



# 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七個主要範疇：

### 支持社會服務

土地註冊處義工隊自2005年起與十多個其他政府部門合力推動「義工服務協作計劃」。在2013/14年度，我們的義工隊為長者和住院病人籌辦了23項義工活動。我們並鼓勵同事們騰出私人時間，以組織及參與義工及社區活動。

在2014年2月，香港社會服務聯會再一次向本處頒發「5年Plus 同心展關懷」標誌，以表揚我們持續不斷為社會服務。



### 鼎力募捐

我們支持捐助和慈善行動，並鼓勵員工參與各項慈善活動。在2013/14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，其中包括「公益金便服日」、「愛牙日」、「公益綠識日」及「公益行善『折』食日」。我們亦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。

### 促進平等機會

我們致力消除僱傭方面的歧視（包括性別、殘疾、家庭崗位及種族等），以及促進全體員工的平等機會。

在2013/14年度，我們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。此外，我們邀請了社會企業競投本處辦公室的清潔服務合約，及為部門的聖誕聯歡會提供餐飲服務，以促進弱勢社群的就業機會。



## 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 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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### 關懷員工

作為關愛員工的僱主，本處致力維持一支健康的員工隊伍。在2013/14年度，我們就相關課題為員工舉辦了25個講座，包括急救訓練、預防上肢及下肢勞損、使用電腦屏幕的健康小貼士、壓力管理、辦公室暴力處理，以及預防筋肌勞損等。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其個人的問題。此外，我們繼續透過部門刊物、講座及員工康樂會的活動，加深員工及其家屬對維持工作和生活平衡，以及健康生活方式的認識。

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，容許她們在辦公時間作擠奶小休，並在辦公室為她們安排合適的設施。

### 保護環境

我們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，確定須採取行動的主要範疇；
- 公布環保管理指引，以供員工遵守；
- 定期到各個辦公室進行環保審核和突擊巡查，使員工持續關注環保；
- 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；
- 擴展環保採購的範圍，增加購置含環保特性的物品，以及要求辦公室清潔的營辦商採取環保做法，包括在清潔期間盡可能減少用水和能源消耗；
- 透過部門的《員工通訊》，向員工推廣環保意識，宣揚減少廢物、循環再造、節約能源及反污染的訊息；以及
- 實行土地文件雙面列印。

公眾人士可到本處的網站瀏覽《2013年管制人員環保報告》，了解我們的環保成績。



## 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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### 提供安全的工作環境

我們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。我們已頒布周全的職業安全指引和程序，並為員工提供符合人體工程學的辦公室傢俱和設施，以促進員工的職業健康。此外，本處自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」。我們會定期進行巡查，確保同事工作間的安全。

### 公眾教育

繼本處在2013年2月向各間設有通識教育課的中學派發以香港土地註冊為題的《土地註冊解碼》雙語教材套印刷版後，我們於同年11月在本處網站推出了備有英文、繁體中文和簡體中文的教材套網上版。

教材套網上版可作為資料庫，為學生提供一站式的資訊平台，讓他們獨立學習，亦可協助教師就土地註冊課題進行研究及資料搜集，為課堂討論及活動作好準備。此外，教材套網上版可讓市民更了解土地註冊在香港發展過程中所擔當的重要角色，以及與日常生活的密切關係。為提高課題的互動性和趣味性，教材套網上版加入兩個特別設計的遊戲。



## 未來計劃

### 綠色管理

本處會繼續提倡「綠色辦公室」環境，並尋求減少能源及紙張消耗的契機。

### 公眾教育

本處會繼續舉辦公眾教育活動，使公眾加深認識本處的服務及香港土地註冊制度的發展情況。



## 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.