

CARING COMPANY 18th

Nomination opens

Please contact your social service partners

Early-bird Deadline
for HKCSS
Agency Members
6 November 2020

2020/21

Caring Company / Caring Organisation Logos Nomination Form

Nomination deadline:
8 January 2021

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, Wan Chai, Hong Kong

Tel: 2864 2966

Fax: 2864 2991

Whatsapp: 6849 9385

E-Mail: nomination@hkcss.org.hk

Online nomination system :



Promotion of Corporate Social Responsibility

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.

Patron of The Hong Kong Council of Social Service

The Hon Carrie LAM CHENG Yuet-ngor

Chief Executive of the Hong Kong Special Administrative Region

www.caringcompany.org.hk



商界展關懷
caring**company**^{2020/21}®

Launched by The Hong Kong Council of Social Service (HKCSS) in 2002, the Caring Company Scheme (the Scheme) aims to foster strategic partnerships between the business and social services sectors to promote corporate social responsibility and create a more inclusive society. The Scheme also helps corporations and social services organisations to know and understand one another at a much deeper level. This will create more room for working together to develop cross-sector community projects that focus on the needs of the community.

In 2019/20, 4,005 companies and organisations were awarded the Caring Company / Caring Organisation logos, indicating that local companies and organisations recognise the value of corporate social responsibility, and more and more of them are dedicated in developing a sustainable society.

Logos



Caring Company Logo to commend and give public recognition to business organisations that demonstrate good corporate citizenship.



Caring Organisation Logo to commend and give public recognition to organisations that demonstrate a caring spirit.



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



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



Caring Company and Caring Organisation being awarded for fifteen consecutive years or above.

Special Categories

List of Barrier-free Companies / Organisations
無障礙友善企業/機構名單 (2020/21)
Awarded by The Hong Kong Council of Social Service
香港社會服務聯會頒發

List of Barrier-free Companies/Organisations

This is recognition to the Caring Companies or Caring Organisations that proactively support and create a barrier-free environment and culture.

Outstanding Partnership Project Award

This is to commend the Caring Companies, Caring Organisations and charitable organisations that respond to the needs of the community through cross-sector cooperation.

In light of the COVID-19 pandemic outbreak, the Outstanding Partnership Project Award will be cancelled this year. In order to allow sufficient time for corporate's collaboration with their community partners. We shall receive applications again next year.



Eligibility of Caring Company/Caring Organisation Nominees

Eligibility of Nominees

- All nominations must be endorsed by at least one nominator. **Self-nominations will NOT be accepted (EXCEPT for government departments).**
- All nominations must fulfil a minimum of TWO CRITERIA under each of the THREE SCOPES respectively (Please refer to Scope and adjudication for detailed information).

Caring Company Logo

- Companies registered with Business Registration and the business must be in operation in Hong Kong for at least 1 year.
- If a company operates as a group, the holding company and its subsidiaries must be separately nominated by nominator.

Caring Organisation Logo

- Established in Hong Kong for at least 1 year.
- Government departments, statutory bodies, chambers of commerce, professional bodies, international service clubs, philanthropic foundations, under section 88 of the Inland Department, hospitals, universities and tertiary educational institutions are eligible for nominations.

*Remarks: Organisations, societies and groups of any other nature will not be considered at this moment.

Eligibility of Nominators

Eligible nominators should be charitable organisations exempt from tax under Section 88 of the Inland Revenue Ordinance (according to the effective date of Inland Revenue Department, registered in Hong Kong for at least 1 year). Eligible nominators include social welfare, educational, medical, environmental, cultural, recreational & sports, international and cross-border organisations that meet any one of the following requirements:

- HKCSS Agency Members (for the list of members, please visit: http://dss.hkcss.org.hk/ngo_list.php) or
- Other charitable organisations ^(Remark 2)

Remarks: 1. Nominators are not eligible to apply for Caring Company / Organisation logo at the same time in the nomination year under any circumstances
2. List of tax-exempt charitable organisations, please visit: http://www.ird.gov.hk/eng/tax/ach_index.htm
3. Nominations from political groups are not accepted
4. Nominations from religious organisations are accepted but only non-religious community service activities will be considered

Scope and Adjudication

There are 3 adjudication SCOPES and a total of 21 CRITERIA under the Scheme. To qualify for the Caring Company or Caring Organisation Logo, all nominations must fulfil:

A minimum of 2 CRITERIA from Caring for the Community (Form 3A), Caring for the Employees (Form 3B), Caring for the Environment (Form 3C), respectively:

- After initial assessment, companies / organisations fulfilling the minimum requirements will be examined by the Adjudication Panel
- For those professional bodies / organisations that do not have a physical office or full-time staff, please write to apply for an exemption from the requirements of Caring for the Employee and Caring for the Environment (applies to Caring Organisations only)

Caring Company / Caring Organisation Logo adjudication scope (Validity period: whole year of 2020)

Caring for the Community (Form 3A) P.14-16

Criteria

- 1: Volunteering
- 2: Giving
- 3: Mentoring
- 4: Employing the Vulnerable
- 5: Procurement of products or services provided by social service organisations or social enterprises
- 6: **Tough times collaboration (only applicable to this year)**

Caring for the Employees (Form 3B) P.17-19

Criteria

- 1: Recognise employees as an important asset
- 2: Employee safety
- 3: Employee wellness
- 4: Employee family responsibility
- 5: Work-life balance
- 6: Well-established communication mechanism
- 7: Benefits and Support
- 8: Related awards or other recognition
- 9: **Tough times together (only applicable in this year)**

Caring for the Environment (Form 3C) P.20-21

Criteria

- 1: Successful implementation of environmental protection practices
- 2: Eco-friendly manufacturing processes
- 3: Reduce carbon emissions
- 4: Green partnership
- 5: Environmental Label or other recognition
- 6: **Tough times together (only applicable in this year)**

Caring Ambassadors

Companies / organisations that are awarded the Caring Company / Caring Organisation logos may nominate a maximum of 3 staff members as Caring Ambassadors. This is a recognition given to staff members who actively support and participate in community activities organised by their company or organisation.

Logo nomination schedule

Caring Company Online nomination system commences	From June 2020
Information session	Aug – Sep 2020
Early-bird deadline for HKCSS Agency Members	6 November 2020 or before
Nomination deadline	8 January 2021
Individual notification to Caring Company Logo and Caring Organisation Logo awardees	End of February 2021
Awardees are eligible to use the 2020/21 Logo*	Starting from 1 March 2021

* Awardees of 2019/20 are permitted to use the respective award logo of 2019/20 until 28 February 2021

Information Session

Companies and charitable organisations are welcome to join the Information Session in order to have a better understanding on how to develop an effective and long-term partnership with partners as well as nomination details of 2020/21.

Date	Target Group	Location
Aug - Sep 2020	Companies and Charitable Organisations	Duke of Windsor Social Service Building, 15 Hennessy Road, Wanchai / Or Online

The information session may be conducted via online. Further details will be announced in due course.

