

**Equal Opportunities Commission**  
**15th Anniversary of the Implementation of the Race Discrimination Ordinance**  
**Racial Diversity & Inclusion Employers Award Scheme**

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

Tel: 2511 8211 Email: [racialequality@eoc.org.hk](mailto:racialequality@eoc.org.hk)

Fax: 2511 8142 Website: [www.eoc.org.hk](http://www.eoc.org.hk)

**Part 1 – Details of Company / Organisation**

Name of Organisation: \_\_\_\_\_

Address: \_\_\_\_\_

Tel no.: \_\_\_\_\_ Fax no.: \_\_\_\_\_

Website (if any): \_\_\_\_\_

**Category:**

- ☐ **Private enterprises**
- ☐ Listed companies
  - ☐ Companies with 100 or more employees in Hong Kong
  - ☐ Small- and medium-sized enterprises<sup>1</sup>
- ☐ **Other organisations<sup>2</sup>**

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 / Other: \_\_\_\_\_  
(please attach a copy)

***Nature of business, in case of private enterprise:***

- ☐ Manufacturing      ☐ Non-manufacturing      ☐ Other: \_\_\_\_\_

***Nature of organisation, in case of other organisation:***

- |  |   |   |
|--|---|---|
| <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"/> Social Service Organisation   | <input type="checkbox"/> Educational Institution and University | <input type="checkbox"/> Hospital                             |
| <input type="checkbox"/> Other (Please specify): _____ |   |   |

<sup>1</sup> Manufacturing enterprises with fewer than 100 employees, and non-manufacturing enterprises with fewer than 50 employees

<sup>2</sup> Non-governmental organisations, social enterprises, statutory and public bodies, chambers of commerce, professional bodies, etc.

**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 Organisation                                   |
| <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"/> Other (Please specify): _____                                |   |  |

**Part 2 – Contact Person in Company / Organisation**

Contact Person \_\_\_\_\_  
(\*Title: Mr Ms Miss Mrs Other \_\_\_\_\_ )

Position: \_\_\_\_\_

Tel No: \_\_\_\_\_ Fax No: \_\_\_\_\_

Email: \_\_\_\_\_

Mailing Address: (if different from above)

\_\_\_\_\_  
\_\_\_\_\_

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

- ☐ Racial Equity in Hiring Award
- ☐ Inclusive Workplace Award
- ☐ Community Engagement Award

### 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 Equal Opportunities Commission (EOC) if required.
2. When using the Logo of the Award Scheme, 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 Racial Diversity & Inclusion Employers Award 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](http://www.eoc.org.hk).

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**Section I – Leadership and Commitment**

(Please ☒ as appropriate. For questions with a list of boxes, you may check more than one box.)

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

☐ 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 is/are responsible for devising and executing the racial D&I and/or equal opportunities policies / initiatives in your company / organisation?

**Devise:**

☐ Head of company / organisation

☐ Directors and senior managers

☐ Middle managers

☐ Human resources department

☐ Other: \_\_\_\_\_

**Execute:**

☐ Head of company / organisation

☐ Directors and senior managers

☐ Middle managers

☐ Human resources department

☐ Other: \_\_\_\_\_

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

☐ Yes

☐ No

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

\_\_\_\_\_

4. How often does your company / organisation review the policies / initiatives on racial D&I and/or equal opportunities?

☐ 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, you may check more than one box.)

5. Does your company / organisation implement any policies and measures 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 non-Chinese employees (if known):***

☐ African

☐ Caucasian

☐ Filipino

☐ Indian

☐ Indonesian

☐ Japanese

☐ Nepalese

☐ Korean

☐ Pakistani

☐ Thai

☐ Other Asian

☐ Other: \_\_\_\_\_

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

☐ Top-level (non-executive) (e.g. Board of Director)

☐ 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 (Senior Executive, Senior Superintendent)

☐ Entry level or general staff

☐ Other (Please specify): \_\_\_\_\_

8. What are the sources of recruiting talent from 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

☐ Other (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

☐ Other: \_\_\_\_\_

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

(Please ☒ as appropriate. For questions with a list of boxes, you may check more than one box.)

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

☐ Yes

☐ No

*Please specify the way(s) staff members are informed about the policies/measures:*

☐ Staff Induction Programme

☐ Staff briefing and training

☐ Emails

☐ Staff Handbook

☐ Other: \_\_\_\_\_

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 race?

☐ Yes

☐ No

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

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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 processes?

☐ Yes

☐ No

*If yes, please specify the measure or arrangement:*

☐ Meetings (as and when needed)

☐ Emails

☐ Opinion collection box

☐ Employee survey

☐ Other: \_\_\_\_\_

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, mentor group or buddy programme, to support staff of different ethnicities who may 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, international food potluck, etc.) 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 in your company / organisation. (Please attach separate sheet(s) if needed.)

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### Section III – Benefits within and outside organisation

(Please ☒ as appropriate.)

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

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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:

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Sources of supply:

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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 attach separate sheet(s) if needed.)*

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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:*

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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 sessions, 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:*

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25. Does your company / organisation support (or plan to support) initiatives in the community (such as by NGOs) that promote racial D&I and equal opportunities?

☐ Yes

☐ No

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

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