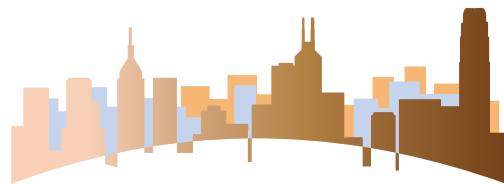




平等機會委員會
EQUAL OPPORTUNITIES COMMISSION



我支持 種族多元共融工作間
Racial Diversity & Inclusion in the Workplace



15th Anniversary of the Implementation of the Race Discrimination Ordinance

Racial Diversity & Inclusion Employers Award Scheme

Submission Deadline

**31 March
2025**



Introduction

To recognise the achievements of organisations that demonstrate a commitment to implementing policies and practices promoting the values of racial equality, diversity and inclusion in the workplace, the Equal Opportunities Commission (EOC) has launched a Racial Diversity and Inclusion Employers Award Scheme.

Objectives

1. To cultivate and enhance awareness of the benefits of racial diversity and inclusion policies and encourage employers in different sectors to reap the benefits, by implementing racially inclusive employment policies and practices.
2. To give recognition to companies and organisations which have excelled in creating racially inclusive workplaces, and provide a benchmark of good practices for others to follow.
3. To mainstream racial diversity and inclusion (D&I) values across different sectors and foster the spirit of diversity and inclusion, with a view to creating a cultural shift in the wider community and building an inclusive and discrimination-free society.

Award Categories

Racial Equity in Hiring Award

To reward employers who have actively and successfully incorporated recruitment practices to improve racial diversity in their workplaces, with particular attention to promoting equal opportunities for disadvantaged racial groups (e.g. adoption of racially inclusive recruitment policy, adjustment of Chinese proficiency requirement in recruitment, active promotion of job vacancies in disadvantaged racial communities etc.)

Inclusive Workplace Award

To reward employers who have successful initiatives in place to promote racial inclusion among their diverse staff (e.g. Employee resource groups, promoting different cultural festivals to all staff, facilities for religious practice, staff activities that promote understanding of racial diversity, etc.)

Community Engagement Award

To reward employers for their community-based initiative(s) that has (have) significant impact in promoting racial inclusion and diversity in Hong Kong (e.g. staff voluntary services for disadvantaged racial groups, internship opportunities for young people from disadvantaged racial backgrounds, etc.)

Depending on the responses received, there will be an SME award under some or each of the three categories.



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. The assessment criteria are explained below:

1. Being Strategic & Consistent: Demonstrate commitment (20%)

- Racial D&I is an explicit or implied core value for the organisation.
- Values of equal opportunities, and/or diversity and inclusion are embedded across processes in the company / organisation.
- Systems are in place and consistently applied to ensure bias-free employment experiences for all, from recruitment to on-the-job, to training and promotions.

2. Being Proactive: Put in place policies and measures (40%)

- Policies are put in place to promote and support employment equality of members of racially under-represented communities, and to create a safe, inclusive and harassment-free work environment for them:
 - Targets have been set to recruit the above groups or efforts made to maintain a diverse workforce.
 - Measures are in place to ensure there are no barriers to career progression of racially diverse employees.
 - 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%)