Nomination Processing Fee

- A processing fee of **HK\$700** will be charged for each nomination form. Processing fees can be paid either by the nominee or the nominator. In the nomination form, **please specify who will pay the processing fee**. All processing fees are non-refundable. Processing fees are not tax-deductible.
- Concessions on processing fees for HKCSS Agency Members: **HK\$500 will be charged for each nomination form**. Submission by the **Early-bird Deadline (on or before 6 November 2020)** will be charged at **HK\$300 per nomination form (HK\$100 for Online Nomination)**. **All processing fees must be received by the designated application deadline.**

Submission Date	Nominated by HKCSS Agency Members		Nominated by Non-HKCSS Agency Members	
	Hard-copy	Online	Hard-copy	Online
On or before 6 Nov 2020	\$300	\$100	\$700	\$600
From 7 Nov 2020 to 8 January 2021	\$500	\$300		

- **By Cheque:**
Fees to be paid crossed cheque made payable to “The Hong Kong Council of Social Service” with the name of the payee, contact person and telephone number written on the back of the cheque.
- **By direct transfer (only applicable for online nomination)**
For fees to be paid by direct transfer, once the application is completed, the online nomination system (the system) will allow you to download the “Payment Advice”. Please follow the instructions on the Payment Advice to settle the payment by transferring funds from your account or depositing cash/cheque to the designated account, and upload the proof of payment to the system before nomination deadline.

Partnerships

Companies can form a partnership among the 490 HKCSS Agency Members or charitable organisations in Hong Kong that actively engage in caring for the community, caring for the employees and caring for the environment.

Special Categories

All participating companies / organisations in “List of Barrier-free Companies / Organisation” must also be nominated in “Caring Company Scheme 2020/21”.

Outstanding Partnership Project Award

Launched in 2003/04, the Outstanding Partnership Project Award aims to recognise the Caring Companies or Caring Organisations and charitable organisations that response to the needs of the community through outstanding partnership project. This award commends the efforts and contributions made by cross-sector cooperation. More than 60 awardees have been awarded since inception.

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 “Active Ageing Community”, “Environmental Sustainability”, “Community Mental Health”, “Family Solidarity”, “Diversity & Inclusion” etc.

All entries should demonstrate an outstanding track record in the following areas:

1. Sustainable solutions for meeting community needs
2. Active involvement of all project organisers and partners, and investment in partnership relations
3. Project is creative
4. Ample resources invested by project organisers and partners
5. Encouragement of employee participation
6. Project outcomes / impacts

In light of COVID-19 of the Pandemic outbreak, the Outstanding Partnership Project Award will be cancelled this year. This arrangement would allow sufficient time for corporates and their community partners to implement sustainable projects in the coming year. We look forward to receiving more and more quality project submissions that benefit the community next year.

List of Barrier-free Companies / Organisations

In 2013/14, List of Barrier-free Companies / Organisation was subjoined to recognise the Caring Companies or Caring Organisations that proactively support and create a barrier-free environment and culture.

List of **Barrier-free**
Companies / Organisations
無障礙友善企業/機構名單 2020/21

There are **2 adjudication scopes**, namely “Barrier-free Communication” and “Barrier-free Environment” with a **total of 13 criteria** under the list. To fulfill the minimum requirement, all entrants must fulfil a minimum of **2 criteria from each of the 2 scopes**.

On-site assessment visit will be conducted by social service organisation commissioned by HKCSS. (Assessment fee will be borne by participating companies / organisations).

After verification assessment, companies / organisations fulfilling the minimum requirements will be examined by the Adjudication Panel to consider for inclusion in the List, as a manner of encouragement.

A report with recommendations (if applicable) written by the social service organisation will be provided to the companies / organisations, to facilitate them to understand the requirements for Barrier-free Environment and Barrier-free Communication and make further enhancement.

Adjudication procedures for List of Barrier-free Companies / Organisations

Date	Schedule
Jun to Nov 2020	Open for application
6 Nov 2020	Application deadline
Nov to Dec 2020	On-site assessment visit

Caring Company Partnership Expo

Caring Company Partnership Expo is the annual signature event of the Caring Company Scheme which provides a precious occasion for business and social services sectors to explore new community partnership opportunities, as well as to further strengthen the partnerships and formulate CSR Plans.



Partnership networking was firstly assimilated in the Caring Company Recognition Ceremony. There were about 20 exhibition booths showing services of NGOs.



Set up networking corner at Caring Company Recognition Ceremony with 40 exhibition booths.

2004

2006

2009

2014

2018



To bring new experience to participants, annual ceremonial activity was elevated to Caring Company NGO Partnership Day with over 60 exhibition booths.



Over 70 exhibitors, coming from local NGOs and social enterprises displayed exhibits mainly on social services and social enterprises.

A new "Social Needs X-perience zone" allows participation to experience and visualize social needs through interactive devices.



Regulations Governing the Use of the Caring Company / Organisation Logo (the Logo)

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

Caring Company / Caring Organisation Awardees are entitled to use the Logo of the year 2020/21 from 1 March 2021 to 28 February 2022. Companies and Organisations will have to cease using the Logo on or after 1 March 2022, if any Companies / Organisations are not going to be awarded.

The use of the Logo in advertisements or promotional materials does not imply recognition or endorsement by HKCSS of the products or services of the companies or organisations. All advertisements and promotional materials bearing the Logo must be legal, decent, healthy, honest, and truthful 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 HKCSS via email (caringcompany@hkcss.org.hk) for prior approval and record purpose. Such approval takes no less than five working days. Advertising or promotional materials bearing the Logo may only be publicly displayed after 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 scan this QR code to download the "Guide for Caring Company / Organisation Logo".



Considerations on Conferring Awards, Lodging 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 shall not associate with companies/organisations of which the businesses or practices are considered as contradictory to the values and missions of the Council. Admission to the Caring Company Scheme is at the Council's sole discretion.

The Council reserves the right to withhold the nominations or delist the Caring Company/Caring Organisation award status of companies / organisations in the interest of the integrity of the Caring Company Scheme.

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 rescinding its right to use 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.

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 supply further information.

If there is any dispute on the results, please advise in writing (either by email or by post) within 30 working days after the date of issue of the result notification.

For lodging a complaint, please scan this QR code to download the procedures of lodging complaints.



Nomination Form – Guidance Notes

- 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:	Note:
Form 1: Nominee Details (compulsory)	Copy of Business Registration Certificate Signed by management bearing the company chop
Form 2: Nominator Details (compulsory)	Signed by management bearing the organisation chop
Form 3A: Caring for the Community (compulsory)	To be completed by the nominator Activities in the whole year of 2020 from January to December would be counted Fulfilling a minimum 2 criteria. If there is more than 1 nominator, please submit separate nomination forms Supporting documents for verification Each nomination form only included ONE eligible nominator
Form 3B: Caring for the Employees (compulsory)	To be completed by nominee Activities in the whole year of 2020 from January to December would be counted
Form 3C: Caring for the Environment (compulsory)	Fulfill a minimum 2 criteria under the scope of Caring for the Employees & Caring for the Environment respectively Supporting documents for verification
Nomination Processing Fee (per copy)	The fees can be paid either by the nominee or the nominator
Form 4: List of Barrier-free Companies / Organisations (optional)	Fulfill a minimum 2 criteria under the scope of Barrier-free Environment and Barrier-free Communication respectively On-site assessment visit will be conducted, Assessment cost to be borne by participating company / organisation

Please provide supporting documents for verification. Supporting documents may take the form of acknowledgment letters, internal office memos, photographs, staff manuals, emails, receipts, corporate publications, posters and certificate copies.

