



平等機會委員會
EQUAL OPPORTUNITIES COMMISSION



平等機會
僱主嘉許計劃
EQUAL OPPORTUNITY
Employer Recognition Scheme

Equal Opportunities Commission
25th Anniversary

Equal Opportunity Employer Recognition Scheme



Enrolment Forms

Submission Deadline :
31 January 2021

Enquiries:
(852) 2511 8211

Application should be submitted to the EOC by :

Fax : (852) 2511 8142
Email : eoemployer@eoc.org.hk
Post : 16/F, 41 Heung Yip Road
Wong Chuk Hang, Hong Kong





Equal Opportunities Commission 25th Anniversary Equal Opportunity Employer Recognition Scheme



A. Introduction

To promote the values of equal opportunities, diversity and inclusion in the workplace, and recognise the achievements of employers that demonstrate a commitment to implementing policies and practices on these values, the Equal Opportunities Commission (EOC) has introduced the Equal Opportunity Employer Recognition Scheme on the 25th year of its operation in 2020.

B. Objectives

1. To cultivate and enhance awareness of the benefits of equal opportunities policies and encourage employers in both public and private sectors to reap the benefits, by implementing equal opportunities and inclusive employment policies and practices.
2. To give recognition to companies and organisations which have excelled in the implementation of equal opportunities employment policies, and provide a benchmark of good practices for others to follow.
3. To mainstream equal opportunities values across different sectors and foster spirits of inclusion and diversity, with a view to creating a cultural shift in the wider community and building an inclusive and discrimination-free society.

C. Eligibility

1. Private enterprises:

Companies registered under the Business Registration Ordinance (Chapter 310) or incorporated under the Companies Ordinance (Chapter 622). Entrants must possess a valid certificate of corporation or business registration certificate.

2. Public and non-profit-making organisations:

Non-governmental organisations and social enterprises (including educational, healthcare and charitable institutions, social service organisations and social enterprises), statutory bodies, chambers of commerce, professional bodies, as well as Government bureaux and departments.

D. Award Categories

1. **Equal Opportunity Employer:** Private and public entities that have demonstrated commitment to the promotion of equal opportunities values and adopted commendable equal opportunities, and/or diversity and inclusion policies and practices in any one of the four areas of gender, disability, family status and race may receive the recognition as Equal Opportunity Employer:

- Equal Opportunity Employer (Gender Equality)
- Equal Opportunity Employer (Equality for Diverse Abilities)
- Equal Opportunity Employer (Family Status Equality)
- Equal Opportunity Employer (Racial Equality and Inclusion)

2. **Outstanding SME Award:** SMEs¹ that have adopted impressive equal opportunities, and/or diversity and inclusion policies and practices in any one of the above four areas.
3. **Equal Opportunity Employer Gold Award:** Private and public entities that have made remarkable achievements in ALL of the above four areas.
4. Each of the awarded entity will be presented with a trophy and a Certificate of Recognition. The awardees can use the Equal Opportunity Employer Logo in their promotional or communication materials.
5. To give awarded organisations sufficient time to make progress on their equal opportunities policies and practices, and allow time to recruit more new organisations to participate, the Recognition Scheme will be conducted every 2 to 3 years, depending on the response to the inaugural scheme and the operational arrangements.

E. Assessment Criteria

The assessment covers five main areas, namely the commitment of the management to equal opportunity policies; efforts to put in place and maintain equal opportunity policies and measures; the innovativeness and sustainability of the policies and measures; and the benefits brought by the policies and measures. Below explains the assessment criteria in details.

1. **Being Strategic: Demonstrate commitment and leadership (20%)**
 - There is a formal policy on equal opportunities, and/or diversity and inclusion within the organisation.
 - Values of equal opportunities, and/or diversity and inclusion are embedded in the overall strategy and business plan of the company / organisation.
 - Head and/or senior management of the company / organisation is involved in the formulation and/or implementation of the equal opportunities, diversity and inclusion policies and initiatives.
2. **Being Proactive: Put in place policies and measures (40%)**
 - Policies are put in place to promote and support employment equality of any of the following four groups, and to create a safe, inclusive and harassment-free work environment for them:

¹ Small- and medium-sized enterprises (SMEs) are defined as manufacturing enterprises with fewer than 100 employees, and non-manufacturing enterprises with fewer than 50 employees.



- ▶ Marginalised or disadvantaged women
 - ▶ Persons with disabilities
 - ▶ Employees with family responsibilities
 - ▶ Members of ethnically under-represented communities
- Targets have been set to recruit the above groups or efforts made to maintain a diversified workforce.
 - There is a dedicated department / unit / team / staff member to handle equal opportunities matters.
 - There is a formalised channel or mechanism for addressing grievances and for handling complaints on inequality and/or discriminatory practices or behaviours within the organisation.
 - Training is provided and/or arranged for staff members regularly to increase their awareness and understanding of equal opportunities, diversity and inclusion values and to build an inclusive culture within the organisation.
3. **Being Innovative: Adopt new, creative approaches (10%)**
- Policies and initiatives introduced are new to the industry / sector and/or in Hong Kong.
4. **Being Sustainable: Aim for long-term rather than one-off (10%)**
- The initiatives are not one-off, but aimed for an extended period or for the long term.
 - The initiatives are sustainable or replicable and can be rolled out by other companies / organisations or across the sector.
5. **Being Impactful: Bring benefits to both within and outside the organisation (20%)**
- The policies / initiatives have delivered tangible benefits to the company / organisation, such as staff retention, enhanced efficiency and productivity and increased staff satisfaction.
 - The policies / initiatives have driven change beyond the company / organisation, and has helped to raise awareness of equal opportunities, diversity and inclusion values across the industry or the community.
 - Collaboration has been made with other companies / organisations to generate action in promoting:
 - ▶ Gender Equality
 - ▶ Disability Equality and Inclusion
 - ▶ Family Status Equality
 - ▶ Racial Equality and Inclusion
 - Efforts have been made to share learning and practices with other companies / organisations.

