

# Form 1 To be completed by the nominee

## Part 1 – Nominee details

We are applying for:

- Caring Company Logo or  Caring Organisation Logo  
 Outstanding Partnership Project Award (Form 4)  List of Barrier-free Companies / Organisations (Form 5)

Company / Organisation name (Must be the same as shown on the Business Registration Certificate)

Chinese \_\_\_\_\_

English \_\_\_\_\_

Company / Organisation website \_\_\_\_\_

No. of locally employed staff members (full-time or equivalent)

- up to 50  51-99  100 - 249  250 - 499  500 - 999  1000 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 further information, please refer to the Support and Consultation Centre for SMEs run by the Trade and Industry Department of the Government <http://www.success.tid.gov.hk/eindex.html>

### For Caring Company Nominees

Business Registration Certificate No. (Please attach a copy) \_\_\_\_\_

Is your company a listed company in Hong Kong  Yes (Stock no. \_\_\_\_\_)  NoHas your company/organisation published a stand-alone Sustainability Report  Yes (Please attach a copy)  NoCategory:  Manufacturing  Non-manufacturing (please select one option)Business nature \_\_\_\_\_  
 Others (please specify) \_\_\_\_\_

- |   |   |   |
|---|---|---|
| 01 Accountancy                                      | 02 Advertising, Design, Marketing and Public Relation           | 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                               |

### We have set up a charitable foundation in Hong Kong

 We have set up a corporate charitable foundation with independent registration under Section 88 of the Inland Revenue Department.

The foundation helps manage and coordinate our community participation initiatives and programs.

Foundation Name (according to the registered name under Section 88 of IRD): \_\_\_\_\_

### 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  Hospital  University & Tertiary Institution (Non-profit / 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 (if any) \_\_\_\_\_ Tel \_\_\_\_\_ E-mail \_\_\_\_\_

Mailing address \_\_\_\_\_ (Room / Floor / Building)

\_\_\_\_\_ (No. &amp; 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 \_\_\_\_\_ (Room / Floor / Building)

\_\_\_\_\_ (No. &amp; Name of Street)

\_\_\_\_\_ (District)  Hong Kong Island  Kowloon  New Territories

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Company Code		Year	Agency Code		Company Code
		2015/16			
Y/N	Payment Amt	Cheque No.	Receipt No.		Ref. No.

**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?   | <input type="checkbox"/> Yes (please elaborate) | <input type="checkbox"/> No |
| 2. been found guilty of an ethical conviction by a statutory body?  | <input type="checkbox"/> Yes (please elaborate) | <input type="checkbox"/> No |
| 3. been judged to have infringed business ethics and/or be lacking credibility by the Caring Company Scheme Steering Committee?                   | <input type="checkbox"/> Yes (please elaborate) | <input type="checkbox"/> No |
| 4. engaged in malpractices (e.g., pressure selling, pyramid selling or Bait-and-Switch, etc.) in marketing your products or services?             | <input type="checkbox"/> Yes (please elaborate) | <input type="checkbox"/> No |
| 5. breached customers trust (e.g., leaking customer's personal data) or used untruthful or unfair content in marketing your products or services? | <input type="checkbox"/> Yes (please elaborate) | <input type="checkbox"/> No |

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

- the information provided in this form is both true and accurate. Additional information will be provided to the HKCSS if required.
- 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).
- 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 the 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 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 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 HKCSS in handling and protecting your personal data. Please visit [http://www.hkcss.org.hk/e/fc\\_detail1.asp?fc\\_id=51](http://www.hkcss.org.hk/e/fc_detail1.asp?fc_id=51) 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 in connection with the Caring Company Scheme.

