form bearing the company chop and related supporting documents by post or by hand to the following address (submission via fax and email will NOT be accepted).
- Online submission is not available.

The Hong Kong Council of Social Service
Room 1109, 11/F, Duke of Windsor Social Service Building
15 Hennessy Road, Wanchai, Hong Kong

Caring Company Scheme Nomination 2012

Privacy Statement

Your personal data is provided only for the purposes of applying for a Caring Company / Caring Organisation Logo and receiving information provided by HKCSS. You have the right to check and correct your personal data. The Caring Company Scheme will follow the privacy protection policy of the HKCSS in handling and protecting your personal data. Please visit http://www.hkcss.org.hk/abt_us/sqs/index.html for details.

Please complete the following in English.
Please ✓ where appropriate.

Please submit by post or by hand.
Online submission is not available.
Nomination deadline: 3 January 2013

Form 1

To be completed by the nominee

**APPLICABLE TO
FIRST-TIME NOMINEES ONLY**

Part 1 - Nominee details

Company / Organisation name Chinese _____
English _____

Company / Organisation website _____

No. of locally employed staff members (full-time or equivalent)
☐ up to 50 ☐ 51 - 99 ☐ 100 - 499 ☐ 500 - 999 ☐ 1,000 or above

In Hong Kong, manufacturing enterprises with fewer than 100 employees and non-manufacturing enterprises with fewer than 50 employees are regarded as small and medium enterprises (SMEs).

For Caring Company Nominees

Business Registration Certificate No. (Please attach a copy) _____

Is your company a listed company in Hong Kong ☐ Yes (Stock no.: _____) ☐ No

Has your company / organisation published a stand-alone Sustainability Report in 2011 ☐ Yes (Please attach a copy) ☐ No

Category: ☐ Manufacturing ☐ Non-manufacturing (please select one option)

Business nature ☐ Others: (please specify) _____

01 Accountancy	02 Advertising, Design, Marketing and Public Relations	03 Apparel
04 Automobile Services	05 Banking, Financial and Credit Services	06 Cleaning Services
07 Conglomerate	08 Construction, Engineering and Interior Design	09 Consultancy Services
10 Convention, Exhibition and Event Management	11 Courier Service, Logistics Management and Freight Management	12 Education and Training
13 Environmental	14 Food and Beverage	15 Hospitality, Clubhouse and Tourism
16 Information Service Provider and Market Research	17 Insurance	18 IT and Electronics
19 Legal Services	20 Manufacturing and Trading	21 Printing, Publishing, Packaging
22 Media and Entertainment	23 Medical, Nursing and Healthcare Services	24 Petroleum and Petrochemicals
25 Property Development and Real Estate	26 Property Management	27 Public Utilities and Public Services
28 Retail	29 Security Services	30 Telecommunications
31 Transportation	32 Personal Care Services	33 Funeral Services
34 Others		

For Caring Organisation Nominees

The nominee is an organisation of the following category:

☐ Chamber of Commerce ☐ Government Department ☐ International Service Club ☐ Professional Body ☐ Philanthropic Foundation
☐ Statutory Body ☐ Non-profit Hospital ☐ University & Tertiary Institution (receiving recurrent subsidies from the government)

Part 2 - Contact person in the Company / Organisation

Management (e.g., CEO, General Manager, Director or Manager representing the company or organisation)

Title ☐ Mr ☐ Ms ☐ Miss ☐ Mrs ☐ Dr ☐ Prof

Family name _____ Given name _____

Position _____ E-mail _____

Tel _____ Fax _____

Name of secretary or personal assistant (if any) _____ Tel _____ E-mail _____

Mailing address _____ (Room / Floor / Building)
 _____ (No. & Name of Street)
 _____ (District) ☐ Hong Kong Island ☐ Kowloon ☐ New Territories

Contact person (For liaison of all matters related to the Caring Company Scheme)

Title ☐ Mr ☐ Ms ☐ Miss ☐ Mrs ☐ Dr ☐ Prof

Family name _____ Given name _____

Position _____ E-mail _____

Tel _____ Fax _____

Mailing address (if different from above) _____ (Room / Floor / Building)
 _____ (No. & Name of Street)
 _____ (District) ☐ Hong Kong Island ☐ Kowloon ☐ New Territories

For Office Use Only

Company Code	Year	Form No.	Agency Code	
	2012			
Payment Amt	Cheque No.	Receipt No.	Ref. No.	
Y / N				

Please complete the following in English.
Please ✓ where appropriate.

