

Invest Hong Kong

Environmental Report

For the period from April 2023 to March 2024

Introduction

This report sets out the environmental policy, commitments and progress of green management measures taken by Invest Hong Kong (InvestHK) for the period from April 2023 to March 2024.

Established in July 2000, InvestHK's vision is to strengthen Hong Kong's status as the leading international business location in Asia. Our mission is to attract and retain foreign direct investment which is of strategic importance to the economic development of Hong Kong. In all our services, we apply the following core values: passion, integrity, professionalism, customer service, business friendliness and responsiveness.

As at 31 March 2024, there are around 170 staff including both civil service and non-civil service contract staff working in InvestHK's office, located at Unit 1901 and 2001, 23/F - 25/F of Fairmont House, Central and 15/F of Revenue Tower, Wanchai¹.

Environmental Policy

InvestHK fully supports the Government's commitment in conserving energy for sustainable development. The work of InvestHK is mainly office-based. We strive to provide a green office environment for the workplace and ensure that our operation is conducted in an environmentally conscious and responsible manner.

¹ New office at 15/F, Revenue Tower started operating since March 2024.

Green Office Strategy and Measures



In working towards a better and healthier future, we have continued to preserve and conserve the environment through –

- adopting technologies and green housekeeping measures for energy conservation and paper saving, and using environmentally friendly product through green procurement;
- encouraging waste reduction, resource re-use and recycling on an on-going basis; and
- promulgating our environmental policy and encouraging staff to participate in environmental protection initiatives.

(1) Paper Saving

- Share documents and information (e.g. departmental circulars and telephone list) among staff via the intranet which serves as an e-platform for dissemination of information and publication of various reports.
- Implement Workflow Automation System (WAS) on-line platform for processing applications for overtime, time off, reimbursement of minor claims and expenses as well as duty visits.
- Encourage staff to conduct quotation/tender exercises through electronic channels to reduce paper usage.

(2) Energy Saving

- Optimise natural lighting and minimise electrical energy usage.
- Utilise energy-efficient lighting and equipment.
- Encourage staff to adopt and support the “Dress Down in Summer” and “Casual wear on Friday” promoted by the Civil Service Bureau.
- Work closely with the Electrical and Mechanical Services Department to identify and adopt more energy saving options.



(3) Conservation Resources

- Place recycling bags near copying/printing areas.
- Reuse office supplies and furniture where possible.



(4) Green Procurement

- Procure energy-saving office equipment and appliances with Energy Efficiency label.
- Purchase eco-friendly stationery and office consumables.
- Adopt green specifications of products when procuring equipment.

(5) Green Office Environment

- Place potted plants in the office.
- Monitor air quality and office cleanliness regularly.
- Conduct regular checking on energy-saving measures implemented in the office.



(6) Staff Awareness



- Promote environmental awareness by displaying of posters in common area and by emails regularly.
- Encourage staff to participate in green management activities or seminars.

Environmental Performance

The paper consumption in 2023-24 slightly increased by 9.05%, from 1,105 reams in the previous year to 1,205 reams, including 200 reams for the new office in Revenue Tower. Meanwhile, the electricity consumption decreased by 6.23% (from 263,837 kWh to 247,410 kWh) as compared to last year's consumption.

Looking ahead, we will continue to strengthen our commitment to green management and environmental protection. This includes closely monitoring our energy and paper consumption, as well as prioritising the use of eco-friendly products and supplies. Wherever possible, we will leverage new technologies to conserve natural resources. For example, we will implement the electronic records management system (ERKS) and the e-procurement system in 2024-25 so as to reduce paper consumption. We will also strengthen our waste recycling initiatives for paper and other materials.

Feedback and Enquiries

If you have any comments or suggestions on this report, please send them to InvestHK by the following means-

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