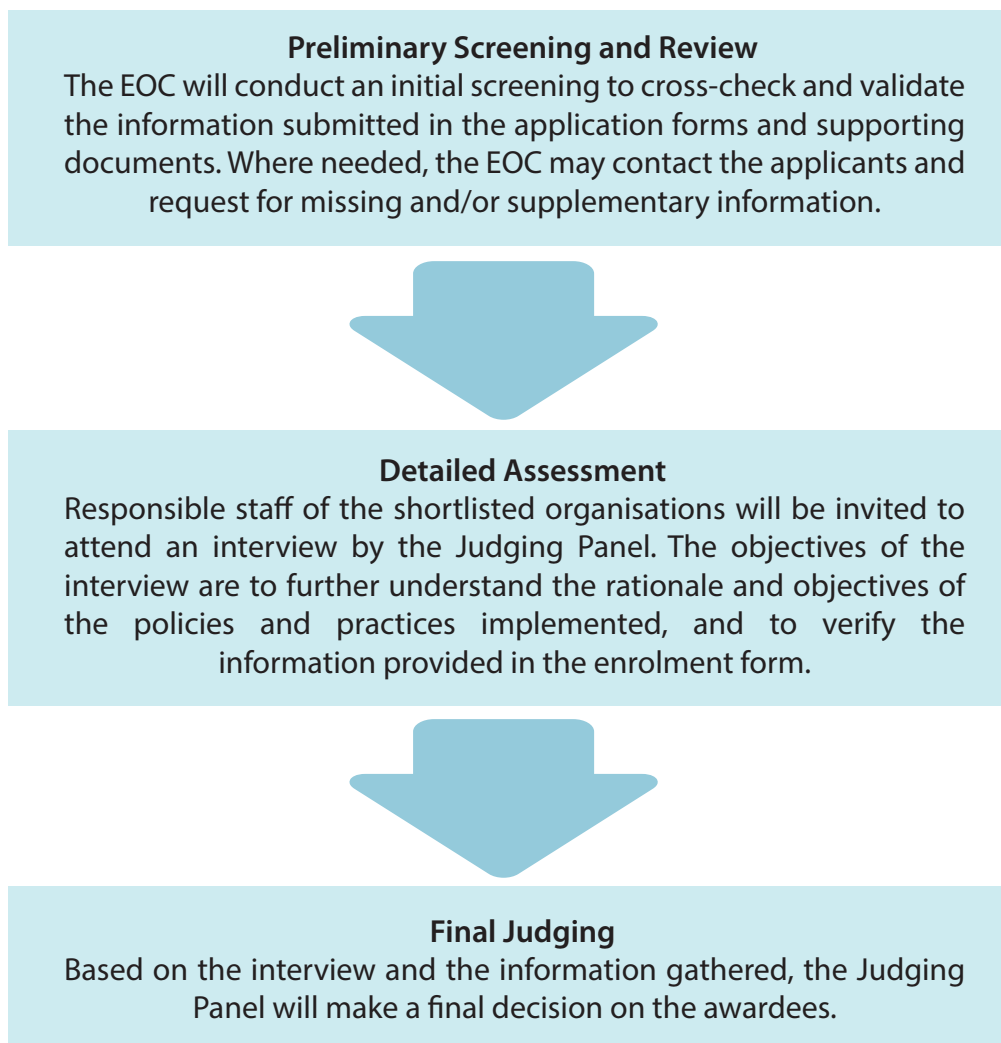
- The initiatives are not one-off, but part of longer-terms plans, goals and strategy.
- The initiatives are sustainable or replicable and can be rolled out by other companies / organisations or across the sector.

5. Being Impactful: Bring benefits 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 have helped to raise awareness of equal opportunities, racial diversity and inclusion values across the industry or the community.
- Collaborations have been made with other companies / organisations to generate action in promoting racial equality and inclusion.
- Efforts have been made to share learning and practices with other companies / organisations.

Assessment Process

The assessment will start in April 2025, and involves three stages: preliminary screening and review, detailed assessment and final judging.



Judging Panel

1. An independent Judging Panel made up of EOC Members, social dignitaries and professionals across different sectors will decide on the awardees. 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.

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 March 2025**:
 - Completed application form(s)
 - 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 be attached to the submission to facilitate the assessment. If the application is submitted by email, each email should be less than 10MB.
3. Each company / organisation may submit only **one application for multiple categories**. 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.
4. Application should be submitted to the EOC through any of the following methods:
By email: racialequality@eoc.org.hk
By fax: (852) 2511 8142
By post: 16/F, 41 Heung Yip Road, Wong Chuk Hang, Hong Kong
(Please mark "Racial Diversity & Inclusion Employers Award Scheme" on the envelope)
5. Please submit the application form **on or before 31 March 2025**. Late submission will not be considered.

Schedule



Notes for Applicants

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 companies / organisations awarded should actively participate in all award and publicity activities and be willing to share their policies and practices.
7. The results of the Racial Diversity & Inclusion Employers Award 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.
8. Personal data provided by the participating companies / organisations will be used by the EOC for the purpose of communication and promotion related to the Award Scheme. Should the companies / organisations wish to access or correct the data, please contact the Ethnic Minorities Unit of EOC at 2511 8211 or email to racialequality@eoc.org.hk.

Application Form

Companies / organisations interested in joining the Racial Diversity & Inclusion Employers Award Scheme should fill in the following application form and send it/them together with related supporting documents to the EOC no later than **31 March 2025**.