F. Assessment Process

The assessment will start in February 2021, and involves three stages: preliminary screening and review, detailed assessment and final judging.

Preliminary screening and review

The organiser will conduct an initial screening to cross-check and validate the information submitted in the enrolment forms and the supporting documents. Where needed, the organiser may contact the applicants and request for missing and/or supplementary information.

Detailed assessment

Responsible staff of the applicants will be invited to attend an interview by the Judging Panel. The objectives of the interview are to further understand the rationale and objectives of the policies and practices implemented, and to verify the information provided on the enrolment form.

Final Judging

Based on the interview and the information gathered, the Judging Panel will then make a final decision on the winners.

G. Judging Panel

1. An independent Judging Panel made up of EOC Members, social dignitaries and professionals across different sectors will decide on the winners of the awards. All decisions made by the Judging Panel and the organiser in relation to the awards are final and binding.
2. Awards will be presented only when the Judging Panel is satisfied that the entrant's policies and practices are commendable. The Judging Panel reserves the right to withhold any or all awards.
3. The Judging Panel reserves the right not to accept any submission that does not reach the standard set by the Judging Panel.

H. Application Procedures

1. The application is free of charge.
2. Interested parties can file their applications with the EOC by submitting the following documents on or before the application deadline on 31 January 2021:
 - Completed application form(s)
 - Copies of Business Registration Certificate and relevant licences and permits
 - Relevant supporting documents and materials, such as: certificate copies, corporate publications like annual reports, office memos and emails, letters, staff manuals, photographic or audio-visual materials, that may accompany the submission to facilitate the assessment. If the application is submitted by email, each email should be less than 10MB.
3. Applicants may choose to enter all four of the categories of gender, disability, family status and race, by using the dedicated application forms, but each company / organisation



may submit only one application for each category. For subsidiaries operating under a group, they may choose to submit separate applications or join the holding company or organisation to submit a joint application. Similarly, NGOs and social enterprises with different service units may submit separate applications.

4. Application should be submitted to the EOC through any of the following methods:
By email : eoemployer@eoc.org.hk
By fax : (852) 2511 8142
By post : 16/F, 41 Heung Yip Road
Wong Chuk Hang, Hong Kong
5. Please submit the application form on or before 31 January 2021. Late submission will not be considered.

Enquiries

For enquiries, please contact the EOC (Ms Florence CHAN, Senior Corporate Communications Manager or Miss Rona WONG, Executive Assistant (Ethnic Minorities Unit)) from Mondays to Fridays 8:45am to 5:45pm:

Tel : (852) 2511 8211
Email : eoemployer@eoc.org.hk

I. Notes for Applicant

1. Participating companies / organisations should ensure that all information provided in the application form is true and accurate. Verification of data submitted by the applicants may be required.
2. The EOC may request additional information and supporting documents during the judging process.
3. The EOC may reject an application in case information provided in the application form is incomplete or inaccurate.
4. Participating companies / organisations should provide assistance to the organiser when needed throughout the adjudication process.
5. The decision of the Judging Panel is final.
6. The winning companies / organisations should actively participate in all award and publicity activities and be willing to share their policies and practices.
7. The winning companies / organisations are authorised to use the Equal Opportunity Employer Logo on their stationery, promotional literature and advertisements during the validity period. When using the Logo, the companies / organisations must not implicitly or explicitly state that the EOC approves or endorses their products or services. Otherwise, the EOC may withdraw the right of awardees to use the Logo.
8. The results of the Equal Opportunity Employer Recognition Scheme will not affect or jeopardise the exercise of the statutory functions of the EOC. The EOC reserves the sole right to terminate or modify the right of awardees to use the Logo. In the event of dispute, the decision of the EOC shall be final and binding.
9. Personal data provided by the participating companies / organisations will be used by the EOC for the purpose of communication and promotion related to the Recognition Scheme. Should the companies / organisations wish to access or correct the data, please contact the EOC at 2511 8211 or email to eoemployer@eoc.org.hk.



Equal Opportunity Employer Recognition Scheme Application Form

To: Equal Opportunities Commission
16/F, 41 Heung Yip Road
Wong Chuk Hang, Hong Kong

Tel: 2511 8211

Email: eoemployer@eoc.org.hk

Fax: 2511 8142

Website: www.eoc.org.hk/s/eoemployer

Part 1 – Details of Company / Organisation / Government Bureau or Department

Name of Organisation: _____

Address: _____

Tel: _____ Fax: _____

Website (if any): _____

Category:

Private enterprises

Listed companies

Companies with 100 or more employees in Hong Kong

Small- and medium-sized enterprises¹

Public organisations²

Total number of employees in Hong Kong: _____

Years of operation: _____

Business Registration Certificate / Company Registration Number / Registration under Section 88 of the Inland Revenue Ordinance / Others: _____
(please attach a copy)

Nature of Business:

Manufacturing

Non-manufacturing

Others: _____

¹ Manufacturing enterprises with fewer than 100 employees, and non-manufacturing enterprises with fewer than 50 employees

² Non-governmental organisations, social enterprises, statutory and public bodies, chambers of commerce, professional bodies, Government bureaux and departments



Nature of Organisation:

- | | | |
|---|---|--|
| <input type="checkbox"/> Government Bureau / Department | <input type="checkbox"/> Non-governmental Organisation | <input type="checkbox"/> Public / Subvented Body |
| <input type="checkbox"/> Statutory Body | <input type="checkbox"/> Chamber of Commerce | <input type="checkbox"/> Professional Body |
| <input type="checkbox"/> Employers' or Management Association | <input type="checkbox"/> Educational Institution and University | <input type="checkbox"/> Hospital |
| <input type="checkbox"/> Social Service Organisation | | |

Field of Business: (Can check more than one box)