Accept  Not Accept

**Signature with chop of the nominee**

Name of signatory \_\_\_\_\_ Position \_\_\_\_\_

Signature with 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.**

## Form 2 To be completed by the nominator

### Part 1 – Nominator details

Organisation name

Chinese \_\_\_\_\_

English \_\_\_\_\_

Tax-Exempt Charitable Institution and Trusts Reference No. \_\_\_\_\_

Organisation website \_\_\_\_\_

#### Major service scope

Children
  Youth
  Elderly
  Women
  Community
  Environmental protection
  Health
  Education  
 International and Cross-boundary
  Cultural, Recreational & Sports
  Labour
  Rehabilitation
  Others \_\_\_\_\_

### 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 or equal to HK\$ 500,000  
 Annual expenditure of between HK\$ 500,001 – 1,500,000  
 Annual expenditure of between HK\$ 1,500,001 - 5,000,000  
 Annual expenditure of between HK\$ 5,000,001 - 10,000,000  
 Annual expenditure of between HK\$ 10,000,001 - 50,000,000  
 Annual expenditure of between HK\$ 50,000,001 - 100,000,000  
 Annual expenditure of between HK\$ 100,000,000 - 250,000,000  
 Annual expenditure of above HK\$ 250,000,000

### 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

## Form 2 To be completed by the nominator

### 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 at [caringcompany@hkcss.org.hk](mailto:caringcompany@hkcss.org.hk) if you do not accept to the above mentioned arrangement.

D. Our organisation has maintained a partnership with the nominee (as specified in this nomination form) for a period of:

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

E. 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 chop of the nominator

Name of signatory \_\_\_\_\_ Position \_\_\_\_\_

Signature with chop

X

Date \_\_\_\_\_

***\* This form must be signed by the management bearing the chop of the organisation as confirmation, otherwise it will not be processed.***

## Form 3 Nomination criteria

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

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 supported  employee  customer  business partners, in organising and participating 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  
Total Number of volunteers involved:  1 - 10  11 - 20  21 - 30  >30  
Total Service hours:  1 - 10  11 - 100  101 - 200  >200 - 300  >300<sup>v</sup>

\*\* Criteria 1.2 – 1.4 will only be valid if voluntary service has been rendered during the designated period

1.2  Within the specified period, the nominee has supported employees or members in 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 recognize 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 employee's personal files.  
 Offers internal awards and official recognition for extraordinary voluntary efforts.  
 Provides volunteer service guidelines for staff.  Others: \_\_\_\_\_

\*\*\* Please provide supporting documents to nominator for verification

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 year - 2 years  3 years - 5 years  6 years - 10 years  > 10 years

#### 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  Food  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  Suppliers / Vendors / Distributors

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 check ✓ where appropriate.  
Nomination deadline: 8 January 2016

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.  
Nominees are required to carry out activities during year 2015 for the consideration by the independent Adjudication Panel.

## Form 3 Nomination criteria

### 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:
- HR  Marketing / Public Relations  Legal Services  IT  
 Construction Management  Financial Management  Production Process Redesign  Social Entrepreneurship  
 Organisation Management  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:
- ≤ 6 months  7 - 11 months  1 - 2 years  3 - 5 years  6 - 10 years  > 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" <sup>†</sup> or  other employment schemes organised or co-organised by our organisation with the following places provided:
- 1 - 5  6 - 10  11 - 20  ≥ 21
- 4.3  \*\*Within the specified period, our organisation has referred employee(s) with physical and mental disabilities to the nominee:
- Number(s) of employee(s) referred  1 - 5  6 - 10  11 - 20  ≥ 21
- Including:
- Visually-impaired <sup>†</sup>  Mentally-challenged <sup>†</sup>  Hearing-impaired <sup>†</sup>  
 Ex-mentally ill <sup>†</sup>  Physically-challenged <sup>†</sup>  Chronically ill <sup>†</sup>  
 Rehabilitated Ex-offenders  Language impairment <sup>†</sup>  Autism spectrum disorders <sup>†</sup>  
 Attention deficit / Hyperactivity disorder <sup>†</sup>  Specific learning disabilities <sup>†</sup>  Others: \_\_\_\_\_

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

- 4.4  Within the specified period, the nominee has also provided other facilities or arrangements for employee(s) with disabilities, such as:
- To set up policies on equal employment and employing the disabled <sup>†</sup>  
 Special facilities / and assistive devices <sup>†</sup>  
 To provide a barrier-free working environment (e.g. wide corridor or washroom) <sup>†</sup>  
 To set up simulated workplaces to provide induction training for persons with disabilities <sup>†</sup>  
 To create new job or posts (full-time and part-time) with due consideration to the work abilities of persons with disabilities thereby enhancing their employment opportunities <sup>†</sup>  
 To publish periodically in corporate publications / publicity materials on the number of employee with disabilities and on measures or indicators pertaining to the employment of persons with disabilities <sup>†</sup>  
 Flexible working hours to enable employees with disabilities to obtain regular medical check-ups <sup>†</sup>  
 To assign mentors to help new recruits with disabilities acquire job skills, adapt to the working environment & build rapport with their colleagues <sup>†</sup>  
 To participate in publicity and public education activities for the open employment of persons with disabilities <sup>†</sup>  
 Tactile guidance pathways <sup>†</sup>  
 To make reasonable and appropriate adjustments to the work process according to the special needs of the employee with disabilities <sup>†</sup>  
 Special transportation arrangements <sup>†</sup>  
 Others: \_\_\_\_\_
- 4.5  Within the specified period, the nominee has set aside shops or stalls for  our organisation and service units  social enterprises <sup>†</sup> to help  the vulnerable or  self-employed persons with disabilities <sup>†</sup> referred by our organisation, to run business or sell their products.

Please check ✓ where appropriate.  
Nomination deadline: 8 January 2016

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.  
Nominees are required to carry out activities during year 2015 for the consideration by the independent Adjudication Panel.

## Form 3 Nomination criteria

### 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<sup>T</sup>     Shelter Workshops<sup>T</sup>     Others: \_\_\_\_\_
- No. of purchase:
- 1 - 5                       6 - 10                       11 - 15                       16 - 20                       ≥ 21
- Product / Service nature:
- Catering Service             Cleaning Service             Training                       Retail Products
- Consultation Service       Employee Assistance Programme       Others: \_\_\_\_\_
- The annual proceeds of these orders were approximately:
- ≤ HK\$1,000     HK\$1,001 – HK\$5,000     HK\$5,001 – HK\$10,000     HK\$10,001–HK\$20,000     ≥ HK\$20,001

Remarks:

Some of the criteria of the below scheme(s) are of same requirement of the Caring Company Scheme (Form: 3A), please refer to those marked with "V" / "T" for reference. For further details of these schemes, please visit the corresponding websites.

Symbol " V "



Volunteer Movement <http://www.volunteering-hk.org/>

Symbol " T "



2013-14 Talent-Wise Employment Charter and Inclusive Organisations Recognition Scheme  
[http://www.lwb.gov.hk/charter\\_scheme/index\\_e.html](http://www.lwb.gov.hk/charter_scheme/index_e.html)

## Form 3 Nomination criteria

### 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 staff's 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 <http://www.labour.gov.hk/eng/public/ConciseGuide.htm> :

- Paid annual leave<sup>F</sup>  Paid sick leave<sup>F</sup>  Retirement protection  Hospitalization benefits  Medical insurance  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":

- The Occupational Safety and Health Policy<sup>F</sup>  Training courses  Risk assessment  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.

- Stress Management Training or Activities  Employee Counseling Services<sup>F</sup>  Health Workshop / Sports Activities  
 Interpersonal Skills Workshop  Others: \_\_\_\_\_

#### Criteria 4 Employee family responsibility

We have established mechanism or activities that enable **more than half of our staff** to take care of urgent personal or family matters when required.