[Application Form](#)

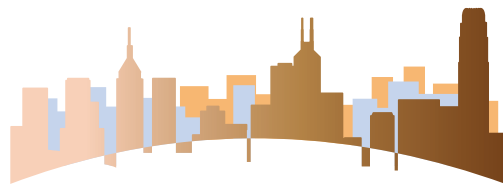
[Award Scheme Webpage](#)

Enquiries

For enquiries, please contact the Ethnic Minorities Unit of EOC from Mondays to Fridays
8:45 am to 5:45 pm
Tel: (852)2511 8211
Email: racialequality@eoc.org.hk



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EQUAL OPPORTUNITIES COMMISSION



我支持 種族多元共融工作間
Racial Diversity & Inclusion in the Workplace



《種族歧視條例》生效15周年

種族多元共融僱主 嘉許計劃

報名截止日期

**2025年
3月31日**



簡介

平等機會委員會（平機會）現推出「種族多元共融僱主嘉許計劃」，肯定和表揚致力在工作場所推行各項種族平等、多元及共融政策及常規的公司／機構。

目的

1. 加深社會大眾認識種族多元共融政策的好處，並鼓勵不同界別的僱主推行種族共融僱傭政策及常規，令各方受惠。
2. 嘉許在建立種族共融工作環境方面表現出色的公司及機構，並成為其他公司及機構仿效的楷模。
3. 推動種族多元共融成為各個界別的主流價值觀，培養多元共融精神，改變整體社會文化，建立包容共濟、沒有歧視的社會。

獎項類別

種族平等招聘獎

嘉許在招聘過程中積極採取措施，成功建立多元種族工作團隊的僱主，過程中尤為關注促進弱勢種族群體的平等機會（例如採取種族共融的招聘政策、調整中文語文能力的入職要求、積極向種族弱勢社群宣傳職位空缺等）。

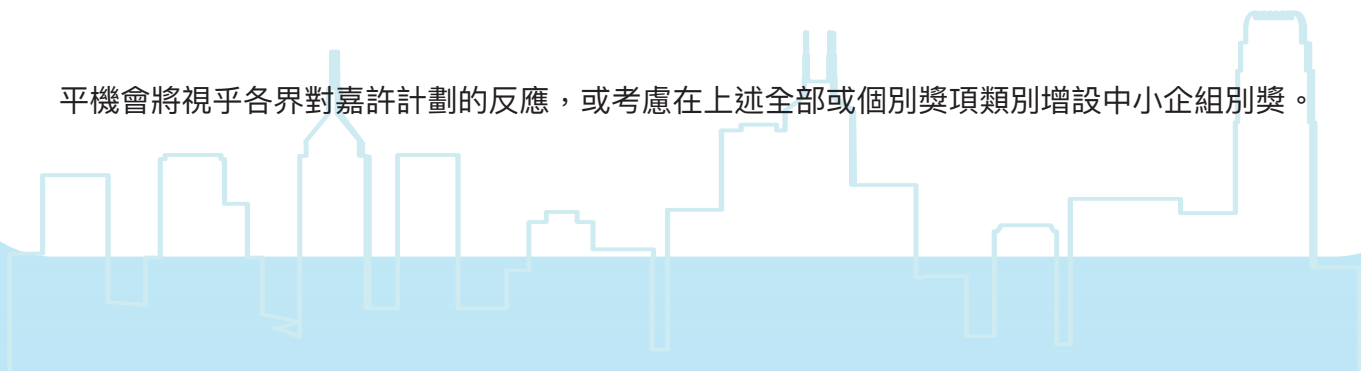
共融工作環境獎

嘉許主動採取措施以促進不同族裔員工共融的僱主（例如成立員工資源小組、向員工宣揚不同文化的節日、設置宗教活動設施、舉行活動讓員工認識種族多元等）。

社區參與獎

嘉許透過社區項目在推動香港種族多元共融方面卓有成效的僱主（例如舉辦員工義工活動以服務弱勢種族社群、為弱勢種族背景的青年提供實習機會等）。

平機會將視乎各界對嘉許計劃的反應，或考慮在上述全部或個別獎項類別增設中小企組別獎。



評審準則

評審準則涵蓋五大範疇：公司／機構管理層對平等機會政策的承擔；為落實和持續推行平等機會政策及措施所付出的努力；該等政策及措施的創新及可持續發展程度，以及該等政策及措施帶來的好處。評審準則詳見於下文。

