



# 企业社会责任 Corporate Social Responsibility

## 企业公民

本处十分重视社会责任，致力成为优秀的企业公民。我们的承诺可见于以下七个主要范畴：

### 支持社会服务

土地注册处义工队自2005年起与十多个其他政府部门合力推动「义工服务协作计划」。在2013/14年度，我们的义工队为长者和住院病人筹办了23项义工活动。我们并鼓励同事们腾出私人时间，以组织及参与义工及社区活动。

在2014年2月，香港社会服务联会再一次向本处颁发「5年Plus同心展关怀」标志，以表扬我们持续不断为社会服务。



### 鼎力募捐

我们支持捐助和慈善行动，并鼓励员工参与各项慈善活动。在2013/14年度，我们继续鼓励同事参加由公益金举办的各种活动及作出慷慨捐助，其中包括「公益金便服日」、「爱牙日」、「公益绿识日」及「公益行善『折』食日」。我们亦透过参加香港渣打马拉松赛事，为香港残疾人奥委会暨伤残人士体育协会筹募经费。

### 促进平等机会

我们致力消除雇佣方面的歧视(包括性别、残疾、家庭岗位及种族等)，以及促进全体员工的平等机会。

在2013/14年度，我们继续参与社会福利署的「阳光路上」培训计划及劳工处的「展翅•青见计划」，为有需要人士提供培训实习机会。此外，我们邀请了社会企业竞投本处办公室的清洁服务合约，及为部门的圣诞联欢会提供餐饮服务，以促进弱势社群的就业机会。



## 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 efforts in seven 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 2013/14, the Volunteer Team organised 23 volunteer activities for the elderly and hospitalised patients. 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 once again awarded the “Five Years Plus Caring Organisation” logo to the Land Registry in February 2014.

### Encouraging Donations

We support donation drives and charities by encouraging staff to participate in charity events. In 2013/14, we continued to encourage staff to participate and contribute in a variety of activities organised by the Community Chest, including Dress Casual Day, Love Teeth Day, Green Day and Skip Lunch Day. We also raised funds for the Hong Kong Paralympic Committee and Sports Association for the Physically Disabled through joining the Standard Chartered Marathon.



### Promoting Equal Opportunities

We are committed to eliminating discrimination (including sex, disability, family status and race) in employment and promoting equal opportunities for all staff.

In 2013/14, 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. Besides, for promoting job opportunities for the socially disadvantaged groups, we invited social enterprises to bid for our office cleaning service contract and providing catering service for our departmental function during Christmas.



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### 关怀员工

作为关爱员工的雇主，本处致力维持一支健康的员工队伍。在2013/14年度，我们就相关课题为员工举办了25个讲座，包括急救训练、预防上肢及下肢劳损、使用电脑屏幕的健康小贴士、压力管理、办公室暴力处理，以及预防筋肌劳损等。我们亦透过外界的专业人士为员工提供辅导服务，协助他们面对与工作相关或其个人的问题。此外，我们继续透过部门刊物、讲座及员工康乐会的活动，加深员工及其家属对维持工作和生活平衡，以及健康生活方式的认识。

有见以母乳喂养幼儿的好处，本处支持女性员工在产假完毕返回工作岗位后继续喂哺母乳，容许她们在办公时间作挤奶小休，并在办公室为她们安排合适的设施。

### 保护环境

我们致力确保部门各项业务和日常运作符合环保原则。为履行此承诺，我们采取了以下措施：

- 制定环保政策，确定须采取行动的主要范畴；
- 公布环保管理指引，以供员工遵守；
- 定期到各个办公室进行环保审核和突击巡查，使员工持续关注环保；
- 继续实行「减少使用」、「废物利用」、「循环再造」及「替代使用」的环保政策，并有效使用能源和资源；
- 扩展环保采购的范围，增加购置含环保特性的物品，以及要求办公室清洁的营办商采取环保做法，包括在清洁期间尽可能减少用水和能源消耗；
- 透过部门的《员工通讯》，向员工推广环保意识，宣扬减少废物、循环再造、节约能源及反污染的讯息；以及
- 实行土地文件双面列印。

公众人士可到本处的网站浏览《2013年管制人员环保报告》，了解我们的环保成绩。



## Caring for Employees

As a caring employer, the Land Registry is committed to maintaining a healthy workforce. In 2013/14, we organised a total of 25 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 musculoskeletal disorders. We also provided counseling services through external specialists to assist staff confronting work-related or personal issues. Besides, we continued to enhance staff awareness in maintaining work-life balance and a healthy life style through departmental publications, seminars and outings organised by the Staff Recreation Club for staff and their family members.

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 during working hours and providing facilitation arrangements in the offices.

## Being Green and Environmentally Friendly

We are committed to ensuring that our business and daily operations are conducted in an environmentally responsible manner. To fulfill 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 sustain 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;
- expanded the scope of green procurement through increasing the number of purchase items that should contain environmentally friendly features and requiring the office cleaning contractor to adopt a number of green practices, including reduction of water and energy consumption in their operation as far as practicable;
- promoted green awareness among staff by publicising messages on waste reduction and recycling, energy conservation and anti-pollution through departmental staff magazine; and
- implemented double-sided printing of land documents.

The Controlling Officer's Environmental Report 2013 with detailed environmental performance is available on the Land Registry's website.



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### 提供安全的工作环境

我们继续致力为员工提供安全及舒适的工作环境。

我们在1997年成立了部门安全管理委员会，负责制定及推行职业安全与健康的政策。我们已颁布周全的职业安全指引和程序，并为员工提供符合人体工程学的办公室家具和设施，以促进员工的职业健康。此外，本处自2003年起参加了由环境保护署举办的「室内空气质素检定计划」。我们会定期进行巡查，确保同事工作间的安全。

### 公众教育

继本处在2013年2月向各间设有通识教育课的中学派发以香港土地注册为题的《土地注册解码》双语教材套印刷版后，我们于同年11月在本处网站推出了备有英文、繁体中文和简体中文的教材套网上版。

教材套网上版可作为资料库，为学生提供一站式的资讯平台，让他们独立学习，亦可协助教师就土地注册课题进行研究及资料搜集，为课堂讨论及活动作做好准备。此外，教材套网上版可让市民更了解土地注册在香港发展过程中所担当的重要角色，以及与日常生活的密切关系。为提高课题的互动性和趣味性，教材套网上版加入两个特别设计的游戏。



## 未来计划

### 绿色管理

本处会继续提倡「绿色办公室」环境，并寻求减少能源及纸张消耗的契机。

### 公众教育

本处会继续举办公众教育活动，使公众加深认识本处的服务及香港土地注册制度的发展情况。



## Providing a Safe Workplace

We continue to make every endeavour to provide a safe and comfortable work environment for staff.

A departmental Safety Management Committee was set up in 1997 to formulate and implement policy on occupational safety and health. We have promulgated comprehensive guidelines and procedures on occupational safety and provided our staff with ergonomic office furniture and equipment to promote 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 that the workplace is free from safety hazards.

## Public Education

Following the distribution in February 2013 of printed copies of a bilingual teaching kit on land registration in Hong Kong entitled “Decoding Land Registration” to all secondary schools which offer the Liberal Studies classes, the Land Registry launched an online version of the teaching kit in English, Traditional Chinese and Simplified Chinese on the Land Registry’s website in November 2013.

This online version serves as a database to provide students with a one-stop information platform for conducting independent study and help teachers conduct research and collect information for preparing classroom discussions and activities on the subject. It also enables members of the public to know more about the significant role played by land registration in the development of Hong Kong and its close relationship with people’s everyday life. Two online games have been specially designed to make the presentation of the subject interactive and interesting.

## Future Plan

### Green Management

We will continue to promote a “green office” environment and explore opportunities for reducing consumption of energy and paper.

### Public Education

We will continue with our public education activities to raise public understanding of the services of the Land Registry and the development of the land registration system in Hong Kong.