



## 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?*

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**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.)*

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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.)*

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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.)*

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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* \_\_\_\_\_

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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.)*

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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:*

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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:*

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