Where information in the nomination form is incomplete, it will make the application invalid or being rejected without further notice.

The decision of the judging panel is final and there is no objection.

HKCSS may request supplementary information from applicants during the judging process. Verification of data submitted by applicants may be required.

Please submit the signed and stamped Nomination Form and related supporting documents by (i) post or (ii) in person to the following address (submission via fax and email will NOT be accepted).

We will NOT accept underpaid mail items, which will be returned to the sender (with return address) or disposed of (without return address) by the Hongkong Post.

Please do not send cash.

The deadline of submission is **6:00pm on 8 January 2021**. (Submission date is subject to the post mark on the envelope)

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

Caring Company Scheme
2020/21 Nomination Form

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 scan this QR code to view the privacy policy of the HKCSS.

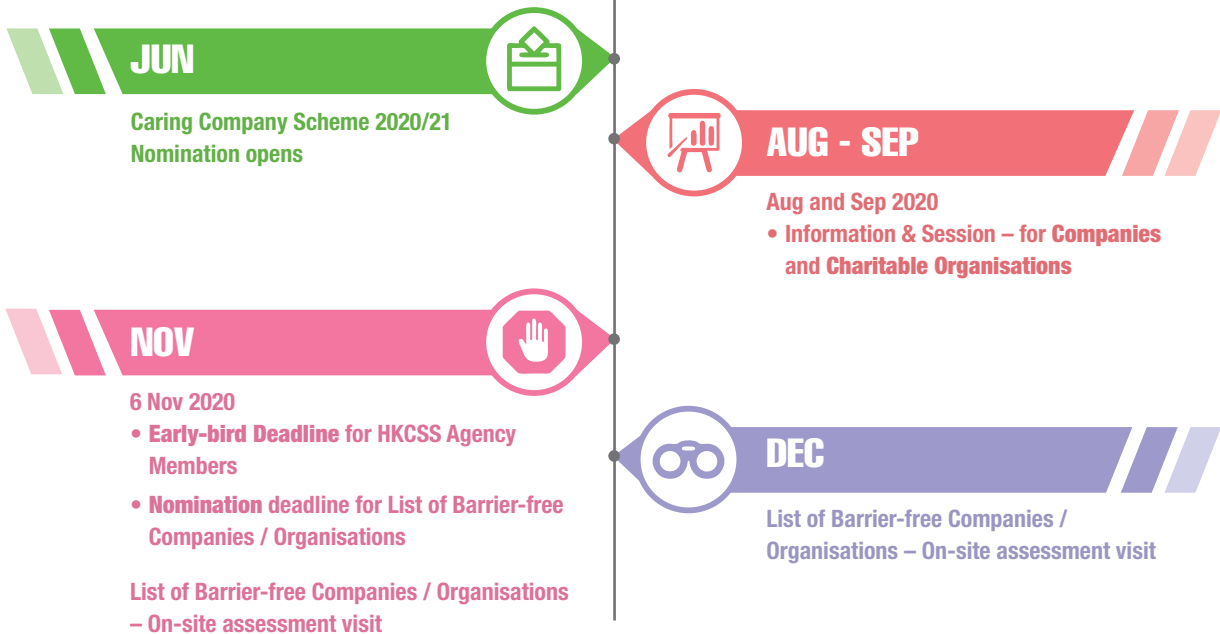


Caring Company Scheme 2020/21 Nomination Timeline

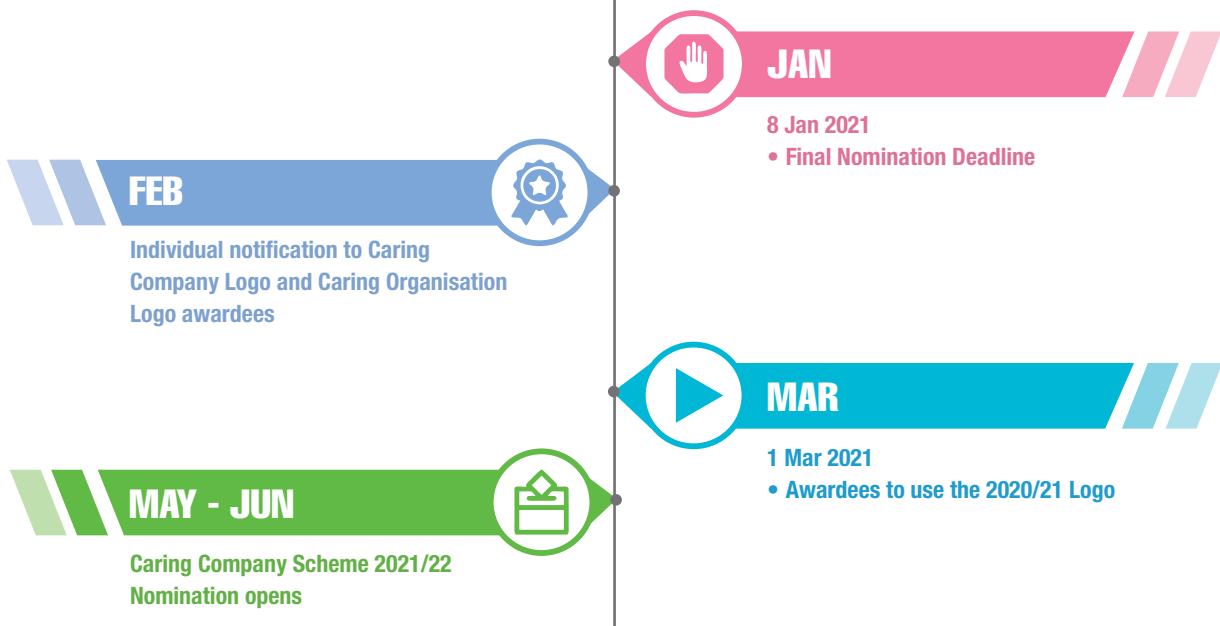


Contact with social service partners and explore community partnership opportunities

2020



2021



Form 1 To be completed by the nominee

Part 1 – Nominee details

We are applying for:

 Caring Company Logo or Caring Organisation Logo

 List of Barrier-free Companies / Organisations

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) _____

Year of Incorporation: _____

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

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

Category:

Business nature

 Manufacturing Non-manufacturing (please select one option) Others (please specify) _____