1. 展現承擔：具策略性及持續性（20%）

- 種族多元共融是公司／機構明確或內在的核心價值。
- 公司／機構的所有程序都體現了平等機會及／或多元共融的價值觀。
- 公司／機構確保於招募、在職培訓及晉升均持續實施平等的僱傭制度，使所有人在有關方面免受偏見影響。

2. 積極主動：備有政策及措施（40%）

- 已備有政策以推廣和支持為少數族裔人士提供平等就業機會，並為少數族裔員工建立安全、共融及沒有騷擾的工作環境：
 - 已設定適用於招聘以上群組人士的指標，或致力維持員工多元化。
 - 已採取措施確保不同族裔員工在事業發展上不會遇到障礙。
 - 已制定正式途徑或機制，讓員工就機構內的不平等及／或歧視性的做法或行為作出投訴，及確保公司／機構能有效處理有關做法或行為的投訴。
 - 定期為員工提供和／或安排培訓，增進他們對平等機會、多元共融價值的意識及了解，建立共融的機構文化。

3. 勇於創新：採用創新的方法（10%）

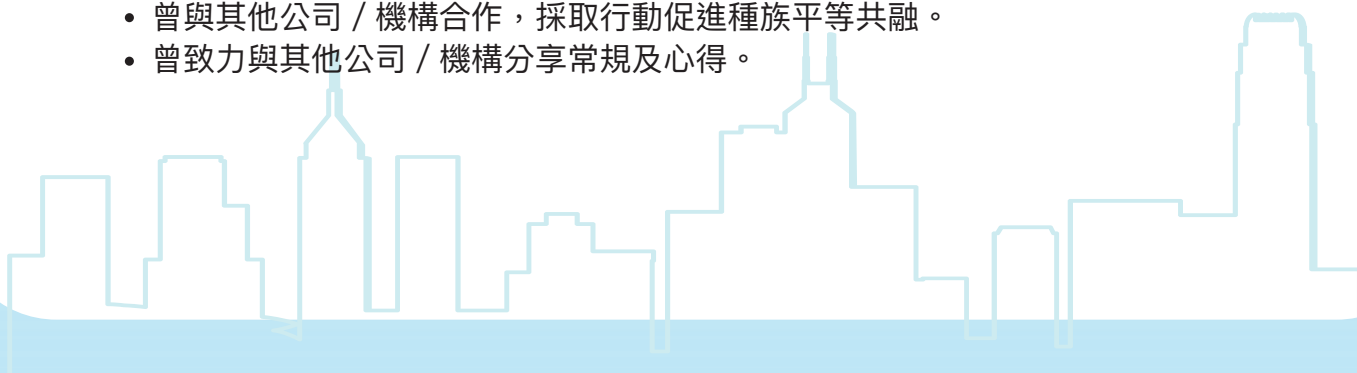
- 採用的政策及措施具開創性，在所屬行業／界別及／或香港首次推出。

4. 持續不懈：非一次過措施，以長遠發展為目標（10%）

- 有關措施具前瞻性，符合較長遠的規劃、目標及策略，而非一次過。
- 有關措施可以持續或重覆推行，也可在其他公司／機構或整個界別推而廣之。

5. 影響深遠：對機構內外都有利（20%）

- 有關政策／措施曾為公司／機構帶來實際的好處，例如有助挽留員工、提升效率和生產力，以及提高員工的滿足感。
- 有關政策／措施曾在公司／機構以外帶來轉變，有助提高所屬行業或社區對平等機會及種族多元共融價值的意識。
- 曾與其他公司／機構合作，採取行動促進種族平等共融。
- 曾致力與其他公司／機構分享常規及心得。