Please submit by post or by hand.
Online submission is not available.
Nomination deadline: 3 January 2013

Form 1

To be completed by the nominee

**APPLICABLE TO
FIRST-TIME NOMINEES ONLY**

Part 3 - Nomination for Caring Ambassador (If you are NOT nominating, please omit this part)

Caring Ambassador is to recognise employees who actively support and participate in community programmes organised by the nominee. A maximum of three employees may be nominated. Note: Once the nomination submitted the following nomination for Caring Ambassadors may not be amended.

Caring Ambassador (1)

Title ☐ Mr ☐ Ms ☐ Miss ☐ Mrs ☐ Dr ☐ Prof

Chinese name _____

Family name _____ Given name _____

Position _____ E-mail _____

Tel _____ Fax _____

Caring Ambassador (2)

Title ☐ Mr ☐ Ms ☐ Miss ☐ Mrs ☐ Dr ☐ Prof

Chinese name _____

Family name _____ Given name _____

Position _____ E-mail _____

Tel _____ Fax _____

Caring Ambassador (3)

Title ☐ Mr ☐ Ms ☐ Miss ☐ Mrs ☐ Dr ☐ Prof

Chinese name _____

Family name _____ Given name _____

Position _____ E-mail _____

Tel _____ Fax _____

Part 4 - Declaration

A. During the past three years, has your company or organisation:

1. been convicted of any criminal offence within or outside Hong Kong jurisdiction? ☐ Yes (please elaborate) _____ ☐ No
2. been found guilty of an ethical conviction by a statutory body? ☐ Yes (please elaborate) _____ ☐ No
3. been judged to have infringed business ethics and/or be lacking credibility by the Caring Company Scheme Steering Committee? ☐ Yes (please elaborate) _____ ☐ No
4. engaged in malpractices (e.g., pressure selling, pyramid selling or Bait-and-Switch, etc.) in marketing your products or services? ☐ Yes (please elaborate) _____ ☐ No
5. breached customers trust (e.g., leaking customers personal data) or used untruthful or unfair content in marketing your products or services? ☐ Yes (please elaborate) _____ ☐ No

B. Our company / organisation hereby agrees and declares that:

1. the information provided in this form is both true and accurate. Additional information will be provided to the HKCSS if required.
2. the nomination and result may be announced on the Caring Company Website by HKCSS (including which criteria have been satisfied, but detailed information shall not be disclosed).
3. when using the Logo, we will not, implicitly or explicitly, state that HKCSS approves products or services and we agree to comply with the Guide for using Caring Company / Organisation Logo.

C. Our company / organisation has:

- ☐ provided a crossed cheque payable directly to HKCSS in payment of the processing fees, OR
☐ confirmed that the processing fees will be paid by the nominator.

D. By submitting the nomination, I agree that HKCSS can use the information on the nomination form for promotion of CSR related events & training, data analysis and research purposes on a collective basis. No information of individual nominee will be disclosed without our prior approval. Please email us if you do not accept to the above mentioned arrangement.

Part 5 - Privacy Statement

Your personal data is provided only for the purposes of applying for a Caring Company / Caring Organisation Logo and receiving information related provided by HKCSS. You have the right to check and correct your personal data. The Caring Company Scheme will follow the privacy protection policy of the HKCSS in handling and protecting your personal data. Please visit http://www.hkcss.org.hk/abt_us/sqs/index.html for details.

Part 6 - Publicity

The nomination result and awardees' contact information will be transferred to the media partner of the Caring Company Scheme. Invitation will be sent for advertisement placement for the publication of Caring Company Yearbook, if any.