- | | | |
|---|---|--|
| <input type="checkbox"/> Accounting Services | <input type="checkbox"/> Advertising, Marketing and Public Relations Services | <input type="checkbox"/> Apparel and Fashion Design |
| <input type="checkbox"/> Automobile Services | <input type="checkbox"/> Banking, Financial and Credit Services | <input type="checkbox"/> Business Management and Consultancy Services |
| <input type="checkbox"/> Cleaning Services | <input type="checkbox"/> Construction and Engineering | <input type="checkbox"/> Convention, Exhibition and Event Management |
| <input type="checkbox"/> Courier Services, Logistic Management and Freight Management | <input type="checkbox"/> Design Services | <input type="checkbox"/> Education & Training |
| <input type="checkbox"/> Entertainment | <input type="checkbox"/> Environmental Protection Services | <input type="checkbox"/> Government Organisations |
| <input type="checkbox"/> Information Technology | <input type="checkbox"/> Insurance | <input type="checkbox"/> Legal Services |
| <input type="checkbox"/> Manufacturing | <input type="checkbox"/> Media and Communications | <input type="checkbox"/> Medical, Nursing and Healthcare Services |
| <input type="checkbox"/> Personal Care Services | <input type="checkbox"/> Printing, Publishing and Packaging | <input type="checkbox"/> Property Development, Property Management and Real Estate |
| <input type="checkbox"/> Public Utilities and Public Services | <input type="checkbox"/> Retail | <input type="checkbox"/> Social Services |
| <input type="checkbox"/> Security Services | <input type="checkbox"/> Shipping and Maritime Services | <input type="checkbox"/> Technology, Research & Development |
| <input type="checkbox"/> Telecommunications | <input type="checkbox"/> Tourism and Travel | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Others (Please specify): _____ | | |

Part 2 – Contact Person in Company / Organisation / Government Bureau or Department

Contact Person: _____

(Title: Mr / Ms / Miss / Mrs / Others _____)

Position: _____

Tel No: _____ Fax No: _____

Email: _____

Mailing Address: *(if different from above)*

We are applying for the following award category: (Each applicant may choose more than one category. Please tick as appropriate.)

- Gender Equality (please complete **Form 2A**)
- Equality for Diverse Abilities (please complete **Form 2B**)
- Family Status Equality (please complete **Form 2C**)
- Racial Equality and Inclusion (please complete **Form 2D**)

Part 3 – Declaration

Our company / organisation hereby agrees and declares that:

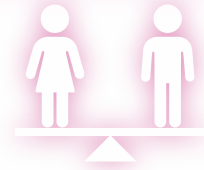
1. The information provided in this form is true and accurate. We will provide additional information to the EOC if required.
2. When using the Equal Opportunity Employer Logo, we will not, implicitly or explicitly, state that the EOC approves the products or services of our company / organisation and we agree to comply with the terms and conditions on using the Logo issued by the EOC.

Submitted by: _____ Position: _____
(Name)

Signature: _____ Date: _____

Privacy Statement

All information submitted by the participating organisation will be used for the purpose related to the Equal Opportunity Employer Recognition Scheme only. The EOC is committed to fully complying with the data protection principles and all relevant provisions of the Personal Data (Privacy) Ordinance (Cap. 486). Should the participating organisation wish to check and correct the data, please contact the EOC at 2511 8211. For details about the EOC privacy protection policy, please visit the EOC website www.eoc.org.hk.



Section I – Leadership and Commitment

(Please ✓ as appropriate. For questions with a list of boxes, can check more than one box.)

1. Has your company / organisation formulated any policy or initiative (e.g. campaign, programme or network) in relation to equal opportunities and/or diversity and inclusion (D&I)?

Yes No

If yes, please specify: _____

How long has the policy / initiative been in place?

Since the establishment of the company / organisation

Since _____(mm/yyyy)

2. Who are responsible for devising and executing the equal opportunities and/or D&I policies / initiatives in your company / organisation?

Devising:

Head of company / organisation Directors and senior managers

Middle managers Human resources department

Others _____

Executing:

Head of company / organisation Directors and senior managers

Middle managers Human resources department

Others _____

3. Does your company / organisation has any designated personnel or group (such as Committee and Working Group) overseeing and handling the implementation of the equal opportunities and/or D&I policies / initiatives?

Yes No

If yes, please specify the name of the position or group:

4. How often does your company / organisation review the policies / initiatives?

Every _____ year(s) Never

Section II(a) – Policies and Practices (Staff Recruitment and Career Development)

(Please ✓ as appropriate. For questions with a list of boxes, can check more than one box.)

5. Does your company / organisation implement any policy and measure to ensure equal employment opportunities for people of different genders (i.e. fair recruitment, selection, appointment, promotion, performance review, training and development, and dismissal

policies and processes that do not discriminate any person on the ground of sex)?

Yes
 No

6. Does your company / organisation maintain and implement the following policies and practices that aimed at achieving gender equality?

Gender balance in leadership Yes No

Gender balance across the organisation Yes No

Equal pay for equal work or work of equal value Yes No

If yes, please specify in around 200 words the policy / policies: (Please use separate sheet(s) if needed.)

How often does your company / organisation review the policy / policies?

7. What is the current gender representation in your company?

Overall _____ (% Female) _____ (% Male)

Optional:

Top-level (non-executive) (e.g. Board of Directors) _____ (% Female) _____ (% Male)

Top-level (executive) (e.g. Managing Director, CEO, CFO, Executive Director, etc.) _____ (% Female) _____ (% Male)

Senior management (e.g. Director, Head of Division) _____ (% Female) _____ (% Male)

Middle-level management (e.g. Assistant Director, Senior Manager) _____ (% Female) _____ (% Male)

First-level management (e.g. Manager, Assistant Manager) _____ (% Female) _____ (% Male)

Experienced or technical professionals (e.g. Senior Executive, Superintendent) _____ (% Female) _____ (% Male)

Entry level or general staff _____ (% Female) _____ (% Male)

8. Do you have plans to bring up the level of representation of either gender in certain positions?

Yes
 No

If yes, please specify the plan(s) for balancing the gender ratio:



9. What are the sources of recruiting talents of the under-represented gender or diversifying your talent pool?

- Labour Department employment services
- NGOs' employment services and/or career fairs
(Name of NGOs: _____)
- Advertisements in local newspapers
- Internet and social media platforms
- Universities and colleges
- Referrals by existing employees
- Overseas recruitment
- Others (Please specify _____)

Section II(b) – Policies and Practices (Staff Engagement)

(Please ✓ as appropriate. For questions with a list of boxes, can check more than one box.)

