



企業社會責任

Corporate Social Responsibility

企業公民

本處十分重視社會責任，致力成為優秀的企業公民。我們的承諾可見於以下六個主要範疇：

支持社會服務

土地註冊處義工隊自2005年起與約十多個其他政府部門合力推動「義工服務協作計劃」。在2011/12年度，我們的義工隊為長者和青少年籌辦了25項義工活動。我們並鼓勵同事騰出私人時間以組織及參與義工及社區活動。

於2012年2月，本處獲香港社會服務聯會頒發「5年Plus同心展關懷」標誌，以表揚我們持續為社會服務。

鼎力募捐

本處支持慈善組織的募捐運動，鼓勵員工捐款或參與其活動。在2011/12年度，我們繼續鼓勵同事參加由公益金舉辦的各種活動及作出慷慨捐助，包括「公益金便服日」、「愛牙日」及「公益行善『折』食日」。我們也參與其他的籌款活動，包括參加「無止行2011」慈善步行籌款活動，支持在國內偏遠地區建橋；參加「昂步棧道」活動，以支持環境保育；以及自2002年起透過參加香港渣打馬拉松賽事，為香港殘疾人奧委會暨傷殘人士體育協會籌募經費等。

促進平等機會

本處致力消除工作上的歧視（包括性別、殘疾、家庭崗位及種族），以及促進全體員工的平等機會。

CORPORATE CITIZENSHIP

The Land Registry attaches great importance to social responsibility and strives to uphold a high standard of corporate citizenship. Our commitment is demonstrated through our activities in six main areas:

Supporting Social Services

The Land Registry Volunteer Team has been joining hands with some ten other Government departments to run a "Crossover Volunteer Project" programme since 2005. In 2011/12, the Volunteer Team organised 25 volunteer activities for the elderly and youngsters. We also encouraged our staff to contribute their own time to organise and participate in volunteer activities and community programmes.

In recognition of our continuing efforts in serving the community, the Hong Kong Council of Social Service awarded the "Five Years Plus Caring Organisation" logo to the Land Registry in February 2012.



Encouraging Donations

We support donation drives of charities by encouraging staff to donate or participate in their events. In 2011/12, we continued to encourage staff to participate and make contributions in a variety of activities organised by the Community Chest, including Dress Casual Day, Love Teeth Day and Skip Lunch Day. We also participated in other fund-raising activities, including raising funds for building bridges in remote areas in Mainland China through participating in the Wu Zhi Xing Charity Walk, supporting the community's conservation drive through taking part in the Ngong Ping Charity Walk and raising funds for the Hong Kong Paralympic Committee and Sports Association for the Physically Disabled through participating in the Standard Chartered Marathon since 2002.



Promoting Equal Opportunities

The Land Registry is committed to eliminating discrimination (including sex, disability, family status and race) in employment and promoting equal opportunities for all staff.

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在2011/12年度，本處繼續參與社會福利署的「陽光路上」培訓計劃及勞工處的「展翅•青見計劃」，為有需要人士提供培訓實習機會。我們亦委聘社會企業為部門辦公室提供清潔服務，並為部門的聖誕聯歡會提供餐飲服務，為社會上的弱勢社群提供就業機會。此外，我們持續與國際成就計劃香港部合作，為中學生舉辦「工作影子日」。

關懷員工

作為關愛員工的僱主，本處非常重視建立一個健康的員工隊伍。在2011/12年度，我們就相關課題為員工舉辦了23個講座，包括急救訓練、預防上肢及下肢勞損、使用顯示屏幕的健康錦囊、壓力管理、辦公室暴力處理，以及預防背部勞損等。我們亦透過外界的專業人士為員工提供輔導服務，協助他們面對與工作相關或個人的問題。此外，我們繼續透過部門刊物、講座及員工康樂會的活動，鼓勵員工及其家屬保持工作和生活平衡，重視健康的生活模式。

有見以母乳餵哺幼兒的好處，本處支持女性員工在產假完畢返回工作崗位後繼續餵哺母乳，在辦公室為她們提供合適的措施安排，方便她們在小休時段擠奶備用。

保護環境

本處致力確保部門各項業務和日常運作符合環保原則。為履行此承諾，我們採取了以下措施：

- 制定環保政策，確定須進行環保工作的重點範疇；
- 公布供員工遵守的環保管理指引；
- 定期到各個辦公室進行環保審核和突擊巡查，以推動同事持續關注環保；
- 繼續實行「減少使用」、「廢物利用」、「循環再造」及「替代使用」的環保政策，並有效使用能源和資源；
- 拓展環保採購的範圍，增加購置含環保特色的物品，以及要求清潔辦公室的營辦商採用環保做法，包括在清潔期間盡可能減少用水和能源消耗；以及
- 透過部門的《員工通訊》，宣揚減少廢物與循環再造、節約能源及反污染的訊息，向員工推廣環保意識。

公眾人士可到本處的網頁瀏覽2011年管制人員環保報告，了解我們的環保成果。

In 2011/12, we continued to provide placement opportunities for people in need through participating in the Social Welfare Department's Sunnyway Programme and the Labour Department's Youth Pre-employment Training – Workplace Attachment Programme. We also provided job opportunities for the socially disadvantaged groups through hiring of social enterprises in providing cleaning service for our offices and catering service for our departmental function during Christmas. In addition, we continued to organise a Job Shadow Day for secondary school students in collaboration with the Junior Achievement Hong Kong.

