



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:
