

我們承諾竭盡所能服務社會,以誠懇有禮的態度盡力協助市民,我們的服務標準及指標如下:
We pledge to serve the community to the best of our abilities. We are committed to providing a courteous, helpful and efficient service. The service standard and the performance target we aim to achieve are as follows:

	服務標準 Service Standard	服務指標 (達到服務標準的百分比) Performance Target (% meeting standard)
查詢 Enquiry		
- 在辦公時間內回覆電話查詢 Answer telephone enquiries during office hours	即時回覆 immediately	95%
- 接見到辦事處查詢的人士 Interview a walk-in enquirer at EOC office	30分鐘內 within 30 minutes	95%
- 回覆簡單的書面查詢 Reply to written enquiries on simple issues	5個工作天內 within 5 working days	95%
- 回覆複雜的書面查詢 Reply to written enquiries on complex issues	14個工作天內 within 14 working days	95%
投訴 Complaint		
- 對書面投訴開始採取行動 Initiate action on a written complaint	3個工作天內 within 3 working days	100%
- 經預約安排,接見有意提出投訴的人士 Interview a prospective complainant asking for an appointment	5個工作天內 within 5 working days	95%
- 完成處理投訴個案 Conclude a complaint case	6個月內 within 6 months	75%
法律協助 Legal Assistance		
- 審批法律協助的申請並回覆申請者 Make a decision and inform an applicant of the outcome of application for legal assistance	3個月內 within 3 months	85%
公眾教育及宣傳 Public Education and Promotion		
- 安排有關平等機會課題及法例的講座 Meet requests for talks on equal opportunity issues and legislation	6個星期內 within 6 weeks	95%
- 處理市民以郵寄或傳真索取委員會刊物 Meet requests by mail or fax for EOC publications	3個工作天內 within 3 working days	95%