01 Accountancy

04 Automobile Services

07 Conglomerate

10 Convention, Exhibition and Event Management

13 Environmental

16 Information Service Provider and Market Research

19 Legal Services

22 Media and Entertainment

25 Property Development and Real Estate

28 Retail

31 Transportation

02 Advertising, Design, Marketing and Public Relation

05 Banking, Financial and Credit Services

08 Construction, Engineering and Interior Design

11 Courier Service, Logistics Management and Freight Management

14 Food and Beverage

17 Insurance

20 Manufacturing and Trading

23 Medical, Nursing and Healthcare Services

26 Property Management

29 Security Services

32 Personal Care Services

03 Apparel

06 Cleaning Services

09 Consultancy Services

12 Education and Training

15 Hospitality, Clubhouse and Tourism

18 IT and Electronics

21 Printing, Publishing, Packaging

24 Petroleum and Petrochemicals

27 Public Utilities and Public Services

30 Telecommunications

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 Hospital International Service Club Professional Body Philanthropic Foundation Statutory Body University & Tertiary Institution (Non-profit / receiving recurrent subsidies from the government)

Year of Incorporation: _____

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 _____

 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) _____

 Hong Kong Island Kowloon New Territories

Office Use Only		Receipt No.	Cheque	Agency Code	Company Code
Payment Amt Y/N	\$			A	C

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

Family name _____ Given name _____

Position _____ E-mail _____

Tel _____ Fax _____

Caring Ambassador (2)Title Mr Ms Miss Mrs Dr Prof

Family name _____ Given name _____

Position _____ E-mail _____

Tel _____ Fax _____

Caring Ambassador (3)Title Mr Ms Miss Mrs Dr Prof

Family name _____ Given name _____

Position _____ E-mail _____

Tel _____ Fax _____

Part 4 – Declaration**A. During the past three years, has your company or organisation:**

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

- 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.*(Mailing Cash is not suggested. We assume no liability for any loss or damage arising from the mailing of cash that give rise to any claim or complaint.)*

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 <https://www.hkcss.org.hk/privacy-policy/?lang=en> 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. _____

Year of establishment _____

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 20 ____ -20 ____)

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\$ 100,000,001 - 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 _____

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

Mailing address _____

_____ 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 _____

Mailing address _____

_____ 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 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

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 member business partners, in organising and participating in voluntary service.

Service Target: Children and Youth Elderly Family and Community Rehabilitant
 Ethnic Minority New Arrivals Persons with disabilities (including Physical or mental disabled)
 Others: _____

Service Content: Visit Environmental Protection Maintenance & Engineering
 Escort & Caretaking Fundraising Mentorship Medical & Health
 Education & Training Labour Work Planning and Organising Volunteer Programmes
 Flag day (This item can only be counted singly in either Criteria 1.1 or 2.2) Others: _____

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 - 200 201 - 300 >300^v

**** 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
 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 / 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

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

Form 3

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 Management | <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.

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:
- "YETP", "Support for Self-reliance Scheme", "Supported Employment Service" [†] 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:
- | | | |
|--|--|---|
| <input type="checkbox"/> Visually-impaired [†] | <input type="checkbox"/> Mentally-challenged [†] | <input type="checkbox"/> Hearing-impaired [†] |
| <input type="checkbox"/> Ex-mentally ill [†] | <input type="checkbox"/> Physically-challenged [†] | <input type="checkbox"/> Chronically ill [†] |
| <input type="checkbox"/> Rehabilitated Ex-offenders | <input type="checkbox"/> Language impairment [†] | <input type="checkbox"/> Autism spectrum disorders [†] |
| <input type="checkbox"/> Attention deficit / Hyperactivity disorder [†] | <input type="checkbox"/> Specific learning disabilities [†] | <input type="checkbox"/> Ethnic minorities |
| <input type="checkbox"/> New Arrivals | <input type="checkbox"/> Others: _____ | |

*Criteria 4.4 will only be valid if Criterion 4.3 was fulfilled within the specific period.

- 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 [†]
 - Special facilities / and assistive devices [†]
 - To provide Barrier-free working environment (wide corridor or washroom) [†]
 - To set up simulated workplaces to provide induction training for persons with disabilities [†]
 - 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 [†]
 - 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 [†]
 - Flexible working hours to enable employees with disabilities to obtain regular medical check-ups [†]
 - To assign mentors to help new recruits with disabilities to acquire job skills, adapt to the working environment & build rapport with their colleagues [†]
 - To participate in publicity and public education activities for the open employment of persons with disabilities [†]
 - Tactile guidance pathways [†]
 - To make reasonable and appropriate adjustments to the work process according to the special needs of the employee with disabilities [†]
 - Special transportation arrangements [†]
 - Others: _____
- 4.5 Within the specified period, the nominee has set aside shops or stalls on nominal charge or pro bono basis for
- our organisation and service units social enterprises [†] the vulnerable or
 - self-employed persons with disabilities [†] referred by our organisation, to run business or sell their products.

Please check ✓ where appropriate.
Nomination deadline: 8 January 2021

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 2020 for the consideration by the independent Adjudication Panel.

Form 3

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

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 ^T Shelter Workshops ^T 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

Criteria 6: Tough times collaboration:

- 6.1 ** In response to the COVID-19 outbreak, within the specified period, the nominee has supported
 employee customer member business partners, in organising and participated in voluntary service.
- Service Target:**
 Children and Youth Elderly Family and Community Rehabilitant
 Ethnic Minority New Arrivals Persons with disabilities (including Physical or mental disabled)
 Poor living environment, (including sub-divided flats, cage homes, bedspace apartment, partitioned rooms or rooftop slump, street sleeper)
 Others: _____

Service Content: Visit Cleaning and Disinfection Telephone Support IT Support
 Online mentoring and coaching / Learning support Others: _____

No. of services provided: 1 – 5 6 – 10 11 – 20 21 – 50 51 – 100 >100

Total service hours 1 - 10 11 – 100 101 – 200 201 – 300 >300*

- 6.2 In response to the COVID-19 outbreak, within the specified period, the nominee has provided financial assistance to
 our organisation or / Social Enterprises in responding to anti-epidemic work :
- 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

- 6.3 In response to the COVID-19 outbreak, within the specified period, the nominee has provided
 Mask Sanitiser / Hand sanitiser Protective gown Food / Meal Voucher Others _____

- 6.4 In response to the COVID-19 outbreak, within the specified period, the nominee has support our organisation
 Distribute anti-epidemic packs Prepare anti-epidemic packs Others _____

- 6.5 In response to the COVID-19 outbreak, within the specified period, the nominee has used or purchased products or services provided by:
 Our organisation and service units Social Enterprises ^T Shelter Workshops ^T Others
 No. of purchase: 1 - 5 6 – 10 11 – 15 16 – 20 21

Anti-epidemic Product / Services: Cleaning and Disinfection 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

only applicable
in this year

Remarks: Some of the criteria of the below scheme(s) are of similar 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 <https://volunteermovement.hk/en>

Symbol " T "



Talent-Wise Employment Charter and Inclusive Organisations Recognition Scheme
https://www.lwb.gov.hk/en/highlights/charter_scheme/index.html



Social capital is essential for the sustainable development of a society. It helps build a caring society of mutual trust and solidarity, and enhances mutual support among individuals, families and organisations. To accord recognition to individuals, corporates/organisations who have contributed to the development of social capital in Hong Kong, the Community Investment and Inclusion Fund of the Labour and Welfare Bureau has organised the biennial Social Capital Builder Awards since 2012. The Awards' stated vision is aligned with the Caring Company nomination scheme. Please visit www.ciif.gov.hk for details.