Caring for Employees

As a caring employer, the Land Registry attaches great importance to maintaining a healthy workforce. In 2011/12, we organised a total of 23 seminars for staff on relevant subjects, including first aid, prevention of upper and lower limbs disorder, health tips on the use of computer monitors, stress management, handling of workplace violence and prevention of back injuries. We also provided counseling services through external specialists to assist staff confronting work-related or personal issues. Besides, we continued to enhance awareness among staff of the importance in maintaining work-life balance and a healthy life style through the department's publications, seminars and outings organised by the Staff Recreation Club for staff and their families.

Given the benefits of breastfeeding for infants, we support female staff to continue breastfeeding after returning to work from maternity leave by allowing them to take lactation breaks for expression of breast milk during working hours and providing facilitation arrangements in the offices.

Being Green and Environmentally Friendly

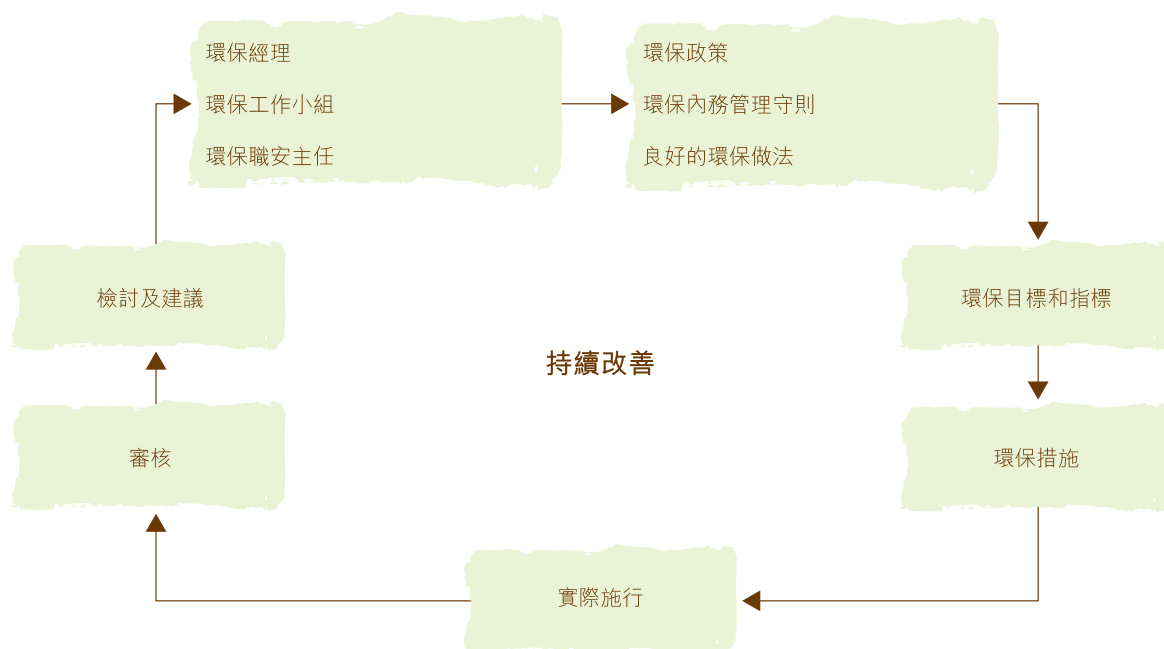
The Land Registry is committed to ensuring that its business and daily operations are conducted in an environmentally responsible manner. To fulfil this commitment, we have taken the following actions:

- formulated an environmental policy and set out key areas for actions;
- promulgated green housekeeping guidelines for observance by staff;
- conducted regular environmental audit and surprise checks to various offices to keep up the momentum in environmental protection;
- continued our drive in 4-Rs (i.e. reduce, reuse, recycle and replace) and efficient use of energy and resources;
- explored the scope of green procurement through increasing the number of purchase items that should contain environmental friendly features and requiring office cleaning contractor to adopt a number of green practices, including reduction of water and energy consumption in their operation as far as practicable; and
- promoted green awareness among staff by putting across messages on waste reduction and recycling, energy conservation and anti-pollution through department's staff magazine.

The Controlling Officer's Environmental Report 2011 with detailed environmental performance is available on the Land Registry's website.

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土地註冊處 環保管理系統

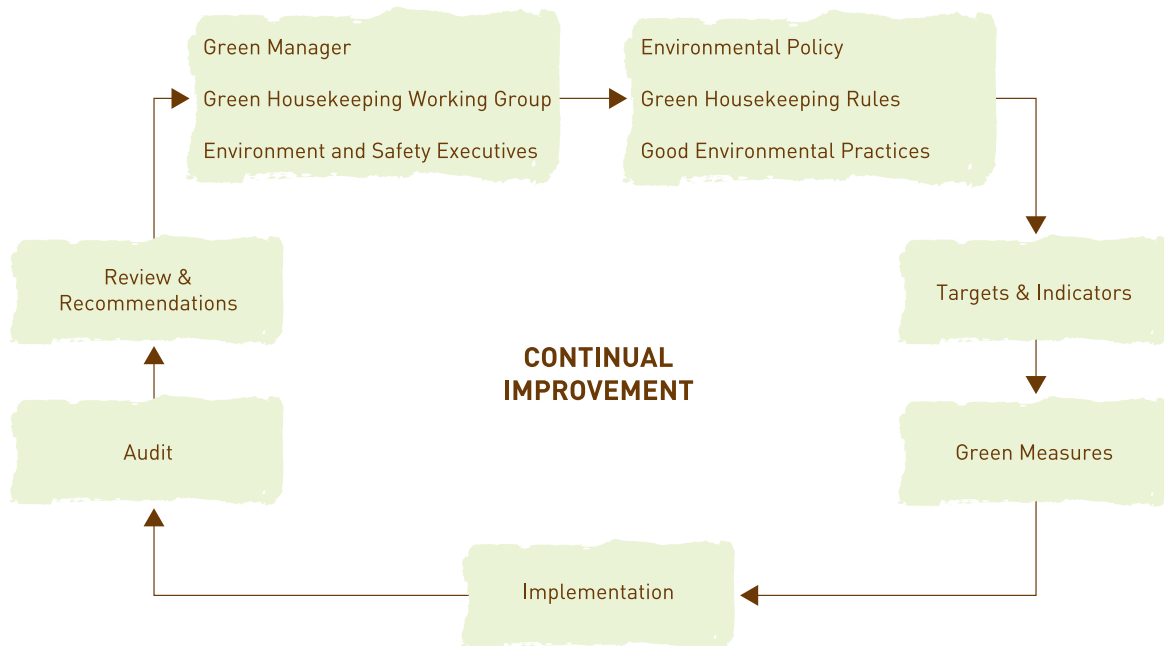


提供安全的工作環境

本處繼續致力為員工提供安全及舒適的工作環境。

我們在1997年成立了部門安全管理委員會，負責制定及推行職業安全與健康的政策。為確保職業安全，我們已頒布了周全的指引和程序，並為員工提供符合人體工程學的辦公室家具和設施，以保障員工的職業健康。此外，我們自2003年起參加了由環境保護署舉辦的「室內空氣質素檢定計劃」。我們亦會定期進行檢查，確保同事工作間的安全。

The Land Registry Environmental Management System



Providing a Safe Workplace

The Land Registry continues to make every endeavour to provide a safe and comfortable work environment for staff.

A departmental Safety Management Committee has been in place since 1997 to formulate and implement policy on occupational safety and health. We have promulgated comprehensive guidelines and procedures for ensuring occupational safety and provided our staff with ergonomic office furniture and equipment to ensure occupational health. We have also participated in the Indoor Air Quality (IAQ) Certification Scheme organised by the Environmental Protection Department since 2003. Regular inspections are conducted to ensure the workplace is free from safety hazards.



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未來計劃

綠色管理

本處繼續提倡「綠色辦公室」環境，並致力進一步減少能源及紙張的消耗，包括移除辦公室內非必要的照明、籌劃在2012年第三季實行雙面列印土地文件、進一步推廣使用電子註冊摘要表格，以及擬備標準條款文件存放計劃，以大幅減少按揭文件的頁數。

公眾教育

本處現正製作一套介紹香港土地註冊制度的雙語教材，作為新高中課程通識教育科「今日香港」單元的教學資源。

該套教材包含六課，內有特別設計的課堂活動和補充閱讀及參考資料，旨在讓學生了解香港土地註冊制度的歷史，以及土地註冊處的角色和職能，並使學生加深認識土地註冊在香港發展過程中所擔當的角色有何重要。該套教材亦有助學生加深了解本港將由契約註冊制度走向業權註冊制度的改革。

FUTURE PLAN

Green Management

The Land Registry continues to promote a “green office” environment and strives for improvement in reducing consumption of energy and paper. The measures include the removal of non-essential lighting in offices, preparing for the implementation of double-side printing of land documents in the third quarter of 2012, further promoting the use of e-Memorial Form and making preparation for the proposal to allow deposit of standard terms documents with a view to substantially reducing the volume of mortgage documents.

Public Education

The Land Registry is producing a bilingual teaching kit on land registration of Hong Kong as teaching resource for the module of “Hong Kong Today” under the subject of Liberal Studies in the New Senior Secondary curriculum.

The teaching kit comprises six lessons with tailored class activities and supplementary reading and reference materials aiming to enable students to understand the history of land registration in Hong Kong and the roles and functions of the Land Registry and to enhance the awareness of students about the significant role played by land registration in the development of Hong Kong. The teaching kit will also help promote students’ understanding of the reform of our land registration system from a deeds registration system to a title registration system.