評審程序

評審將於2025年4月開始，分為三個階段：初步篩選及審視、詳細評審及最終評審。

初步篩選及審視

平機會將進行初步篩選，並核對和確認申請表及證明文件中的資料正確無訛。如有需要，平機會可能會聯絡有關公司 / 機構，要求提交遺漏的資料及 / 或補充資料。



詳細評審

入圍公司 / 機構的負責人員將獲邀與評審團會面。會面的目的是進一步了解公司 / 機構所實施的政策及常規的理念及目標，並核實申請表中提供的資料。



最終評審

評審團會根據會面及收到的資料，就獲嘉許的公司 / 機構作出最終決定。

評審團

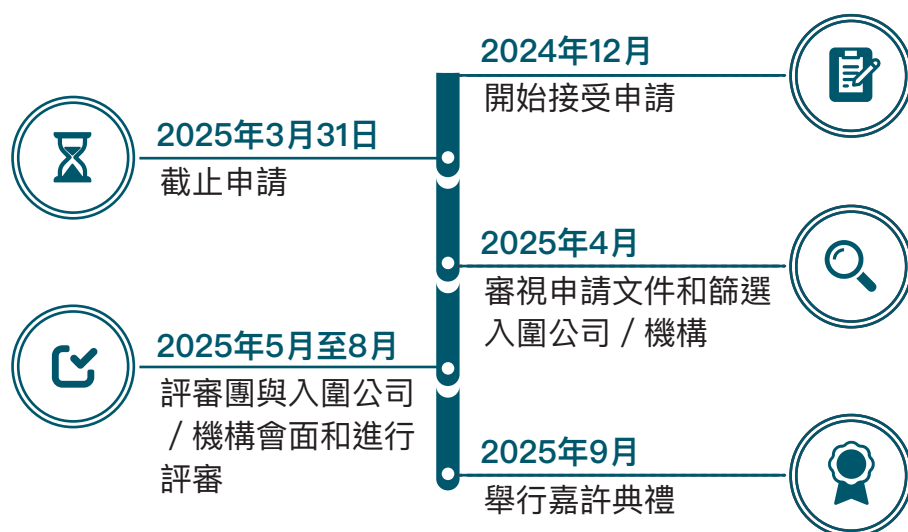
1. 平機會委員、社會知名人士及不同界別的專業人士將組成獨立評審團，決定各類別的獲嘉許公司 / 機構。評審團及主辦機構就獎項作出的所有決定均為最終決定，而且具約束力。
2. 評審團只會在認為申請公司 / 機構的政策及常規值得嘉許時，才會頒發獎項。評審團可保留權利，不頒發任何或所有獎項。
3. 評審團可保留權利，拒絕接納任何未達所訂標準的公司 / 機構之申請。



申請程序

1. 申請費用全免。
2. 有意申請的公司 / 機構可在截止日期2025年3月31日或之前，向平機會提交以下文件：
 - 填妥的申請表
 - 連同申請表一併提交有助評審的相關證明文件及資料，例如證書副本、機構刊物（如年報）、內部通告及電郵、信件、員工手冊、照片或視聽資料。如以電郵申請，每封電郵的檔案大小應少於10MB。
3. 每間公司 / 機構只可提交一份申請表，但可以同一表格競逐多個獎項類別。屬同一集團的附屬公司可選擇各自提交申請表，或與母公司或機構聯合申請。
4. 申請表可透過以下任何方法提交平機會：
電郵：racialequality@eoc.org.hk
傳真：(852) 2511 8142
郵寄：香港黃竹坑香葉道41號16樓
(請在信封上註明「種族多元共融僱主嘉許計劃」。)
5. 請於2025年3月31日或之前提交申請表。逾期提交的申請表將不獲受理。

時間表



申請須知

1. 參與嘉許計劃的公司 / 機構須確保申請表上所有資料真實準確。平機會或會要求核實公司 / 機構提供的資料。
2. 平機會在評審過程中或會要求申請公司 / 機構提交額外資料及證明文件。
3. 平機會或會拒絕接納資料不完整或不正確的申請表。
4. 參與嘉許計劃的公司 / 機構應當向主辦機構提供評審過程中所需的協助。
5. 評審團的決定為最終決定。
6. 獲嘉許的公司 / 機構應積極參與所有頒獎及宣傳活動，並樂意分享其政策及常規。
7. 「種族多元共融僱主嘉許計劃」的結果將不會影響平機會執行其法定職能。平機會保留唯一權利，可終止或修訂獲嘉許的公司 / 機構使用標誌的權利。如有任何爭議，平機會的決定為最終決定，而且具約束力。
8. 參與嘉許計劃的公司 / 機構提供的個人資料，平機會將用於與嘉許計劃有關的溝通及宣傳用途。有關公司 / 機構如欲查閱或更改資料，請致電2511 8211或發電郵至 racialequality@eoc.org.hk 聯絡平機會少數族裔事務組。

申請表

有意參加「種族多元共融僱主嘉許計劃」的公司 / 機構，請填妥以下申請表，並連同相關證明文件於2025年3月31日或之前提交平機會。

[申請表](#)

[嘉許計劃網站](#)

查詢

如有查詢，請於星期一至五上午8時45分至下午5時45分聯絡平機會少數族裔事務組。

電話：(852) 2511 8211

電郵：racialequality@eoc.org.hk