10. Is your company / organisation's policy / measure on equal opportunities and/or D&I included in staff communication channels and materials, such as the Intranet site and staff handbook?

- Yes No

Please specify the way staff members are informed about the policy / measure:

- Staff Induction Programme Staff briefing and training
 Emails Staff Handbook
 Others _____

11. Does your company / organisation maintain any formal mechanism or system for addressing grievances and/or handling staff complaints about unfair treatment at work on the ground of their gender?

- Yes No

Please describe in around 200 words the mechanism or system: (Please use separate sheet(s) if needed.)

12. Has your company / organisation established any formal or informal communication channel or feedback gathering process for soliciting employees' feedback on equal employment policies and practices and other matters?

- Yes No

If yes, please specify _____

13. Does your company / organisation have a formal policy on the prevention of gender-based discrimination and harassment, as well as sexual harassment, with a formal complaint-handling mechanism and process in place?

- Yes No

14. How do you inform staff members about the anti-sexual harassment and gender-based discrimination and harassment policy?

- HR and staff manual
 Email and memo
 Staff communication group
 Staff induction programme
 Others _____

15. Is training provided to staff members on the prevention of sexual harassment and gender-based discrimination and harassment?

- Yes No

If yes, please specify the training:

16. Does your company / organisation maintain and implement policies and measures (e.g. reasonable accommodation, flexible schedule or time-off for pre-natal check-up, paid or unpaid leave, benefits, etc.) to ensure equal treatment and non-discrimination of employees undergoing pregnancy and maternity leave?

- Yes No

If yes, please specify the policies and measures:

17. Does your company / organisation maintain and implement policies and measures, such as flexible working arrangements, to allow staff of different genders to fulfil their family responsibilities and achieve work-life balance?

- Yes No

If yes, please specify the policies and measures:



18. Does your company / organisation provide or arrange any training (e.g. workshops, lunch and learn sessions, talks and speakers series) on D&I for all staff with a view to creating an inclusive workplace environment? How frequent is the training conducted?

Yes No

If yes, please provide name and date of training

19. Please describe in about 200 words the innovative elements in the concept, design and implementation of the gender equality policies and practices that are new to your company / organisation, to the industry and/or Hong Kong. (Please use separate sheet(s) if needed.)

Section III – Benefits within and outside organisation

(Please ✓ as appropriate.)

20. Please share up to three stories that illustrate the positive impact your equal opportunities and/or D&I policies and practices have had on your company / organisation and your staff members. (Please use separate sheet(s) if needed.)

21. Does your company / organisation participate in any training and support programmes or engage any employment services by the Labour Department and/or NGOs that aimed to support women employment at different levels or recruitment of the under-represented gender?

Yes No

If yes, please specify _____

22. Does your company / organisation offer any apprenticeship / internship / mentorship programme to impart knowledge and skills to students, such as running STEM (Science, Technology, Engineering and Mathematics) programmes with schools, universities or NGOs?

Yes
 No

If yes, please specify _____

23. Does your company / organisation use products and services provided by social enterprises and suppliers employing underprivileged women e.g. women with disabilities and/or women newly arrived Hong Kong?

Yes
 No

Types of products / services: _____

Sources of supply: _____

24. Does your company / organisation publish periodically in corporate publications / publicity materials / website the equal opportunities and inclusive measures adopted by your company / organisation and the benefits, such as the contribution and achievement of the under-represented gender?

Yes
 No

If yes, please specify the publications / materials:

25. Does your company / organisation participate in any publicity and education activities on gender equality, such as participate in employers' experience-sharing session, media interviews and/or production of publicity photos or videos, with a view to inspiring and encouraging other employers to adopt similar practices?

Yes
 No

If yes, please specify the name and date of activities:

26. Does your company / organisation implement any corporate social responsibility (CSR) or staff volunteering programmes, or other initiatives that aim to promote gender equality or women empowerment?

Yes
 No

Please describe the CSR programmes / initiatives in 200 words: (Please use separate sheet(s) if needed.)



Section I – Leadership and Commitment

(Please ✓ as appropriate. For questions with a list of boxes, can check more than one box.)

1. Has your company / organisation formulated any policy or initiative (e.g. campaign, programme or network) in relation to equal opportunities and/or diversity and inclusion (D&I)?

Yes No

If yes, please specify: _____

How long has the policy / initiative been in place?

Since the establishment of the company / organisation

Since _____(mm/yyyy)

2. Who are responsible for devising and executing the equal opportunities, and/or D&I policies / initiatives in your company / organisation?

Devising:

Head of company / organisation Directors and senior managers
 Middle managers Human resources department
 Others _____

Executing:

Head of company / organisation Directors and senior managers
 Middle managers Human resources department
 Others _____

3. Does your company / organisation have any designated personnel or group (such as Committee and Working Group) overseeing and handling the implementation of the equal opportunities and/or D&I policies / initiatives?

Yes No

If yes, please specify the name of the position or group:

4. How often does your company / organisation review the policies / initiatives?

Every _____ year(s) Never

Section II(a) – Policies and Practices (Staff Recruitment and Career Development)

(Please ✓ as appropriate. For questions with a list of boxes, can check more than one box.)