☐ Accept ☐ Not Accept

Signature with company chop of the nominee

Signature with company chop of the nominee

X

Name of signatory _____

Position _____

Date _____

Please complete the following in English.
Please ✓ where appropriate.

Please submit by post or by hand.
Online submission is not available.
Nomination deadline: 3 January 2013

Form 2

To be completed by the nominator

**APPLICABLE TO
FIRST-TIME NOMINEES ONLY**

Part 1 - Nominator details

Organisation name Chinese _____
English _____

Tax-Exempt Charitable Institutions and Trusts Reference No. _____

Major service scope:

☐ Children ☐ Youth ☐ Elderly ☐ Women ☐ Community ☐ Environmental protection ☐ Health
☐ Education ☐ International and Cross-boundary ☐ Cultural, Recreational and sports ☐ Labour ☐ Others: _____

Agency member of the following organisations:

☐ HKCSS Agency Member ☐ Member of the Community Chest
☐ WiseGiving Charity ☐ None of the above (**Please complete Part 2 of this Form**)

Part 2 - Nominator details

For Non-HKCSS Agency Members, Non-Community Chest Agency Members and Non-WiseGiving Charities ONLY.

Mission / Objective _____

Years of establishment _____

Background _____

Service scope _____

Name of the Chairman _____ ☐ Mr ☐ Ms ☐ Miss ☐ Mrs ☐ Dr ☐ Prof

Name of the Organisation Representative _____ ☐ Mr ☐ Ms ☐ Miss ☐ Mrs ☐ Dr ☐ Prof

Number of full-time employee(s) _____

Last year's expenditure About HK\$ _____ (for the year _____)

Major sources of Income	Government	%	Donations	%	Service charges	%
	Operating income	%	Others	%		

Organisation scale:

☐ Annual expenditure under HK\$500,000 ☐ Annual expenditure of between HK\$500,001 and HK\$1,000,000
☐ Annual expenditure of between HK\$1,000,001 and HK\$5,000,000 ☐ Annual expenditure of between HK\$5,000,001 and HK\$10,000,000
☐ Annual expenditure of between HK\$10,000,001 and HK\$50,000,000 ☐ Annual expenditure of above HK\$50,000,001

Part 3 - Contact person

Management (e.g., Chairperson, Chief Executive, etc.) - Recipient of nomination results

*Each organisation should have ONE recipient only

Title ☐ Mr ☐ Ms ☐ Miss ☐ Mrs ☐ Dr ☐ Prof

Family name _____ Given name _____

Position _____ E-mail _____

Tel _____ Fax _____

Name of secretary (if any) _____ Tel _____ E-mail _____

Mailing address _____ (Room / Floor / Building)

_____ (No. & Name of Street)

_____ (District) ☐ Hong Kong Island ☐ Kowloon ☐ New Territories

Contact person (2) For liaison regarding the Nomination

Title ☐ Mr ☐ Ms ☐ Miss ☐ Mrs ☐ Dr ☐ Prof

Family name _____ Given name _____

Position _____ E-mail _____

Tel _____ Fax _____

Mailing address _____ (Room / Floor / Building)

_____ (No. & Name of Street)

_____ (District) ☐ Hong Kong Island ☐ Kowloon ☐ New Territories

Please complete the following in English.
Please ✓ where appropriate.

Please submit by post or by hand.
Online submission is not available.
Nomination deadline: 3 January 2013

Form 2

To be completed by the nominator

**APPLICABLE TO
FIRST-TIME NOMINEES ONLY**

Part 4 - Declaration

A. Our organisation hereby agrees and declares that:

1. all information provided in this form is true and accurate.
2. additional information will be provided to the HKCSS if required.
3. further assistance will be provided if any complaints are received regarding the nominated company / organisation.

B. Our organisation has:

- ☐ provided a crossed cheque payable directly to HKCSS in payment of the processing fees, OR
☐ confirmed that the processing fees will be paid by the nominee.

C. By submitting the nomination, I agree that HKCSS can use the information on the nomination form for promotion of CSR related events & training, data analysis and research purposes on a collective basis. No information of individual nominator will be disclosed without our prior approval. Please email us if you do not accept to the above mentioned arrangement.

D. With the exception of partnership under "Caring for the Community", our organisation has or do not have any other relationship with the nominee related to business or under same Group of Company / Organisation, etc

- ☐ Yes. Please specify _____
☐ No.

Signature with company chop of the nominator

Name of signatory _____ Position _____

Signature with company chop

X

Date _____

*This form must be signed by the management bearing the chop of the company / organisation as confirmation. Otherwise it will not be processed



Please complete the following in English.
Please ✓ where appropriate.

To fulfill the minimum requirement, all nominations must fulfill a minimum of TWO CRITERIA under each of the THREE SCOPES (Caring for the Community Form 3A, Caring for the Employees Form 3B, Caring for the Environment Form 3C) respectively.

Please submit by post or by hand.
Nomination deadline: 3 January 2013

Form 3

Nomination criteria

APPLICABLE TO
FIRST-TIME NOMINEES ONLY

Form 3A - Caring for the Community (To be completed by the nominator)

Caring for the Community

Partners with local social service organisations in community involvement projects, encourages staff to take part in voluntary work and invest resources initiatives for better community life, supports underprivileged individuals to enhance their employability, and enhances the viability of the community by sharing knowledge and skills with their partnering organisation.

Criteria 1: Volunteering

1.1 ☐ ** Within the specified period, the nominee has provided volunteer activities or participated in voluntary service.

- Service Target: ☐ Children and Youth ☐ Elderly ☐ Family and Community
☐ Rehabilitated People ☐ Others: _____
- Service Content: ☐ Visit ☐ Environmental Protection ☐ Maintenance / Engineering
☐ Escort & Caretaking ☐ Fundraising ☐ Mentorship
☐ Education & Training ☐ Labour Work ☐ Others: _____
☐ Flag day (This item can only be counted singly in either Criteria 1.1 or 2.2)

Number of services provided: ☐ 1 - 5 ☐ 6 - 10 ☐ 11 - 20 ☐ 21 - 50 ☐ 51 - 100 ☐ >100
Number of volunteers involved: ☐ 1 - 10 ☐ 11 - 20 ☐ 21 - 30 ☐ > 30
Service hours ☐ 1 - 10 ☐ 11 - 100 ☐ 101 - 200 ☐ > 200

1.2 ☐ Within the specified period, the nominee has supported employees volunteering with the following resources:

- ☐ Financial ☐ In-kind ☐ Insurance
☐ Venue ☐ Volunteer Training ☐ Transportation Arrangement/Allowance
☐ Volunteer Service Leave ☐ Others: _____

1.3 ☐ We confirm that the nominee has a system in place to promote and recognise their employees or members volunteering efforts.

- ☐ Disseminates information regarding volunteer opportunities via corporate newsletters, lunch meetings and/ or intranet.
☐ Presents commendation letters to staff involved in voluntary work.
☐ Includes volunteer service records in the employees' personal files.
☐ Offers internal awards and official recognition for extraordinary voluntary efforts.
☐ Provides volunteer service guidelines for staff.
☐ Others: _____

1.4 ☐ The nominee has maintained a long-term partnership and been regularly participating in volunteer activities with our organisation for:

- ☐ ≤6 months ☐ 7 - 11 months ☐ 1 - 2 years ☐ 3 - 5 years ☐ 6 - 10 years ☐ >10 years

** Criteria 1.2 - 1.4 will only be valid if voluntary service has been rendered (items in criteria 1.1) during the designated period

Criteria 2: Giving

2.1 ☐ Within the specified period, the nominee has provided financial assistance, including:

- ☐ Cash donation:
☐ ≤HK\$10,000 ☐ HK\$10,001 - HK\$50,000
☐ HK\$50,001 - HK\$100,000 ☐ HK\$100,001 - HK\$200,000
☐ HK\$200,001 - HK\$500,000 ☐ HK\$500,001 - HK\$1,000,000
☐ HK\$1,000,001 - HK\$2,000,000 ☐ ≥HK\$2,000,001
- ☐ In-kind donation in support of our organisation:
☐ Venue ☐ Service ☐ Gift ☐ Others: _____

2.2 ☐ Within the specified period, the nominee has participated in our

- ☐ Blood-donation Day ☐ Charity Events ☐ Cause-related Marketing Activities
☐ Flag day (This item can only be counted singly in either criteria 1.1 or 2.2)

2.3 ☐ Within the specified period, the nominee encouraged other stakeholders to make donations.

- ☐ Employees ☐ Customers ☐ Business partners

2.4 ☐ Our organisation has maintained a long-term partnership with the nominee, who has been continuously donating and supporting our service over a period of:

- ☐ ≤6 months ☐ 7 - 11 months ☐ 1 - 2 years ☐ 3 - 5 years ☐ 6 - 10 years ☐ >10 years

Please complete the following in English. Please ✓ where appropriate.

To fulfill the minimum requirement, all nominations must fulfill a minimum of TWO CRITERIA under each of the THREE SCOPES (Caring for the Community Form 3A, Caring for the Employees Form 3B, Caring for the Environment Form 3C) respectively.

Please submit by post or by hand.
Nomination deadline: 3 January 2013

Form 3

Nomination criteria

**APPLICABLE TO
FIRST-TIME NOMINEES ONLY**

Form 3A - Caring for the Community (To be completed by the nominator)

Criteria 3: Mentoring

- 3.1 ☐ Within the specified period, our nominee has shared business expertise with us, helped us and provided consultancy or advisory services in the following areas on ☐ Pro bono basis ☐ One-off nominal charge:
- | | |
|--|---|
| <input type="checkbox"/> HR | <input type="checkbox"/> Marketing / Public Relations |
| <input type="checkbox"/> Legal Services | <input type="checkbox"/> IT |
| <input type="checkbox"/> Construction Management | <input type="checkbox"/> Financial Management |
| <input type="checkbox"/> Production Process Redesign | <input type="checkbox"/> Social Entrepreneurship |
| <input type="checkbox"/> Organisation Management | <input type="checkbox"/> Others: _____ |
- 3.2 ☐ Within the specified period, our nominee has supported its employees who voluntarily sit on the advisory committees or boards of our organisation
- 3.3 ☐ Within the specified period, our organisation has maintained a long-term partnership with the nominee who has continuously shared its business expertise and helped to enhance our management for a period of:
- | | | | | | |
|------------------------------------|--|--------------------------------------|--------------------------------------|---------------------------------------|------------------------------------|
| <input type="checkbox"/> ≤6 months | <input type="checkbox"/> 7 - 11 months | <input type="checkbox"/> 1 - 2 years | <input type="checkbox"/> 3 - 5 years | <input type="checkbox"/> 6 - 10 years | <input type="checkbox"/> >10 years |
|------------------------------------|--|--------------------------------------|--------------------------------------|---------------------------------------|------------------------------------|

Criteria 4: Employing the vulnerable

- 4.1 ☐ Within the specified period, the nominee has cooperated with our organisation in providing retraining / training / placement opportunities for the following vacancies: ☐ 1 - 5 ☐ 6 - 10 ☐ 11 - 20 ☐ ≥21
- 4.2 ☐ Within the specified period, the nominee has provided working opportunities in support of: "YPTP & YWETS", "Intensive Employment Assistance Project", "Supported Employment service" or other employment schemes organised or co-organised by our organisation with the following places provided:
- | | | | |
|--------------------------------|---------------------------------|----------------------------------|------------------------------|
| <input type="checkbox"/> 1 - 5 | <input type="checkbox"/> 6 - 10 | <input type="checkbox"/> 11 - 20 | <input type="checkbox"/> ≥21 |
|--------------------------------|---------------------------------|----------------------------------|------------------------------|
- 4.3 ☐ ** Within the specified period, our organisation has referred employee(s) with physical and mental disabilities to the nominee:
- Number of employee(s) referred: ☐ 1 - 5 ☐ 6 - 10 ☐ 11 - 20 ☐ ≥21
- Including:
- | | | |
|---|--|---|
| <input type="checkbox"/> Visually-impaired | <input type="checkbox"/> Physically-challenged | <input type="checkbox"/> Hearing-impaired |
| <input type="checkbox"/> Ex-mentally ill | <input type="checkbox"/> Mentally-challenged | <input type="checkbox"/> Chronically ill |
| <input type="checkbox"/> Rehabilitated Ex-offenders | <input type="checkbox"/> Others: _____ | |
- 4.4 ☐ Within the specified period, the nominee has also provided other facilities or arrangements for employee(s) with disabilities, such as:
- | | | |
|---|--|--|
| <input type="checkbox"/> Special facilities | <input type="checkbox"/> Tactile guidance pathways | <input type="checkbox"/> Special transportation arrangements |
| <input type="checkbox"/> Flexible working hours to enable employees with disabilities to obtain regular medical check-ups | | |
| <input type="checkbox"/> Setting up policies on equal employment and employing the disabled | <input type="checkbox"/> Others: _____ | |

** Criteria 4.4 will only be valid if people with disabilities have been employed by the nominee during the period under review.

Criteria 5 : Procurement of products or services provided by social service organisations or social enterprises

- 5.1 ☐ Within the specified period, the nominee has used or purchased products or services provided by: ☐ Our organisation and service units ☐ Social Enterprises ☐ Shelter Workshops ☐ Others _____
- No. of purchase:
- | | | | | |
|--------------------------------|---------------------------------|----------------------------------|----------------------------------|------------------------------|
| <input type="checkbox"/> 1 - 5 | <input type="checkbox"/> 6 - 10 | <input type="checkbox"/> 11 - 15 | <input type="checkbox"/> 16 - 20 | <input type="checkbox"/> ≥21 |
|--------------------------------|---------------------------------|----------------------------------|----------------------------------|------------------------------|
- Product / Service nature:
- | | | | |
|---|--|--|--|
| <input type="checkbox"/> Catering Service | <input type="checkbox"/> Cleaning Service | <input type="checkbox"/> Training | <input type="checkbox"/> Retail Products |
| <input type="checkbox"/> Consultation Service | <input type="checkbox"/> Employee Assistance Programme | <input type="checkbox"/> Others: _____ | |
- The annual proceeds of these orders were approximately:
- | |
|--|
| <input type="checkbox"/> ≤HK\$1,000 |
| <input type="checkbox"/> HK\$1,001 - HK\$5,000 |
| <input type="checkbox"/> HK\$5,001 - HK\$10,000 |
| <input type="checkbox"/> HK\$10,001 - HK\$20,000 |
| <input type="checkbox"/> ≥HK\$20,001 |

Please complete the following in English. Please ✓ where appropriate.

To fulfill the minimum requirement, all nominations must fulfill a minimum of TWO CRITERIA under each of the THREE SCOPES (Caring for the Community Form 3A, Caring for the Employees Form 3B, Caring for the Environment Form 3C) respectively.

Please submit by post or by hand.
Nomination deadline: 3 January 2013

APPLICABLE TO FIRST-TIME NOMINEES ONLY

Form 3B Caring for the Employees (To be completed by the nominee)

Caring for the Employees

Recognises its staff as important assets; devotes top management's time to listening to staff concerns and offers resources to improve staffs physical and mental health, achieving work-life balance.

Criteria 1 Recognises employees as an important asset

- ☐ Our management recognises employees' as being an important asset. In our employment contracts, we have offered **more than half of our staff** the following benefits over and above those specified in the Employment Ordinance:
- | | |
|--|---|
| <input type="checkbox"/> Paid annual leave | <input type="checkbox"/> Paid sick leave |
| <input type="checkbox"/> Retirement protection | <input type="checkbox"/> Hospitalization benefits |
| <input type="checkbox"/> Medical insurance | <input type="checkbox"/> Others: _____ |

Criteria 2 Employee safety

- ☐ We ensure our employees' well-being and safety by providing the following extra protection measures over and above those specified in the "Occupational Safety and Health Ordinance" and/or "Factories and Industrial Undertakings Ordinance":
- | | |
|---|---|
| <input type="checkbox"/> Protective equipment | <input type="checkbox"/> Training courses |
| <input type="checkbox"/> Risk assessment | <input type="checkbox"/> Others: _____ |