Form 3

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 (No. of Days _____) Full-paid sick leave Retirement protection^M Hospitalization benefits
 Medical insurance / allowance 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 Training courses Risk assessment
 Automated external defibrillators  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 Counselling Services 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 Paternity leave (No. of Days _____) Full-paid maternity leave
 Compassionate leave Parental leave Filial leave
 Emergency leave for family matters
 Festival leave (employees are granted half day or above on festive days, e.g Winter Solstice, Christmas Eve) etc
 Leave on the wedding day of immediate family members  Others: _____

Provided the following support services or activities

- Parent-child seminars Internship for employees' children during holiday Workplace open days for employees' family members
 Child care support Elderly care support (Medical service) Others: _____

Breastfeeding Support

- Allow lactation breaks for employees to express breastmilk within a period of time after delivery (Implementation a year or above)
 Provide breastfeeding facilities

Provided the following support policies and practices

- Flexi-working hours Flexi-working place Flexi-rostering Job Sharing Five-day work week
 Compressed work week (working longer hours daily in order to compress the number of working days per week)
 Part-time working pattern Reduced working hours and adjusted salary correspondingly upon employees' request
 Refreshment Leave (unpaid leave to take care of personal business)
 Others: _____

Form 3

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

Criteria 5 Work-life balance

- We have provided the number of day leave more than that specified in the Employment Ordinance (must be benefited by **more than half of the staff**)
- Birthday leave Examination leave Sabbatical leave Accumulative annual leave
- Compensation leave for overtime work Others: _____
- We have provided or subsidised the following support services for more than half of our staff and their family members
- Social gatherings / Charity Events Company trips Interest groups Others: _____

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 >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 Insurance covering employees' family members
- Emergency financial relief Special loans
- Employee facilities (e.g. rest area, fitness room, family club) 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)*

- HR Excellence Awards 2019/20 Hong Kong Occupational Safety & Health Award
- The Occupational Health and Safety Assessment Series (OHSAS 18001) Family-Friendly Employers Award Scheme
- Good MPF Employer Award 2019-20 Others: _____

Criteria 9 Tough times together

- Set up infection control guideline / policy at Workplace during the pandemic
- Provide the following policy / material
- Provide health advice and guidelines to employees, (e.g. the guidelines will put up at prominent positions within the work area or via electronic communication)
- Enhance cleaning at workplace (office desk, office equipment, telephone set etc...)
- Masks
- Minimise number of visitors, record time of visit and contact information of visitors
- A work-life balance guideline established for employees who work from home
- Stay in touch with employees and have understanding about their health condition
- Encourage employees to notify their health condition voluntarily. (Including Suspected case/ confirmed case, physical condition of returned traveler)
- Other protective equipment: _____

only applicable
in this year

Form 3

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

Criteria 9 Tough times together

- Clean and hygienic working environment
 - Place doormats sprayed with 1:49 diluted household bleach at entrances and provide antiseptic products (i.e. hand sanitisers)
 - Provide and regularly clean lidded rubbish bins for disposal of masks
 - Advise visitors to wear masks at the workplace and conduct temperature checks for all at entrances
- Working arrangement
 - Implement work from home arrangement, work in shifts or in different groups
 - Implement flexitime to enable staff to commute to work at non-rush hours
 - Arrange seats so that staff could work at least 1.5 metres apart
 - Advise employees to wear masks at the workplace
 - Replace face-to-face meetings with video conferencing, conference call or online meetings
 - Flexible work from home arrangement for the employees who need to taking care of their family members
 - Provide necessary hardware / software support to enable employees to work from home i.e. computer equipment, computer software, SIM Card
 - Provide work life balance guideline when working from home

only applicable
in this year

Remarks:

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

Symbol "M"



Good MPF Employer Award <http://www.mpfa.org.hk/tch/goodMPFemployer/award/>



Family-friendly employment policies and practices are intended to help employees balance their work and family lives, thereby bringing benefits to both employers and employees with better morale, enhanced working relationships and reduced staff turnover. To give recognition to employers that demonstrate a family-friendly spirit and encourage them to implement family-friendly employment policies and practices, the Family Council has been organising the "Family-Friendly Employers Award Scheme" since 2011. The objectives of the Award Scheme aligns with the vision of the Caring Company nomination scheme. Please visit www.ffeas.hk for details.

Form 3

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



Caring for the Environment

Making efforts in environment protection, taking internal environmental policy and measures to reduce waste, save energy and improve air quality. Establish mechanism to ensure that production processes minimize negative impact on the environment and enable sustainable development. Cooperate with local service organisations or relevant government department to promote environment protection.

Criteria 1 Successful implementation of environmental protection practices



We have establish mechanism / measure or plans / activities in our daily operation to promote environment protection, and make prominent effects.

- 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)
- Environmental friendly measures (e.g., Meatless Monday, recycling of festival materials, shark-free menu or ocean-friendly, dishes)
- Others: _____

Please briefly explain 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
- Implementing a default opt-out option for single-use plastic cutlery via Online Ordering Platform 
- Adopting eco-friendly alternatives to plastic 
- Others: _____

Please briefly explain 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, hybrid cars and electric vehicles 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
- Provide Electronic Billing or Electronic Statement service
- Others: _____

Please briefly explain the impacts made:

Form 3

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

Criteria 4 Green partnership

We promote awareness and influence change through forming partnerships.

- Support / Participate in _____ (Activity Name) organised by _____ (Organisation Name/NGO)
- 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 following Environmental Labels or Certifications

(please include a copy of the certificate together with your nomination form)

- ISO 14001 Certification - Environmental Management System
- ISO 20121 Certification - Event Sustainability Management Systems
- ISO 50001 Certification - Energy Management Systems
- 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 "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
- Hong Kong Green Organisation Certification:
 - Wastewi\$e Certificate
 - Energywi\$e Certificate
 - IAQwi\$e Certificate
 - Productwi\$e Certificate
 - Carbon Reduction Certificate

- Organised by WWF-Hong Kong
- LCMP (Low Carbon Manufacturing Programme)
 - Platinum Label
 - Gold Label
 - Silver Label
 - Certified

- LOOP (Low-carbon Office Operation Programme)
 - Platinum Label
 - Gold Label
 - Silver Label
 - Certified

Criteria 6 Tough times together

- Engaged staff and customers in using disinfected appliances (Bring your own cup / food containers etc)
- Provide and clean regularly the special recycle bins for non-recyclable waste / person hygiene products (i.e masks, wet wipes etc)
- Place "non-recyclable waste / personal hygiene products" on the recycling bins (i.e. masks, wet wipes)

**only applicable
in this year**

List of Barrier-free Companies/Organisations (To be completed by the participating companies / organisations)

Form 4



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** from each scope. 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.