5. Does your company / organisation implement any policy and measure in Hong Kong to ensure equal employment opportunities for persons with different abilities or disabilities (i.e. fair recruitment, selection, appointment, promotion, performance review, training and

development, and dismissal policies and processes that do not discriminate any person on the ground of disability)?

- Yes
 No

6. Does your company / organisation currently employ persons with disabilities?

- Yes
 No

If yes, what is the estimated proportion or percentage out of the total number of staff in Hong Kong?

Conditions of employees:

- Visual impairment
 Hearing impairment
 Speech impairment
 Physical impairment
 Chronically ill
 Intellectual impairment
 Mental health service users
 Ex-mental health service users
 Autism spectrum disorders
 Attention deficit / Hyperactivity disorder
 Specific learning disabilities
 Others: _____

7. Which levels of position do employees with disabilities occupy in your company / organisation?

- Top-level (non-executive) (e.g. Board of Directors)
 Top-level (executive) (e.g. Managing Director, CEO, CFO, Executive Director, etc.)
 Senior management (e.g. Director, Head of Division)
 Middle-level management (e.g. Assistant Director, Senior Manager)
 First-level management (e.g. Manager, Assistant Manager)
 Experienced or technical professionals (e.g. Senior Executive, Superintendent)
 Entry level or general staff

8. What are the sources of recruiting these staff members or diversifying your talent pool?

- Labour Department employment services
 NGOs' employment services and/or career fairs
 (Name of NGOs: _____)
 Advertisements in local newspapers
 Internet and social media platforms
 Universities and colleges
 Referrals by existing employees
 Networks of persons with disabilities
 Overseas recruitment
 Others (Please specify _____)

9. Does your company / organisation participate in any employment, training and support programmes organised by the Social Welfare Department (SWD), Labour Department (LD) and/or NGOs?

- Work Orientation and Placement Scheme (LD)
 Enhancing Employment of People with Disabilities through Small Enterprise Project (SWD)
 On the Job Training Programme for Young People with Disabilities (SWD)
 Others (Please specify _____)



10. Does your company / organisation make any special arrangement in recruitment (e.g. reviewing the job requirements and making the recruitment notice available in alternative formats such as Braille, large print or electronic), with a view to removing the barriers faced by candidates with disabilities in the employment market?

Yes No

If yes, please specify _____

11. Has any adjustment been made to the hiring process, including the screening, assessment and testing process, to accommodate candidates' special needs (e.g. arranging for accessible interview location, sign language interpretation, etc.)?

Yes No

If yes, please specify _____

12. Does your company / organisation offer any apprenticeship / internship / mentorship programme to impart knowledge and skills to trainees / students with disabilities?

Yes No

If yes, please specify _____

Section II(b) – Policies and Practices (Staff Engagement)

(Please ✓ as appropriate. For questions with a list of boxes, can check more than one box.)

13. Does your company / organisation provide a barrier-free environment and/or assistive devices to employees with disabilities to facilitate their performance of duties?

Yes No

Please indicate the kinds of barrier-free environment and assistive devices provided by your company / organisation:

Barrier-free environment:

- Remodelled passageway like ramp, tactile guide path, wide corridor and entrance/exit
- Special facilities like accessible elevator, low levelled counter top, accessible toilet
- Electronic sensor like induction loop system, visual fire alarm system
- Indicator and sign like braille sign, tactile map, sign with large symbols and contrasting colours

Assistive devices

- Braille indicators, desktop magnifiers, mobile magnifiers and hearing aids

Other support

- Special transport arrangements like shuttle vehicles
- Employee counselling or assistance programme
- Others (please specify) _____

14. Does your company / organisation make reasonable accommodation for employees with disabilities to cater for their special needs (e.g. allowing employees to work from home or flexi-time so that they can attend medical check-ups)?

Yes
 No

Please explain in around 200 words the accommodation measures: (Please use separate sheet(s) if needed.)

15. Does your company / organisation make any reasonable and appropriate adjustment to work processes to accommodate the special needs of employees with disabilities?

Yes
 No

Please explain in around 200 words the adjustment to work processes: (Please use separate sheet(s) if needed.)

16. Is your company / organisation's policy / measure on equal opportunities and/or D&I included in staff communication channels and materials, such as the Intranet site and staff handbook?

Yes
 No

Please specify the way staff members are informed about the policy / measure:

- | | |
|--|--|
| <input type="checkbox"/> Staff Induction Programme | <input type="checkbox"/> Staff briefing and training |
| <input type="checkbox"/> Emails | <input type="checkbox"/> Staff handbook |
| <input type="checkbox"/> Others _____ | |

17. Does your company / organisation maintain any formal mechanism or system for addressing grievances and/or handling staff complaints about unfair treatment at work on the ground of their disabilities?

Yes
 No

Please describe in around 200 words the mechanism or system: (Please use separate sheet(s) if needed.)

18. Has your company / organisation established any formal or informal communication channel or feedback gathering process for soliciting employees' feedback on equal employment policies and practices and other matters?

Yes
 No

If yes, please specify _____

19. Does your company / organisation undertake any measure or arrangement to ensure that staff members with disabilities are properly engaged in formal or informal communication process?

Yes
 No



If yes, please specify the measure or arrangement:

- Meetings (as and when needed) Emails
 Opinion collection box Employees survey
 Others _____

20. Are staff communication materials, such as notices and circulars, available in alternative formats, such as Braille, large print and electronic?

- Yes No

21. Does your company / organisation provide or arrange any training (e.g. workshops, lunch and learn sessions, talks and speakers series) on disability awareness and D&I for all staff with a view to creating an inclusive workplace environment? How frequent is the training conducted?

- Yes No

If yes, please provide name and date of training:

22. Is there any employee resource or programme, such as affinity group, mentors' group or buddy programme, to support staff of different abilities or disabilities who experience difficulties in adapting to the work environment?

