



Talent-Wise Employment Charter and Inclusive Organisations Recognition Scheme

The Labour and Welfare Bureau, in collaboration with the Rehabilitation Advisory Committee, the Hong Kong Joint Council for People with Disabilities and the Hong Kong Council of Social Service (the Organisers), launched the Talent-Wise Employment Charter and Inclusive Organisations Recognition Scheme (the Scheme) to mobilise the business sector, public bodies, subvented and non-governmental organisations, as well as the Government departments to further create internship and employment opportunities and an inclusive workplace for persons with disabilities through participation in the Scheme.

Enrolment Form

Please return the duly completed enrolment form to:

Rehabilitation Division, Labour and Welfare Bureau, 11/F, West Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong
Fax: 2543 0486 / Email: charterscheme@lwb.gov.hk

Name of Organisation: (Chinese) _____
(English) _____
Contact Person: (Chinese) _____ (English) _____
Post Title: _____ Telephone: _____
Email: _____ Fax: _____
Address: _____
Nature of business: Government Department or Public Body Subvented / Non-governmental Organisation
 Chamber of Commerce or Association Private Organisation

To be completed by a private organisation:

Hotel and catering services Logistics Retail Manufacturing Construction
 Financing and insurance Real Estate Professional and business services
 Information and communications Others: _____ (Please specify)

Current number of employees: less than 50 50 or above and less than 100 100 or above

Number of employees with disabilities (if applicable): Full-time _____ Part-time _____

We agree to join the Scheme and have introduced / will introduce the following measures to promote the employment of persons with disabilities:

(Please insert a "✓" in the appropriate box(es))

1. To introduce policies and measures to ensure equal employment opportunities for persons with disabilities
2. To employ persons with disabilities
3. To publish periodically in corporate publications/publicity materials (e.g. annual reports and websites) on the number of employees with disabilities and on measures or indicators pertaining to the employment of persons with disabilities
4. To provide a barrier-free working environment and assistive devices for employees with disabilities to facilitate their performance of duties
5. To make reasonable and appropriate adjustments to the work process according to the special needs of the employees with disabilities (e.g. re-engineering the work process and place employees with disabilities in suitable jobs having regard to their disability conditions, introducing flexitime, or outsourcing suitable jobs such as graphic design, word processing and computer programming to home-based and self-employed persons with disabilities)
6. To participate in various on-the-job training and support programmes organised by the Social Welfare Department and/or the Labour Department, or offer apprenticeship schemes or similar measures in order to provide training and job opportunities for persons with disabilities
7. To launch mentorship schemes or similar measures to impart knowledge and skills (e.g. bakery and handicrafts) to trainees with disabilities, or arrange mentors to help new recruits with disabilities acquire job skills, adapt to the working environment and build rapport with their colleagues
8. To use products or services (e.g. catering and cleaning) provided by rehabilitation social enterprises and workshops, suppliers employing persons with disabilities, or self-employed persons with disabilities
9. To set up non-profit-making social enterprises to employ persons with disabilities
10. To set up simulated workplaces (e.g. hotel guest rooms for housekeeping training) in collaboration with non-governmental organisations to provide induction training for persons with disabilities
11. To set aside shops or stalls for social enterprises or self-employed persons with disabilities to run business or sell their products
12. To create new job or posts (full-time or part-time) with due consideration to the work abilities of persons with disabilities thereby enhancing their employment opportunities
13. To participate in publicity and public education activities for the open employment of persons with disabilities (e.g. introducing the Scheme to members and business partners; participating in employers' experience sharing sessions, media interviews; and production of publicity photos or videos, etc.)
14. Other measures, details: _____

Signature: _____

Organisation Chop (if applicable): _____

Name: _____

Date: _____

Points to Note

- The information submitted by the participating organisations will be used for purposes related to activities of the Scheme, and as internal reference of the Organisers.
- The Organisers will only release composite statistical figures for public reference.
- The Organisers may revise details of the Scheme and the proposed activities to recognise the outstanding organisations anytime at their discretion and participating organisations will be advised of the change(s) as and when appropriate. For details and the latest development of the Scheme, please visit the website of the Scheme at www.lwb.gov.hk/charter_scheme.
- For enquiries on the Scheme, please contact us at tel. 2810 3540, or email to charterscheme@lwb.gov.hk.

Organisers:



勞工及福利局
Labour and Welfare Bureau

康復諮詢委員會
Rehabilitation Advisory Committee



香港復康聯會
The Hong Kong Joint Council for
People with Disabilities



香港社會服務聯會
The Hong Kong Council of
Social Service