- HKCSS has set up an independent Adjudication Panel for the assessment. All companies / organisations are invited to give detailed information and relevant documents for assessment.
- HKCSS will entrust a social service organisation to conduct the on-site assessment visit. The assessment fee will be borne by participating company/ organisation.

Our company / organisation confirmed the criteria provided in Form 4:

- 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 *offices and / or branches, among which _____ of them have set up barrier-free facilities and/ or policies
*(*Please provide the list of offices and / or branches)*

Barrier-free Environment

The company / organisation has provided the following facilities to the disabled employees customers / service-users. The facilities could be easily accessed and used without assistance. These include:

- 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 self-service counter
- Criteria 3: *Various electronic sensors that provide assistance to the disabled like
- lighting system audio system for important message high contrast display for important message
- induction loop system visual fire alarm systems
- Criteria 4: *Indicator and sign like signs with tactile logos to indicate the positions of doors and walls for people with low vision
- braille signs (i.e. provide environmental information) 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 https://www.bd.gov.hk/doc/en/resources/codes-and-references/code-and-design-manuals/BFA2008_e.pdf

- 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: portable or movable ramps Fitting room with grab poles and/or emergency alarm system
- priority seats accessible parking spaces spare wheelchair electric wheelchair charging service
- Others: _____

Optional to participate

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

Form 4

Barrier-free Communication

The 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 Hong Kong Internet Registration Corporation Limited and the Office of the Government Chief Information Officer
- Website Stream : Silver Award Gold Award
- Mobile App Stream: Silver Award Gold Award
- Criteria 2: Information about its products/services including newsletters / notices, bills, menus, etc. is clearly displayed to assist disabled persons, i.e.
- signs with large symbols (i.e. large-font bill) 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 Workshop / Experiential Day
 - 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. (The hiring location must be same as the address on Form 4)
- Criteria 6: Others _____

Reference price for on-site assessment visit (per visit):

	2,000 square feet or less	5,000 square feet or less	5,001 to 10,000 square feet	10,001 square feet or above, Outlying Island and Remote Areas in Hong Kong
Caring Company	\$850	\$1,500	\$2,200	To be advised
Caring Organisation	\$700	\$1,200	\$1,850	To be advised

* Outlying and Hong Kong Remote Areas coverage: Lantau Island, Ma Wan, Cheung Chau, Lamma Island, Peng Chau and Frontier Closed Area, etc. The coverage of the Frontier Closed area (FCA), please refer to the Hong Kong Police website: http://www.police.gov.hk/ppp_en/11_useful_info/licences/remind.html

- The on-site assessment will be valid for 3 years, from 1 March 2021 to 29 February 2024 inclusive. Companies / organisations that are listed on the "2020/21 List of Barrier-free Companies / Organisations" are required to submit corresponding applications again in 2023/24 to renew the Listing status mentioned above. The Listing status will be further renewed for 3 years upon approval by the Adjudication Panel.
- If any office/branch of the on-listed Barrier-free Companies / Organisations are going to be renovated, rebuilt or removed to a new address within the valid date of listing, another on-site assessment visit shall be arranged upon the completion of the renovation work or removal (assessment fee to be borne by on-listed Companies / Organisations).

Optional to participate

鳴謝以下公司及機構支持 「商界展關懷」計劃提名活動

Acknowledgement to the following companies and organisations in supporting the Caring Company nomination activities



AEON 信貸財務(亞洲)有限公司秉承「和平、人、社區」之企業理念，積極支持環保、教育及文化活動，以熱心捐獻和參與來回饋社會。

Guided by the corporate philosophy of "Peace, People and Community", AEON Credit Service (Asia) Co., Ltd. actively supports and participates in the community giving activities of environmental protection, education and cultural exchange.



友邦香港致力對本地經濟、社會及市民作出長遠的承擔，為不同的持份者以至社會創造共享價值，積極地助大家活出「健康長久好生活」。

Guided by its steadfast belief in "creating shared value" for different stakeholders as well as the society, AIA Hong Kong strives to fulfil its long-term commitment to the local economy and community, helping people live "Healthier, Longer, Better Lives".



BCT
銀聯集團

憑藉良好的企業管治，BCT 銀聯集團以企業社會責任為公司核心價值，在專門提供強積金、退休金及基金行政管理服務的業務中，克盡企業公民責任。

With sound corporate governance, BCT places CSR at the heart of its core values and demonstrates corporate citizenship in its businesses of MPF, pension and asset servicing.



BEA 東亞銀行

東亞銀行是一家具領導地位的香港金融服務集團，服務大中華及其他地區的客戶。東亞銀行致力為所屬社區的可持續發展出一分力，並促進社會大眾的富足安康。

A leading Hong Kong financial services group serving the needs of customers in Greater China and beyond, BEA is dedicated to the sustainable development of the communities it serves, and to the prosperity and well-being of their people.



大家樂集團致力回饋業務所在的社區，善用龐大的分店網絡，並透過企業社會責任平台「大家樂閃亮行動」，了解各持份者的需要和關注，為社會帶來正面影響和更大貢獻。

Leveraging the extensive network of our operations, Café de Coral Group is dedicated to serve the communities in which we operate by understanding stakeholders' needs and concerns. Through the Café de Coral Twinkle Action, our Corporate Social Responsibility platform, we consolidate our efforts to create a positive community impact.



自 1984 年佳飛有限公司為本港公司及機構提供商業顧問服務。我們成立的委員會致力為各階層人士、社區及環境作出貢獻，並與非牟利機構及社企合作，服務社會。

Carthy Limited has provided business consultancy services in Hong Kong since 1984. Our CSR team is fully committed to caring for our employees, community, and the environment. We pledge to continue to share our expertise with NGOs and social enterprises to enable a better society.



國泰航空紮根香港超過七十載，永不停步，為旅客締造非凡體驗。公司的社區關係拓展策略以促進青少年發展、多元共融、環境保護及文化交流為核心，致力支持香港，繼續飛躍前行。

As Hong Kong's home airline for over seven decades, Cathay Pacific strives to provide each and every passenger with a superior experience at every stage of their journey; to help them move forward in life. By integrating social and environmental responsibilities within our business strategies, we deliver value to the community and the travelling public at the same time, focusing on promoting children and youth development, championing diversity and inclusion, supporting environmental protection, and encouraging global cultural exchange.

鳴謝以下公司及機構支持 「商界展關懷」計劃提名活動

Acknowledgement to the following companies and organisations in supporting the Caring Company nomination activities



中原地產代理有限公司 牌照號碼 C-000227

中原地產提供物業代理服務，透過前線銷售團隊、中原網頁及移動程式，助客戶掌握樓市走勢；且積極參與籌款、教育及義工探訪活動，回饋社會。

Centaline Property provides real estate agency services, and provides property information to clients via sale teams, Centanet.com and apps. She always sponsors and participates in charity programs while providing funding to Centaline Charity Fund.



招商局集團
CHINA MERCHANTS GROUP

招商局自 1873 年扎根香港，一直秉持「以商業成功推動時代進步」的企業使命，助力經濟增長，熱心公益慈善，積極促進人與社區的可持續發展，建設更美好香港。

Rooted in Hong Kong for 147 years, China Merchants bears in mind its mission of leading the future with business success, and facilitates sustainable development in Hong Kong through investing in people and the community.

CHOW TAI FOOK JEWELLERY GROUP

周大福珠寶集團

周大福推行「Do Good」計劃，以「Do Good Feel Good」的積極關愛態度，履行企業社會責任，旨在促進社區的可持續發展及創造更美好的世界。

Chow Tai Fook's "Do Good" programme fulfills corporate social responsibility with a positive and caring attitude of "Do Good Feel Good". We aim to facilitate sustainable development in the community and create a better world.



花旗集團希望以知識、人才和慈善捐款在社區內協助有需要人士改善生活素質，令社區更加美好。並希望藉此啟發其他公司企業攜手合作支持。

By contributing through our "knowledge", "funds" and "people", Citi aims to make a difference by helping to improve individuals' quality of life and in turn better the local community while inspiring other companies to join hands in support.



中電紮根香港近 120 年，一直陪伴著香港成長，並堅守對社會承諾，積極關愛社群，鼓勵員工參與義工服務為社會送暖，積極推廣環保節能，為應對氣候變化及建設更環保更智能化城市作出努力。

Hong Kong has been CLP's home for nearly 120 years and we have grown with the city every step of the way. We are committed to caring for the community and encouraging staff to participate in volunteering work. We continue to promote energy saving to help combat climate change and build a greener and smarter city.



創毅管理集團

「創毅創紀物管譽同業，毅力毅恆竭誠為居民」

創毅管理集團致力服務社群，為業主居民締造一個和諧安全的家園。

"BEING CREATIVE AND INNOVATIVE WITH THE HIGHEST PRESTIGE IN THE HOUSING MANAGEMENT FIELD, HAVING ENDEAVOR WITH PERPETUAL WHOLE HEARTEDNESS IN CARING FOR OUR CLIENTS."

Creative Management Group is committed to serving the community and building up a harmonious and safe home for our owners and tenants.



豐盛創建 FSE

豐盛創建致力為香港市民提供更優越的生活及建立更美好的家園。我們及屬下各成員公司肩負企業社會責任，幫助社會上有需要的人士，力求建立一個持續發展及關愛共融的生活環境。

FSE Holdings strives to create better quality of life and a better home to the Hong Kong people. We work closely with our member companies to shoulder our corporate social responsibility to help the needies and contribute to a sustainable and caring living environment.

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恒基兆業地產
HENDERSON LAND

恒基地產積極履行企業社會責任，從事有利於社會、經濟及環境之商業活動，透過援助弱勢社群、支持可持續發展、教育以及環保推廣等回饋社會。

Henderson Land has a long-standing commitment to corporate social responsibility. We consider and act on the social, economic and environmental impacts of our business and contribute to the community through our care for the underprivileged, and support to sustainability, education, and environmental education.

HKT®

我們多年來致力提供多項義工及環保活動，並關懷員工的需要，貫徹集團服務大眾「摯誠為你」的宗旨。

HKT's service motto is "Here to Serve" – we recognize the importance of caring for and serving the needs of the community, our employees and the environment.



煤氣
Towngas

煤氣公司一直以服務社群為己任，除推出煤氣費優惠及多項長者服務，更致力策劃多元化義工活動，擴闊服務範圍。

To bring warmth and harmony to everyone in Hong Kong has always been Towngas' mission for the community. Besides discounted gas charges and caring services for elderly, Towngas is always on the lookout for new initiatives and expanding its scope of community services.



香港迪士尼樂園度假區積極籌劃關愛、環保和創意項目和活動，為小朋友、家庭和有需要的社群實現夢想。

Hong Kong Disneyland Resort is dedicated to making the dreams of children, families and those in need come true through a wide range of charitable, conservation and creative programs as well as outreach activities in Hong Kong.



康業服務有限公司
Hong Yip Service Company Ltd.

康業秉持「服務至上，禮貌第一，優質管理，力臻完美」的使命，並鼓勵員工及客戶參與社區及公益活動，共建和諧社群。

Hong Yip is committed to "Delivering premier service with ultimate courtesy, and managing every property to the highest standard of quality". We encourage our staff and customers to engage in helping the underprivileged and welfare activities with a view to building up a harmonious society.



HSBC
滙豐

為人類與地球做正確的事一直是滙豐歷史和傳統上引以為傲的一部分。155年以來，我們的成功乃建基於一個基本理念之上：我們必須顧及全球各地受我們影響的眾多社區和群體的利益。

Doing right by people and the planet is a proud part of HSBC's history and heritage. Our success over 155 years is founded on a fundamental belief that we must serve the interests of the many communities and groups of people that we impact all over the world.



港燈
HK Electric

「添關愛」的企業信念，推動我們支持環保和教育推廣，並為長者及弱勢社群延續關懷。

港燈 — 時刻關懷社群，時刻照亮香港。

"Caring" is one of HK Electric's core values, driving us to support environmental protection and education, while caring for the elderly, the underprivileged and the community we serve.

HK Electric – Caring always for Hong Kong

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希慎在「負責任企業」的經營宗旨下，貫徹高度的操守標準及企業管治水平，並積極鼓勵員工為環境及社區作出貢獻。

As a responsible business, Hysan is committed to maintaining the highest ethical and corporate governance standards. The Group also encourages its staff to make positive contributions to the environment and communities in which it operates.



啟勝一直秉承「用心服務，做到最好」的宗旨，提供優質的服務，回饋社會。

Aligning with the motto of "We Serve You Best", Kai Shing strives to provide quality service and contribute to the society wholeheartedly.



嘉里建設
KERRY PROPERTIES

嘉里建設在履行社會責任方面不遺餘力，除積極支持環保活動及關懷社區外，更為員工創造更理想的工作環境。

Kerry Properties acts in a socially responsible manner and undertakes a range of activities that are designed to care for and support the environment and the general community, as well as to create an improved workplace for its staff members.



九巴致力在服務方面推陳出新，引進可行的環保措施，肩負公民責任，鼓勵九巴之友會員參與義工活動，推動「全民義工」文化，為社群創優增值。

As a socially responsible corporation, KMB adopts green technologies across the spectrum of its public bus operations. We also embrace the "volunteering for all" culture by encouraging our volunteer members to uphold their civic responsibility to contribute to the community.



Li & Fung
Foundation

基金支持馮氏集團在世界各地的員工發起之各類慈善項目，包括救急扶危、培養創建精神、社區建設及保護環境等，以鼓勵參與當地社群，作出貢獻為原則。

The Foundation supports employees of the Fung Group around the world to engage in and contribute to the communities in which they live and work. The focus of the Foundation is on disaster relief, entrepreneurship development, community building and environmental programs initiated by the employees.