- Yes No

If yes, please specify the kind of resources available:

23. Does your company / organisation organise any activities and/or programmes (such as outing and lunch gathering) to promote team spirit and build rapport and understanding between staff of different backgrounds and abilities?

- Yes No

If yes, please specify _____

24. Please describe in about 200 words the innovative elements in the concept, design and implementation of the disability inclusion policies and practices that are new to your company / organisation, to the industry and/or Hong Kong. (Please use separate sheet(s) if needed.)

Section III – Benefits within and outside organisation

(Please ✓ as appropriate.)

25. Please share up to three stories that illustrate the positive impact your equal opportunities and/or D&I policies and practices have had on your company / organisation and your staff members. (Please use separate sheet(s) if needed.)

26. Does your company / organisation use products and services provided by rehabilitation social enterprises and shelter workshops, suppliers employing persons with disabilities, or self-employed persons with disabilities?

Yes No

Types of products / services: _____

Sources of supply: _____

27. Does your company / organisation implement any corporate social responsibility (CSR) or staff volunteering programmes, or other initiatives that aim to promote the equal employment and inclusion of persons with disabilities?

Yes No

Please describe the CSR programmes / initiatives in 200 words: (Please use separate sheet(s) if needed.)

28. Does your company / organisation publish periodically in corporate publications / publicity materials / website the equal opportunities and inclusive measures adopted by your company / organisation and their benefits, such as the contribution and achievement of persons with disabilities?

Yes No

If yes, please specify the publications / materials:

29. Does your company / organisation participate in any publicity and education activities for the open recruitment of persons with disabilities, such as participate in employers' experience-sharing session, media interviews and/or production of publicity photos or videos, with a view to inspiring and encouraging other employers to adopt similar practices?

Yes No

If yes, please specify the name and date of activities:



Section I – Leadership and Commitment

(Please ✓ as appropriate. For questions with a list of boxes, can check more than one box.)

1. Has your company / organisation formulated any policy or initiative (e.g. campaign, programme or network) in relation to equal opportunities and/or diversity and inclusion (D&I)?

Yes No

If yes, please specify: _____

How long has the policy / initiative been in place?

Since the establishment of the company / organisation

Since _____(mm/yyyy)

2. Who are responsible for devising and executing the equal opportunities and/or D&I policies / initiatives in your company / organisation?

Devising:

Head of company / organisation Directors and senior managers

Middle managers Human resources department

Others _____

Executing:

Head of company / organisation Directors and senior managers

Middle managers Human resources department

Others _____

3. Does your company / organisation have any designated personnel or group (such as Committee and Working Group) overseeing and handling the implementation of the equal opportunities and/or D&I policies / initiatives?

Yes No

If yes, please specify the name of the position or group:

4. How often does your company / organisation review the policies / initiatives?

Every _____ year(s) Never

Section II(a) – Policies and Practices (Staff Recruitment and Career Development)

(Please ✓ as appropriate. For questions with a list of boxes, can check more than one box.)

5. Does your company / organisation implement any policy and measure to ensure equal employment opportunities for people of diverse backgrounds and abilities (i.e. fair recruitment, selection, appointment, promotion, performance review, training and development, and dismissal policies and processes that do not discriminate any person on the grounds of gender, disability, family status and race)?

Yes No

6. Does your company / organisation maintain and implement any policy and measure aiming to promote the work-life balance of staff members and help them fulfil their family responsibilities?

Yes No

Please indicate below the policies and practices implemented.

Working hours and patterns:

- | | |
|--|---|
| <input type="checkbox"/> Flexi-working hours | <input type="checkbox"/> Compressed work week (working longer hours daily in order to compress the number of working days per week) |
| <input type="checkbox"/> Flexi-working place | <input type="checkbox"/> Part-time working pattern upon employees' request |
| <input type="checkbox"/> Flexi-rostering | <input type="checkbox"/> Reduced working hours and adjusted salary correspondingly upon employees' request |
| <input type="checkbox"/> Five-day work week | <input type="checkbox"/> Job sharing |
| <input type="checkbox"/> Others: _____ | |

Arrangements for staff to manage family care and responsibilities:

- | | |
|--|---|
| <input type="checkbox"/> Paid annual leave (over and above statutory requirements) | <input type="checkbox"/> Accumulative annual leave (annual leave that can be carried over to the next year or beyond) |
| <input type="checkbox"/> Paid sick leave
(No. of days per year _____) | <input type="checkbox"/> Quarter-day leave |
| <input type="checkbox"/> Hourly leave | <input type="checkbox"/> Maternity leave
(No. of days / weeks _____) |
| <input type="checkbox"/> Paternity leave
(No. of days / weeks _____) | <input type="checkbox"/> Compassionate leave
(No. of days _____) |
| <input type="checkbox"/> Marriage leave
(No. of days _____) | <input type="checkbox"/> Parental leave
(No. of days / weeks _____) |
| <input type="checkbox"/> Adoption leave
(No. of days _____) | <input type="checkbox"/> Filial leave (e.g. leave on parents' / grandparents' birthdays) |



- Birthday leave
- Family care leave or emergency leave on family grounds
- Others: _____
- Festival leave (early leave or full-day leave on festive days such as Winter Solstice, Christmas Eve)

7. Does your company / organisation provide any family and child care benefits and support to employees and/or their family members?

- Child care support
- Scholarships / bursaries / tuition reimbursements for employees' children
- Insurance covering employees' parents
- Discounts on the company's goods and services for employees and their family members
- Emergency financial relief
- Others: _____
- Nurseries at workplace
- Elderly care support
- Insurance covering employees' other family members
- Special loans (e.g. tax loan, housing loan)
- Employee facilities (fitness room, family club, etc.)