Criteria 3 Employee wellness

- ☐ We have provided information and activities / services regarding stress management and mental-wellness counselling that enable **more than half of our staff** to deal with interpersonal, health, personal and family matters.
- | | |
|---|---|
| <input type="checkbox"/> Stress Management Training or Activities | <input type="checkbox"/> Counseling Service |
| <input type="checkbox"/> Health Workshops or Sports Activities | <input type="checkbox"/> Interpersonal Skills Workshops |
| <input type="checkbox"/> Others: _____ | |

Criteria 4 Employee family responsibility

- ☐ We have established mechanisms or activities that enable **more than half of our staff** to take care of urgent personal or family matters when required:
- | | | |
|---|---|---|
| <input type="checkbox"/> Provided paid or partially paid leave, in addition to that specified in the Employment Ordinance | | |
| <input type="checkbox"/> Marriage leave | <input type="checkbox"/> Compassionate leave | <input type="checkbox"/> Emergency leave for family matters |
| <input type="checkbox"/> Paternity leave | <input type="checkbox"/> Full-paid maternity leave | <input type="checkbox"/> Others: _____ |
| <input type="checkbox"/> Provided the following support services or activities | | |
| <input type="checkbox"/> Parent-child seminars | <input type="checkbox"/> Job placement programmes for staff members' children | |
| <input type="checkbox"/> Workplace open days for employees family members | <input type="checkbox"/> Others: _____ | |

Criteria 5 Work-life balance

- ☐ We have provided or subsidized the following support services for our staff and their family members:
- | | | | |
|---|---|---|--|
| <input type="checkbox"/> Provided paid or partially paid leave, in addition to that specified in the Employment Ordinance | | | |
| <input type="checkbox"/> Birthday leave | <input type="checkbox"/> Examination leave | <input type="checkbox"/> Sabbatical leave | <input type="checkbox"/> Others: _____ |
| <input type="checkbox"/> Provided the following support services or activities | | | |
| <input type="checkbox"/> Social gatherings | <input type="checkbox"/> Breastfeeding facilities | <input type="checkbox"/> Emergency financial relief | <input type="checkbox"/> Others: _____ |

Criteria 6 Well-established communication mechanism

- ☐ We acknowledge the importance of communicating with employees formally or informally and offer well-established:
- | | | |
|--|--|---|
| <input type="checkbox"/> Internal communication | <input type="checkbox"/> Consultation activities | <input type="checkbox"/> Complaint systems that enable employees to understand our policies and express their needs. Within the specified period, our management has met with frontline staff, listening to and discussing issues that concern them, especially those that affect their career and benefit changes. |
| Number of meetings: <input type="checkbox"/> 1 - 5 <input type="checkbox"/> 6 - 10 <input type="checkbox"/> 11 - 20 <input type="checkbox"/> >20 | | |

Criteria 7 Related awards or other recognition

- ☐ We have attained one or more of the following HR Award or Certification:
- | | | |
|---|---|--|
| <input type="checkbox"/> "18 Districts Caring Employers" Award | <input type="checkbox"/> Hong Kong Occupational Safety & Health Award | <input type="checkbox"/> Others: _____ |
| (please include a copy of the certificate together with your nomination form) | | |

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Please complete the following in English.
Please ✓ where appropriate.

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Please submit by post or by hand.
Nomination deadline: 3 January 2013

Form 3C Caring for the Environment (To be completed by the nominee)

**APPLICABLE TO
FIRST-TIME NOMINEES ONLY**

Caring for the Environment

Works with local social service organisations or relevant government departments in order to reduce waste, save energy and improve air quality. Establishes mechanisms to ensure that production processes minimise negative impact on the environment and enable a sustainable life.

