



## 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 or 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 committee / 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 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 employees (if known):**

- |                                   |                                      |  |
|-----------------------------------|--------------------------------------|--|
| <input type="checkbox"/> African  | <input type="checkbox"/> Caucasian   | <input type="checkbox"/> Filipino      |
| <input type="checkbox"/> Indian   | <input type="checkbox"/> Indonesian  | <input type="checkbox"/> Japanese      |
| <input type="checkbox"/> Nepalese | <input type="checkbox"/> Korean      | <input type="checkbox"/> Pakistani     |
| <input type="checkbox"/> Thai     | <input type="checkbox"/> Other Asian | <input type="checkbox"/> Others: _____ |

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

- |   |   |
|---|---|
| <input type="checkbox"/> Top-level (non-executive) (e.g. Board of Director)       | <input type="checkbox"/> Top-level (executive) (e.g. Managing Director, CEO, CFO, Executive Director, etc.) |
| <input type="checkbox"/> Senior management (e.g. Director, Head of Division)      | <input type="checkbox"/> Middle-level management (e.g. Assistant Director, Senior Manager)                  |
| <input type="checkbox"/> First-level management (e.g. Manager, Assistant Manager) | <input type="checkbox"/> Experienced or technical professionals (Senior Executive, Senior Superintendent)   |
| <input type="checkbox"/> Entry level or general staff                             |   |

8. What are the sources of recruiting talents of 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  
 Others (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  
 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.)

12. 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:*

- Staff Induction Programme  Staff briefing and training  
 Emails  Staff Handbook  
 Others: \_\_\_\_\_

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 their 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 process?

Yes  No

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

- Meetings (as and when needed)  Emails

- Opinion collection box                       Employees survey  
 Others: \_\_\_\_\_

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, mentors' group or buddy programme, to support staff of different ethnicities who 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 and international food potluck) 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 that are new to your company / organisation, to the industry and/or Hong Kong. (Please attach separate sheet(s) if necessary.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Section III – Benefits within and outside organisation

(Please ✓ as appropriate.)

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



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: \_\_\_\_\_

Sources of supply: \_\_\_\_\_

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 use 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 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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25. Does your company / organisation support (or plan to support) initiatives in the community (such as by NGOs) that promote equal opportunities, diversity and inclusion?

Yes  No

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

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