8. Does your company / organisation maintain any policy, facilities and/or services for breastfeeding employees?

- Yes No

Please indicate the kinds of policy / facilities / services provided by your company / organisation:

- Written policy on breastfeeding
 - Daily time-off from work to express milk or breastfeed an infant
 - Travel provisions for breastfeeding employees, such as allowing them to travel with infant(s)
- Lactation breaks for employees to express milk
- Room / space with privacy for expressing milk
- Refrigerator for storing breastmilk
- Others: _____

Section II(b) – Policies and Practices (Staff Engagement)

(Please ✓ as appropriate. For questions with a list of boxes, can check more than one box.)

9. Is your company / organisation's equal opportunities, D&I and/or family-related policies and measures included in staff communication channels and materials, such as the Intranet site and staff handbook?

- Yes
 No

Please specify the way staff members are informed about the policy / measure:

- Staff Induction Programme
 Staff briefing and training
 Emails
 Staff Handbook
 Others: _____

10. Has your company / organisation established any formal communication channel or platform for seeking and gathering employees' views on family-related policies and practices, such as staff consultative group? How many meetings were conducted with staff members in the past year?

- Yes
 No

If yes, please specify _____

Number of meetings: _____

11. Does your company / organisation maintain any formal mechanism or system for addressing grievances and/or handling staff complaints about unfair treatment based on their family care responsibilities?

- Yes
 No

Please describe in around 200 words the mechanism or system: (Please use separate sheet(s) if needed.)

12. Does your company / organisation provide or arrange any training (e.g. workshops, lunch and learn sessions, talks and speakers series) on D&I, family value and work-life balance for all staff with a view to creating a family-friendly workplace environment? How frequent is the training conducted?

- Yes
 No

If yes, please provide name and date of training:



13. Is there any employee resource or programme, such as affinity group, mentors' group or support group, to support staff with family responsibilities?

- Yes No

If yes, please specify the kind of resources available:

14. Does your company / organisation organise any outside-the-workplace activities for staff and/or their family members to promote work-life balance and well-being of employees?

- | | |
|---|--|
| <input type="checkbox"/> Company trip or outing | <input type="checkbox"/> Social gatherings |
| <input type="checkbox"/> Family engagement events
e.g. Bring-your-family-to-work day, open day for employees' family members | <input type="checkbox"/> Festive meals |
| <input type="checkbox"/> Interest groups or classes | <input type="checkbox"/> Health workshops |
| <input type="checkbox"/> Employee counselling services | <input type="checkbox"/> Stress management workshops or training |
| <input type="checkbox"/> Voluntary service teams | <input type="checkbox"/> Community events e.g. Walk for Millions |
| <input type="checkbox"/> Parenting seminars | |
| <input type="checkbox"/> Others: _____ | |

15. Please describe in about 200 words the innovative elements in the concept, design and implementation of the family-friendly policies and practices that are new to your company / organisation, to the industry and/or Hong Kong. (Please use separate sheet(s) if needed.)

Section III – Benefits within and outside organisation

(Please ✓ as appropriate.)

16. Please share up to three stories that illustrate the positive impact your equal opportunities, D&I, and/or family-friendly policies and practices have had on your company / organisation and your staff members. (Please use separate sheet(s) if needed.)

17. Does your company / organisation implement any corporate social responsibility (CSR) programmes or staff volunteering programmes, or other initiatives that aim to promote work-life balance and family value?

Yes No

Please describe the CSR programmes / initiatives in 200 words: (Please use separate sheet(s) if needed.)

18. Does your company / organisation publish periodically in corporate publications / publicity materials / website the family-friendly policies and measures adopted by your company / organisation and their benefits, such as the work-life balance of staff members?

Yes No

If yes, please specify the publications / materials:

19. Does your company / organisation participate in any publicity and education activities for promoting work-life balance and family care, such as participate in employers' experience-sharing session, media interviews and/or production of publicity photos or videos, with a view to inspiring and encouraging other employers to adopt similar practices?

Yes No

If yes, please specify the name and date of activities:

20. Does your company / organisation support (or plan to support) initiatives in the community (such as by NGOs) that promote equal opportunities, D&I, family care and/or work-life balance?

Yes No

If yes, please specify the name of the community organisation and the initiative:



Section I – Leadership and Commitment

(Please ✓ as appropriate. For questions with a list of boxes, can check more than one box.)

1. Has your company / organisation formulated any policy or initiative (e.g. campaign, programme or network) in relation to equal opportunities and/or diversity and inclusion (D&I)?

Yes No

If yes, please specify: _____

How long has the policy / initiative been in place?

Since the establishment of the company / organisation

Since _____(mm/yyyy)

2. Who are responsible for devising and executing the equal opportunities and/or D&I policies / initiatives in your company / organisation?

Devising:

Head of company / organisation Directors and senior managers

Middle managers Human resources department

Others _____

Executing:

Head of company / organisation Directors and senior managers

Middle managers Human resources department

Others _____

3. Does your company / organisation have any designated personnel or group (such as Committee or Working Group) overseeing and handling the implementation of the equal opportunities and/or D&I policies / initiatives?

Yes No

If yes, please specify the name of the position or committee / group:

4. How often does your company / organisation review the policies / initiatives?

Every _____ year(s) Never

Section II(a) – Policies and Practices (Staff Recruitment and Career Development)

(Please ✓ as appropriate. For questions with a list of boxes, can check more than one box.)

5. Does your company / organisation implement any policy and measure in Hong Kong to ensure equal employment opportunities for people of diverse races (i.e. fair recruitment, selection, appointment, promotion, performance review, training and development, and dismissal policies and processes that do not discriminate any person on the ground of race)?

Yes No

6. Does your company / organisation maintain a racially diverse workforce?

- Yes
 No

If yes, what is the estimated proportion or percentage of staff from non-Chinese ethnicities out of the total number of staff in Hong Kong?

Ethnicity of employees (if known):

- | | | |
|-----------------------------------|--------------------------------------|--|
| <input type="checkbox"/> African | <input type="checkbox"/> Caucasian | <input type="checkbox"/> Filipino |
| <input type="checkbox"/> Indian | <input type="checkbox"/> Indonesian | <input type="checkbox"/> Japanese |
| <input type="checkbox"/> Nepalese | <input type="checkbox"/> Korean | <input type="checkbox"/> Pakistani |
| <input type="checkbox"/> Thai | <input type="checkbox"/> Other Asian | <input type="checkbox"/> Others: _____ |

7. Which levels of position do racially under-represented employees occupy in your company / organisation?

- | | |
|---|---|
| <input type="checkbox"/> Top-level (non-executive) (e.g. Board of Director) | <input type="checkbox"/> Top-level (executive) (e.g. Managing Director, CEO, CFO, Executive Director, etc.) |
| <input type="checkbox"/> Senior management (e.g. Director, Head of Division) | <input type="checkbox"/> Middle-level management (e.g. Assistant Director, Senior Manager) |
| <input type="checkbox"/> First-level management (e.g. Manager, Assistant Manager) | <input type="checkbox"/> Experienced or technical professionals (Senior Executive, Senior Superintendent) |
| <input type="checkbox"/> Entry level or general staff | |

8. What are the sources of recruiting talents of the racially under-represented communities or diversifying your talent pool?

- Labour Department employment services
 NGOs' employment services and/or career fairs
 (Name of NGOs: _____)
 Advertisements in local newspapers
 Internet and social media platforms
 Universities and colleges
 Referrals by existing employees
 Networks of the racially under-represented communities
 Overseas recruitment
 Others (Please specify) _____

9. Does your company / organisation make any special arrangement in recruitment (e.g. reviewing the language proficiency requirements and using media of racially under-represented communities for advertisement), with a view to removing the barriers faced by racially under-represented candidates in the employment market?

- Yes
 No

If yes, please specify _____

10. Does your company / organisation offer any apprenticeship / internship / mentorship programme to impart knowledge and skills to trainees / students of the racially under-represented communities in Hong Kong?

- Yes
 No

If yes, please specify _____



11. Does your company / organisation give any flexibility or consideration, and/or make any special arrangement to cater for the needs of employees of diverse races?

- Yes No

Please indicate the kind(s) of flexibility or arrangement provided by your company / organisation:

- Language support Staff communication
 Training activities Dress code adjustment
 Food accommodation Flexible working around religious holidays
 Others: _____

Section II(b) – Policies and Practices (Staff Engagement)

(Please ✓ as appropriate. For questions with a list of boxes, can check more than one box.)

12. Is your company / organisation's policy / measure on equal opportunities and/or D&I included in staff communication channels and materials, such as the Intranet site and staff handbook?

- Yes No

Please specify the way staff members are informed about the policy/measure:

- Staff Induction Programme Staff briefing and training
 Emails Staff Handbook
 Others: _____

13. Does your company / organisation maintain any formal mechanism or system for addressing grievances and/or handling staff complaints about unfair treatment at work on the ground of their race?

- Yes No

Please describe in around 200 words the mechanism or system: (Please use separate sheet(s) if needed.)

14. Has your company / organisation established any formal or informal communication channel or feedback gathering process for soliciting employees' feedback on equal employment policies and practices and other matters?

- Yes No

If yes, please specify _____

15. Does your company / organisation undertake any measure or arrangement to ensure that racially under-represented staff are properly engaged in formal or informal communication process?

- Yes No

If yes, please specify the measure or arrangement:

- Meetings (as and when needed) Emails

- Opinion collection box Employees survey
 Others: _____

16. Does your company / organisation provide or arrange any training (e.g. workshops, lunch and learn sessions, talks and speakers series) on cultural sensitivity, bias awareness, racial diversity and inclusion for all staff with a view to creating an inclusive workplace environment? How frequent is the training conducted?

- Yes No

If yes, please provide name and date of training:

17. Is there any employee resource or programme, such as affinity group, mentors' group or buddy programme, to support staff of different ethnicities who experience difficulties in adapting to the work environment?

- Yes No

If yes, please specify the kind of resources available:

18. Does your company / organisation organise any activities and/or programmes (such as outing, lunch gathering and international food potluck) to promote an intercultural workplace and build rapport and understanding between staff of different racial / ethnic backgrounds?

- Yes No

If yes, please specify _____

19. Please describe in about 200 words the innovative elements in the concept, design and implementation of the racial diversity and inclusion policies and practices that are new to your company / organisation, to the industry and/or Hong Kong. (Please attach separate sheet(s) if necessary.)

Section III – Benefits within and outside organisation

(Please ✓ as appropriate.)

20. Please share up to three stories that illustrate the positive impact your equal opportunity and/or D&I policies and practices have had on your company / organisation and your staff members. (Please use separate sheet(s) if needed.)



21. Does your company / organisation use products and services provided by social enterprises and suppliers employing racially under-represented communities?

Yes No

Types of products/services: _____

Sources of supply: _____

22. Does your company / organisation implement any corporate social responsibility (CSR) or staff volunteering programmes, or other initiatives that aim to promote racial diversity and inclusion?

Yes No

Please describe the CSR programmes / initiatives in 200 words: (Please use separate sheet(s) if needed.)

23. Does your company / organisation publish periodically in corporate publications / publicity materials / website the equal opportunities and inclusive measures adopted by your company / organisation, such as the contribution and achievement of racially under-represented staff and initiatives to cultivate cultural inclusion?

Yes No

If yes, please specify the publications / materials:

24. Does your company / organisation participate in any publicity and education activities for the open recruitment of racially under-represented communities, such as participate in employers' experience-sharing session, media interviews and/or production of publicity photos or videos with a view to inspiring and encouraging other employers to adopt similar practices?

Yes No

If yes, please specify the name and date of activities:

25. Does your company / organisation support (or plan to support) initiatives in the community (such as by NGOs) that promote equal opportunities, diversity and inclusion?

Yes No

If yes, please specify the name of the community organisation and the initiative:
