

Invest Hong Kong

Environmental Report

for the period from April 2022 to March 2023

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 2022 to March 2023.

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 2023, there are around 150 staff including both civil service and non-civil service contract staff working in InvestHK's office, located at Unit 1901 and 2001¹, 23/F - 25/F of Fairmont House, Central.

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 Unit 2001, Fairmont House started operating since September 2022.

Our Green Measures

In working towards a better and healthier future, we have continued to protect 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;
- promoting waste reduction, re-using and recycling resources on an on-going basis; and
- promulgating our environmental policy and encouraging staff participation in environmental protection activities.

(1) Paper Saving

- Use information technology for both internal and external communication, including –
 - sharing 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;
 - implementing 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;
 - using e-cards during festive seasons instead of paper greeting cards; and
 - encouraging staff to conduct quotation/tender exercises through electronic channels to reduce paper usage.
- Use blank side of used paper for drafting, printing and photocopying documents.
- Adopt electronic templates for letterheads, memoranda and forms to minimise pre-printing of stock.
- Use electronic mail instead of paper memos for internal communication.
- Less production of photocopies of documents and if necessary, make photocopies on both sides of the paper.

- Minimize the use of fax covers and use eFax if applicable.
- Request fewer hard copy of government newsletters and publications.
- Provide glasses for drinking water instead of paper cups.

(2) Energy Saving

- Adopt open office design in new offices to optimise the use of natural light.
- Use automatic lighting control such as motion detection and daylight detection to avoid unnecessary lighting.
- Adopt sectional lighting in open offices and switch off unnecessary lighting when area is not in use.
- Convert existing fluorescent lights into LED lights.
- Remove excessive lighting that are less frequently accessed.
- Set timer to switch off all lighting in the office after office hours to save energy.
- Maintain room temperature at 25.5°C in office area.
- 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) Recycling/Conservation of Resources

- Place “recycling bags” in office area for collection of waste paper for recycling.
- Arrange contractors to collect waste paper for recycling on a regular basis.
- Reuse envelopes, folder and file jackets.
- Reuse decorative accessories for festival decorations.
- Arrange immediate consumption of stock that is about to expire to avoid wastage.
- Repair old furniture and equipment where possible.
- Maximise the use of each cell of the transit envelope.

(4) Green Procurement

- Procure energy-saving office equipment and electrical appliances e.g. appliances with Grade 1 Energy Label.
- Procurement of photocopiers and printers capable of double-sided printing.
- Purchase of refillable ball pens and hand sanitizers for staff's use.
- Purchase of recyclable/green products as far as practicable, e.g. recyclable or wood-free paper, file jackets and recyclable laser printer cartridges.
- Adopt green specifications of IT products when procuring IT equipment.

(5) Green Office Environment

- Keep potted plants in the office.
- Improve air quality by using air purifiers for certain offices.
- Conduct indoor air quality check periodically.
- Clean air ducts regularly with a view to maintaining good air ventilation.
- Arrange regular cleaning of carpets and office area.
- Maintain a smoke-free and clean work place.
- Conduct regular checking on energy-saving measures implemented in the office.

(6) Staff Awareness on Green Management

- Display of posters and notices on green management topics in office premises to enhance staff awareness of environment concerns.
- Remind staff regularly through emails on adopting paper and energy saving practices.
- Encourage staff to give suggestions regularly on enhancing green management in the office practices.
- Encourage staff to participate in green management activities or seminars.

(7) Preserving Biodiversity

- Products from endangered species such as shark's fin are not ordered for departmental functions.

Environmental Performance

The paper and electricity consumptions in 2022-23 slightly increased by 5.24% (from 1,050 reams to 1,105 reams) and 4.88% (from 251,549 kWh to 263,837 kWh) respectively as compared to last year's consumptions, as a new office was set-up and started operating since September 2022. In 2023-24, InvestHK will continue to adopt measures to minimise paper and electricity consumptions.

The Way Forward

Looking ahead, we will sustain our effort in green management and continue our endeavours to protect and improve environment through green management practices in InvestHK. We will closely monitor our environmental performance on energy and paper consumptions as well as the use of green products, and where applicable take advantage of new technologies to help preserve nature. We will also strengthen our efforts to recycle waste papers and other recyclable wastes, and to enhance staff's awareness through various internal communication channels, e.g. intranet, emails, notices and publicity posters.

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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Invest Hong Kong
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