- Provided paid or partially paid leave, in addition to that specified in the Employment Ordinance
- Marriage leave<sup>F</sup>  Paternity leave<sup>F</sup>  Full-paid maternity leave<sup>F</sup>  
 Compassionate leave<sup>F</sup>  Parental leave<sup>F</sup>  Filial leave<sup>F</sup>  
 Emergency leave for family matters<sup>F</sup>  
 Festival leave (employees are granted half day or above on festive days, e.g Winter Solstice, Christmas Eve) etc<sup>F</sup>  
 Others: \_\_\_\_\_
- Provided the following support services or activities
- Parent-child seminars<sup>F</sup>  Internship for employees' children during holiday<sup>F</sup>  Workplace open days for employees' family members<sup>F</sup>  
 Child care support<sup>F</sup>  Elderly care support<sup>F</sup>  Breastfeeding facilities<sup>F</sup>  Others: \_\_\_\_\_
- Provided the following support policies and practices:
- Flexi-working hours<sup>F</sup>  Flexi-working place<sup>F</sup>  Flexi-rostering<sup>F</sup>  
 Job sharing  Five-day work week<sup>F</sup>  Compressed work week<sup>F</sup>  
 Part-time working pattern<sup>F</sup>  Reduced working hours and adjusted salary correspondingly upon employees' request<sup>F</sup>  
 Others: \_\_\_\_\_

#### Criteria 5 Work-life balance

- We have provided paid or partially paid leave, in addition to that specified in the Employment Ordinance
- Birthday leave  Examination leave  Sabbatical leave  
 Accumulative annual leave<sup>F</sup>  Compensation leave for overtime work<sup>F</sup>  Others: \_\_\_\_\_
- We have provided or subsidised the following support services for our staff and their family members
- Social gatherings<sup>F</sup> / Charity Events<sup>F</sup>  End-of-year trip<sup>F</sup>  Interest groups<sup>F</sup>  Others: \_\_\_\_\_



## Form 3 Nomination criteria

### Criteria 6 Well-established communication mechanism

- We acknowledge the importance of communicating with employees formally or informally and offer well-established:  Internal communication  Consultation activities  Complaint systems that enable employees to understand our policies and concern them, especially those that affect their career and benefit changes.

Number of meetings:  1 - 5  6 - 10  11 - 20   $\geq$  20

### Criteria 7 Benefits and support

- We have provided employee and family care benefits and support offered to employees and / or their family members that have a positive impact on their family life:

- Scholarships / bursaries / tuition reimbursements for employees' children<sup>F</sup>  Insurance covering employees' family members<sup>F</sup>  
 Emergency financial relief<sup>F</sup>  Special loans<sup>F</sup>  
 Employee facilities (e.g. rest area, fitness room, family club)<sup>F</sup>  Others: \_\_\_\_\_

### Criteria 8 Related awards or other recognitions

We have attained the following Award(s) or Certification(s): (please include a copy of the certificate together with your nomination form)

- 18 Districts Caring Employers 2014 Award  Hong Kong Occupational Safety & Health Award  
 The Occupational Health and Safety Assessment Series (OHSAS 18001)  HR Excellence Awards 2014  
 2013/14 Family-Friendly Employers Award Scheme  Others: \_\_\_\_\_

**Remarks: Some of the criteria of the below scheme(s) are of same requirement of the Caring Company Scheme (Form: 3B), please refer to those marked with "F" for reference. For further details of these schemes, please visit the corresponding websites.**

Symbol "F"



Family-Friendly Employers Award Scheme <http://www.familycouncil.gov.hk/english/Employment/employers2013.htm>

Please check ✓ where appropriate.  
Nomination deadline: 8 January 2016

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.

Nominees are required to carry out activities during year 2015 for the consideration by the independent Adjudication Panel.

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

### 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 4R policies to reduce, reuse, recycle, and replace (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 Reduce 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:

\_\_\_\_\_

#### 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

Please check ✓ where appropriate.  
Nomination deadline: 8 January 2016

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.

Nominees are required to carry out activities during year 2015 for the consideration by the independent Adjudication Panel.

## Criteria 5 Environmental Label or other recognition

We have attained one or more of the following 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

The Hong Kong Awards for Environmental Excellence (HKAEE) and the Hong Kong Green Organisation Certification (HKGOC) are led by the Environmental Campaign Committee alongside the Environmental Protection Department and in conjunction with nine other organisations:

Hong Kong Awards for Environmental Excellence:

- Hong Kong Awards for Environmental Excellence       Hong Kong Green Innovations Awards

Hong Kong Green Organisation Certification:

- Wastewi\$e Certificate       Energywi\$e Certificate       IAQwi\$e Certificate  
 Productwi\$e Certificate       Carbon Reduction Certificate

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

## Outstanding Partnership Project Award

### Form 4 Outstanding Partnership Project Award

An eligible community partnership project should be developed by the nominee and at least one local charitable organisation, including its nominator, and implemented for more than one year with substantial outcomes. The themes of the community partnership projects are mainly related to social needs of community, such as "Age Friendly", "Community Mental Health", "Community Involvement", "Digital Solidarity", "Diversity & Inclusion", "Environmental Sustainability", "Family Solidarity", "Self-reliance Encouragement", "Nurturing the Younger Generation", etc



#### Part 1: Partner details (please list ALL partnering companies and organisations)

In this project, a total of \_\_\_\_\_ partners have been involved.

##### The Nominee:

Company / Organisation name \_\_\_\_\_

Chinese \_\_\_\_\_

English \_\_\_\_\_

##### The Nominator:

Company / Organisation name \_\_\_\_\_

Chinese \_\_\_\_\_

English \_\_\_\_\_

##### Other Partner (if applicable)

Company / Organisation name \_\_\_\_\_

Chinese \_\_\_\_\_

English \_\_\_\_\_

#### Part 2 Information about Partnership Project

##### Project name

Chinese \_\_\_\_\_

English \_\_\_\_\_

**Theme**  Age Friendly  Community Mental Health  Community Involvement  Digital Solidarity  
 Diversity & Inclusion  Environmental Sustainability  Family Solidarity  Self-reliance Encouragement  
 Nurturing the Younger Generation  Others: \_\_\_\_\_

**Project period:** Start \_\_\_\_\_ / \_\_\_\_\_ (mm/yyyy)

End \_\_\_\_\_ / \_\_\_\_\_ (mm/yyyy) /or present (Please delete where appropriate.)

#### Part 3 Project Content

Please submit the project details of not more than 2,000 words. Please submit together with this nomination form and email softcopy to [partnership\\_project@hkcss.org.hk](mailto:partnership_project@hkcss.org.hk). A template can be download at [http://www.caringcompany.org.hk/doc/template\\_opp.doc](http://www.caringcompany.org.hk/doc/template_opp.doc)

## List of Barrier-free Companies/Organisations (To be completed by the nominee)

### Form 5

To recognise Caring Companies or Caring Organisations that proactively support and create a barrier-free environment and culture. There are 2 adjudication scopes, namely "Barrier-free Communication" and "Barrier-free Environment", and a total of 13 criteria under the List. To fulfil the minimum requirement, all companies/organisations must fulfil a minimum of 2 criteria under each of the 2 scopes. After verification, companies/organisations fulfilling the minimum requirements will be examined by the Adjudication Panel, and considered for inclusion in the List, as a form of encouragement.



- After verification assessment, companies/organisations fulfilling the minimum requirements will be examined by the Adjudication Panel, and considered for inclusion in the List, as a form of encouragement, please provide comprehensive supporting documents for verification.
- If required, an on-site assessment visit will be conducted by social service organisation commissioned by HKCSS. (Assessment fee to be borne by participating companies / organisation).

#### Our company / organisation confirmed the criteria provided in Form 5:

- Only applicable for our company / organisation for single office or branch, address is: \_\_\_\_\_ or
- Applicable for all our offices or branches under our company / organisation or
- Applicable for some of our \*offices and / or branches under our company / organisation, \_\_\_\_\_ offices or branches have set up the above-mentioned barrier-free facilities and / or policies

\*Please provide the list of offices and / or branches

### Barrier-free Environment

The nominee has provided disabled  employees  customers/service-users with the following facilities which is easily identifiable for persons with disability to approach and to use the facilities therein without assistance or undue difficulties, including:

- Criteria 1: \*Remodelled passageways like  ramps,  tactile guide path,  wide corridor and entrances/exits
- Criteria 2: \*Special facilities like  handrail serves as a waling aid,  accessible elevator
- low levelled counter top that are convenient for wheelchair-users, recess spacing of table (for computer tables, reception counters),
- switch button located at the lower position  washroom  stair lift
- Criteria 3: \*Various electronic sensors that provide assistance to the disabled like  lighting system
- audio system,  induction loop system (T Switch)  sign language display monitors  visual fire alarm systems
- Criteria 4: \*Indicator and sign like  signs with siksreen logos to indicate the positions of doors and walls for people with low vision
- braille signs  tactile maps  signs with large symbols and contrasting colours
- sign language symbols suitable for the hearing impaired.