企業社會責任一向是 Marsh 的核心價值。我們相信心繫社會能正面影響團隊精神以致服務客戶的質素。我們支持及鼓勵同事對環境及社區作出正面貢獻。

Corporate social responsibility has always been a core value of Marsh. We believe community engagement makes a positive difference to our team spirit and ultimately to the quality of the work our teams can deliver for clients. We support and encourage colleagues in making a positive contribution to the environment and to the communities in which they live and work.



麥當勞秉持「以人為本」的理念，積極參與關愛兒童、青年就業輔導及慈善籌款等活動，貫徹回饋社會的宗旨。

McDonald's has always embraced a "people-oriented" approach, proactively participating in caring for children, youth employment counsel and charity events to fulfill the aim of giving back to the community.

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Microsoft 以「幫助全球每個人和每個機構成就更多、實現更多」為企業使命，積極參與社會事務，透過一系列涵蓋創意、教育及就業的計劃，推動香港社會持續發展。

Microsoft strives to contribute to the sustainable growth of Hong Kong society. Our proactive engagement with community affairs, through integrated programs on innovation, education and employment, exemplify our corporate mission of empowering every person and every organization on the planet to achieve more.



用心服務，心繫生活每一程！港鐵致力連繫及建設社區，積極配合社區目前與未來的需要，並透過創新和不斷求進，為社會的持續發展長遠作出貢獻。

Serving from the heart and caring for life's journeys, MTR is committed to connecting and growing the community by actively meeting its present and future needs, and through innovation and continuous improvement, making long term contribution to Hong Kong's sustainable development.



新世界集團一直致力關顧和培育兒童及青少年。其中，「飛躍新世界」可持續發展社區計劃更為缺乏資源的年輕一代提供長期支援，並透過運動培訓，讓他們發揮潛能，改善社會流動。

New World Group strives to care and nurture the young generation. "New World Springboard" sustainable community programme through sports coaching offers long-term support to the under-resourced youths, enabling them to unleash their full potential and improve social mobility.



御峰秉持現代企業的社會責任，除了盡心盡力服務客戶之外，亦在社會服務方面不遺餘力，多年來參與了不少公益活動，於2007年成立御峰關懷基金，並且透過活動推廣大眾理財教育，讓大家建立正確的理財觀念。

Noble Apex contributes to the community actively, in promoting appropriate financial education in the community and improving public financial management awareness. In order to further contribute to our society, we have established Noble Apex Charity Fund at 2007.



新創建集團以關顧社會及環保為其核心價值之一，我們透過企業義工隊、與非牟利機構合作及集團慈善基金支持弱勢社群，致力為業務所在之處建立一個關愛和諧社會。

Aligning with our core value of caring for community and environment, NWS Holdings supports and empowers underprivileged groups through its corporate volunteer team, partnership with non-profit organisations and donations from its Charities Foundation. We are committed to building a caring and inclusive society that we serve.



本著「關心社會，服務社群」的宗旨，我們透過贊助、環保行動和義工服務，履行良好企業公民責任。

We care - PCCW subscribes to the importance of being a socially responsible corporate and is committed to contributing to the community through sponsorship, environment friendly practices and volunteer services.



羅兵咸永道將企業責任融入自身使命：解決重要問題，營造社會誠信。通過我們員工的人文關懷、創造力和遠見卓識，並在企業使命的推動下，羅兵咸永道對社區和環境的承諾將有助於創造一個更蓬勃發展的未來社會和更健康的環境。

Corporate Responsibility is embedded in the very purpose of PwC's business - building trust in society and solving important problems. Through the humanity, creativity and vision of our people, and fuelled by our purpose, our community and environment commitments will help create a thriving society and a healthy planet for tomorrow.



順豐速運（香港）致力為客戶提供優質物流服務，並以「回饋社會，服務社群」的理念履行社會責任，發揚「順豐人、香港心」的精神。

Being part of the community S.F. Express (Hong Kong) serves is beyond the commitment to good logistics services. We are dedicated to giving back to the society and living up to the spirit of Hong Kong.

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信和集團一直致力發展優質項目及提供卓越物業服務，同時秉持良好企業公民精神，上下一心，傳揚關懷，服務社群。多年來我們積極參與各項社區及義工服務、環保項目，以及推動藝術、文化和文物保育發展，建構更美好社區。

At Sino, we believe that we can build a better community by working together. Over the years, we have been playing our part through participating in community services, green activities, heritage conservation as well as arts and cultural events.



渣打銀行植根香港超過 160 年，秉承「一心做好，始終如一」的品牌承諾，透過推動社區項目、履行負責任的營運及可持續金融的承諾，貢獻香港的長遠發展。

Standard Chartered has been growing with HK for over 160 years. We're committed to be a sustainable and responsible bank through our inclusive community programmes, responsible business practices and sustainable finance commitments, to ultimately contribute to HK's long-term development that brings to life our brand promise 'Here for good'.



新鴻基地產秉承「以心建家」精神，透過推動閱讀及全人發展、宣揚健康及可持續生活，以及關懷弱勢社群，積極履行社會責任，並致力扶植年青一代，更動員集團員工服務社會，為社區創造長遠價值。

Sun Hung Kai Properties puts its Building Homes with Heart philosophy into practice by promoting reading and holistic development, healthy and sustainable living and care for the underprivileged. We fulfil our Corporate Social Responsibility, nurture the young generation and enlist staff in community services to create long-term value for society.



從二十世紀初贊助香港大學設立首個講座教授席，到二十一世紀致力於環保及藝術與文化方面的各種工作，太古對關懷香港社群的承諾始終如一。

From our endowment of the first Chair at the Hong Kong University in the early 1900s, to our environmental programmes and support of the arts and culture in the 21st century, Swire has been unwavering in its care for the Hong Kong community.



「愛」與「幫忙」是成功不可缺少的因素；我們將竭力與志同道合的群體攜手關懷及服務社會上有需要的人。

We believe that to use our heart to love and help are the most crucial factors to succeed; we are committed to join those who have the same belief to care and serve the best we can.



亞洲聯合財務一直為客戶提供專業及貼心的貸款服務，同時亦致力履行企業公民責任，積極支持並參與不同的社會公益活動，回饋社會。

United Asia Finance (UAF) has been striving to provide professional and caring loan services to the customers. Simultaneously, UAF is committed to well perform the corporate social responsibilities as a good corporate citizen to make continuous contribution to our community by supporting and participating in different community services.



富城集團為香港卓越物業資產及設施管理集團，一向積極推動員工、業務夥伴和客戶攜手同心，透過龐大服務網絡，履行企業社會責任，創建和諧社會。

As Hong Kong's Premier Property Asset and Facility Management Group, Urban Group excels as a good corporate citizen through our comprehensive service network to encourage the social involvement of our employees, business partners and customers to fulfill our corporate social responsibility and contribute to a harmonious society.



作為香港優秀律師行之一，胡關李羅律師行追求卓越專業成就的同時亦積極承擔企業公民責任，回饋社會。

As a leading law firm in Hong Kong, Woo Kwan Lee & Lo is committed to achieve professional excellence and to fulfill our social responsibility through active involvement in all levels of Government and community services.