Criteria 1 Successful implementation of environmental protection practices

- ☐ We have planned or established mechanisms or activities in our daily operations that have successfully promoted environmental protection:
- ☐ Waste reduction and adoption of 3R policies to reduce, reuse and recycle (e.g., reduce paper usage, separation of waste or recycling).
 - ☐ Energy conservation and reduction of light pollution (e.g., use products with Energy Label or use renewable energy).
 - ☐ Air quality improvement (e.g., installed air-pollution-control facilities or improved ventilation systems).
 - ☐ Reduction of noise pollution (e.g., installed double-glazing or sound proofing facilities).
 - ☐ Conserved water resources and reduced water pollution (e.g., reduced water usage, sewage treatment or recycling after treatment).
 - ☐ Selected shark fin-free menu or sustainable seafood for business banquet.
 - ☐ Others: _____

Please briefly explain the mechanisms or activities mentioned above and the impacts made:

Criteria 2 Eco-friendly manufacturing processes

- ☐ We have minimised the environmental impact of our manufacturing processes through:
- ☐ Manufacturing of products with minimal impact on the environment.
 - ☐ Use of recycled / recyclable or environmentally friendly materials.
 - ☐ Use of recycled / recyclable literature and packaging.
 - ☐ Integration of environmental-protection policies and measures into our business and have assigned a Green Manager or a designated business unit to oversee the environmental-management system.
 - ☐ Recycling of electronic/electric products which are harmful to the environment.
 - ☐ Others: _____

Please briefly explain the mechanisms or activities mentioned above and the impacts made:

Criteria 3 Reduction of carbon emissions

- ☐ We measure and reduce carbon emission levels and have:
- ☐ Measured carbon-emission level periodically and set up reduction targets.
 - ☐ Used low-carbon equipment (e.g., LED lights and hybrid cars, etc).
 - ☐ Engaged staff and customers in reducing carbon emissions (e.g., reducing business travel).
 - ☐ Signed the "Carbon Reduction Charter" drafted by the Environment Protection Department and became a "Carbon Audit • Green Partner" to support the reduction of greenhouse-gas emissions.
 - ☐ Others: _____

Please briefly explain the mechanisms or activities mentioned above and the impacts made:

Please complete the following in English.
Please ✓ where appropriate.

To fulfill the minimum requirement, all nominations must fulfill a minimum of TWO CRITERIA under each of the THREE SCOPES (Caring for the Community Form 3A, Caring for the Employees Form 3B, Caring for the Environment Form 3C) respectively.

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**APPLICABLE TO
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Caring for the Environment

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Criteria 4 Green partnership

- ☐ We promote awareness and influence change through forming partnerships.
- ☐ Support / Donate _____ (Activity Name) organised by _____ (Organisation Name)
- ☐ Working with _____ (NGOs) or _____ (government department), we co-organise or participate in _____ (name of the activity) to promote environmental awareness among ☐ employees, ☐ customers, ☐ partners and ☐ the public or contribute to environmental protection.

Criteria 5 Environmental Label or other recognition:

We have attained one or more of the followings:

- ☐ Environmental Labels or Certifications:
- ☐ ISO 14001 Certification (please include a copy of the certificate together with your nomination form)
 - ☐ ISO 50001 Certification (please include a copy of the certificate together with your nomination form)
 - ☐ The Hong Kong Green Mark Certification Scheme operated by the Hong Kong Q-Mark Council of the Federation of Hong Kong Industries
- ☐ Hong Kong Awards for Environmental Excellence organised by Environmental Campaign Committee (ECC) alongside the Environmental Protection Department and in conjunction with nine organisations
- Environmental Labels
- ☐ Wastewi\$e Label ☐ Energywi\$e Label
 - ☐ IAQwi\$e Label ☐ Productwi\$e Label
- ☐ Carbon "Less" Certificates Scheme
- ☐ Green Innovations Awards
- ☐ Sectoral Awards
- ☐ LCMP (Low Carbon Manufacturing Programme) organised by WWF-Hong Kong
- ☐ Platinum label
 - ☐ Gold label
 - ☐ Silver label
 - ☐ Certified
- ☐ LOOP (Low-carbon Office Operation Programme) organised by WWF-Hong Kong
- ☐ Platinum label
 - ☐ Gold label
 - ☐ Silver label
 - ☐ Certified

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