\*Remarks: If the design and facilities are in compliance with the various design requirements set out in the Design Manual Barrier Free Access 2008 of the Building Department, they should meet the conditions of the Obligatory Design Requirements. Please refer to [http://www.bd.gov.hk/english/documents/code/e\\_bfa2008.htm](http://www.bd.gov.hk/english/documents/code/e_bfa2008.htm).

- Criteria 5: Facilities needed by disabled employees like  braille indicators  desktop magnifiers  mobile magnifiers  hearing aids
- Criteria 6: Special transport arrangements like shuttle vehicles to ferry disabled persons.
- Criteria 7: Fitting room with  grab poles and / or  emergency alarm system  priority seats  accessible parking spaces
- portable or movable ramps  spare wheelchair  Others: \_\_\_\_\_

# List of Barrier-free Companies/Organisations (To be completed by the nominee)

## Form 5



Optional

To recognise Caring Companies or Caring Organisations that proactively support and create a barrier-free environment and culture. There are 2 adjudication scopes, namely “Barrier-free Communication” and “Barrier-free Environment”, and a total of 13 criteria under the List. To fulfil the minimum requirement, all companies/organisations must fulfil a minimum of 2 criteria under each of the 2 scopes. After verification, companies/organisations fulfilling the minimum requirements will be examined by the Adjudication Panel, and considered for inclusion in the List, as a form of encouragement.

### Barrier-free Communication

The nominated company/organisation has provided disabled  employees  customers/service-users with the following, which allow them to obtain full and correct information about the company's/organisation's products/services, including:

- Criteria 1: Its website features barrier-free designs in accordance with internationally accepted guidelines and/or have received related awards or certifications, including:
- Web Content Accessibility Guidelines (WCAG) 2.0 and reaching AA grade (<http://www.w3.org/TR/WCAG/>)
  - Received recognition under the Web Accessibility Recognition Scheme co-organised by the Office of the Government Chief Information Officer and the Equal Opportunities Commission
    - Silver Award  Gold Award
- Criteria 2: Information about its products/services including newsletters/notices, bills, menus, etc. are clearly displayed to assist disabled persons, ie  signs with large symbols  contrasting colours  tactile sign  
 voice message  Sign Language Flash Cards
- Criteria 3: It respects disabled persons, takes the initiative to actively communicate with them, and receive fair treatment
- Set up consultation activities/feedback mechanisms, respond and follow up their request
  - To publish periodically in website on the barrier-free facilities / services
  - Guidelines on Evacuation Fire / Emergency Route Plan for disabled persons
  - Others: \_\_\_\_\_
- Criteria 4: It implements disabled-friendly policies, providing employees with appropriate training to encourage communication with the disabled so as to create an inclusive workplace/business environment. These include:
- Sighted Guide Techniques  Sign language  Wheelchair use  Others: \_\_\_\_\_
- Criteria 5: It implements equal employment policies and hires disabled staff members, and sets a quota \_\_\_\_\_% for disabled employees. It has hired \_\_\_ disabled persons within a specific period of time.
- Criteria 6: Others \_\_\_\_\_

### Reference price for on-site assessment visit (persite):

	2,000 square feet or less	5,000 square feet	5,001 to 10,000 square feet	10,001 square feet or more
Caring Company	\$750	\$1,350	\$1,950	To be advised
Caring Organisation	\$600	\$1,100	\$1,600	To be advised

\* The on-site assessment will be valid for 3 years, from 1 March 2016 to 28 February 2019 inclusive. Companies / organisations that are listed on the “2015/16 List of Barrier-free Companies / Organisations” are required to submit corresponding applications again in 2018/19 to renew the Listing status mentioned above. The Listing status will be further renewed for 3 years upon approval by the adjudication Panel.