

## **Labour and Welfare Bureau**

### **Environmental Report 2013**

#### **Introduction**

This Environmental Report gives an account of the measures taken by the Labour and Welfare Bureau (the Bureau) in green management in 2013 and sets out the Bureau's green targets for 2014.

#### **Profile of Key Responsibilities**

2. The Bureau is responsible for policy matters relating to social welfare, labour, manpower development and vocational training/retraining, women's interests and poverty alleviation work of the bureau.

3. The revised estimate of expenditure of the Bureau in 2013-14 is \$15,665.8 million. As at 31 March 2013, there were 103 permanent posts in the Bureau. The Bureau currently operates in the Central Government Offices at Tamar where building management is centrally undertaken by the Director of Administration.

#### **Environmental Goal**

4. The Bureau is committed to ensuring that its operations are conducted, through the optimum use of resources and energy, in an environmentally responsible manner.

#### **Green Measures taken in 2013**

5. The activities of the Bureau are largely office-based. In 2013, we continued to follow the green measures taken in the past years and explore new

initiatives to achieve a healthy and sustainable working environment in the Bureau. Details of the environmental measures are as follows –

(a) Reducing Paper Consumption

- Using e-mails extensively for internal and external communication and transmitting documents for editing and review;
- Requesting minimal hard copies of government newsletter/ publications;
- Using printers/photocopiers with doubled-sided copying functions;
- Setting double-sided printing and printing in grayscale as default modes for all network printers and photocopiers;
- Using the blank side of used paper for drafting, printing and photocopying;
- Minimising photocopies, and using both sides of paper if printing/ photocopying is unavoidable;
- Using e-fax service;
- Avoiding use of envelopes for unclassified documents;
- Avoiding use of fax leader pages;
- Using intranet and e-mails for dissemination of internal circulars and notices; and
- Adopting the Government to Employee (G2E) services, such as e-Payroll and e-Leave system to minimise paper consumption.

(b) Waste Recovery

- Full-scale use of recycled paper;
- Collecting used printer toner cartridges for recycling;
- Trading-in of toner cartridges with suppliers;
- Collecting used papers, newspapers and publications for recycling;
- Collecting file folders for reuse;
- Placing collection boxes near photocopiers for collecting one-sided used papers for reuse or drafting purpose;
- Reusing envelopes and using transit envelopes;

- Reusing loose minutes jackets and action tags;
- Reusing carton boxes for storage;
- Transferring surplus furniture and equipment to other bureaux/departments for further use; and
- Collecting waste metal and plastic items for recycling.

(c) Energy Conservation

- Setting all photocopiers to automatic energy saving mode;
- Turning off air-conditioning units, lighting and office equipment when not in use;
- Using T5 energy-saving fluorescent lights extensively in office areas;
- Removing some light tubes to reduce non-essential lighting in ancillary areas, while maintaining adequate illumination; and
- Lowering the illumination of ancillary area after office hours.

(d) Procurement from Suppliers/Contractors

- Procuring plain paper fax machine and other energy efficient office equipment and electrical appliances;
- Considering 'trade-in option' in procurement of office equipment as far as practicable;
- Requiring cleansing contractors to use plastic bags made of degradable materials or recycled plastic; and
- Acquiring stationery made of recycled materials as far as possible.

(e) Publicity/Education

- Circulating guidelines on green environment to staff regularly; and
- Displaying posters/stickers on the message of protecting environment in officer areas.

(f) Measures during Festive Seasons

- Sending electronic seasonal greeting cards during festive seasons; and

- Minimising the use of decorative materials and reusing them.

(g) Other Measures

- Serving drinking water in glasses during meetings;
- Using unleaded fuel for bureau vehicles;
- Maintaining a non-smoking environment in office premises;
- Using auto-sensitised water taps in toilets;
- Full-scale use of plastic bags made of recycled materials or with degradable contents for collection of refuse and paper shreds; and
- Promoting a green working environment by provision of greenery and plantings in office.

**Green Management Performance**

6. The green measures taken in 2013 were generally effective. The Bureau will continue to closely monitor the environmental performance.

**Commitment to Clean Air Charter**

7. The Bureau abides by the commitments stated in the Clean Air Charter. In addition to the above efforts, we will continue to -

- require our driver/chauffeurs to switch off vehicle engines whilst awaiting, and encourage the shared use of cars among colleagues;
- maintain room temperature at 25.5°C during summer months; and
- remind staff to switch off lighting and electrical appliances and equipment which are not in use.

**Green Targets in Future**

8. In addition to the green measures now in place, the Bureau will continue

to promote and encourage the implementation of green measures and housekeeping practices. We will continue to make use of information technology to process our work and to disseminate information whenever possible in order to minimise paper consumption.

9. We will also encourage our staff to attend training/workshops on issues related to green management and environmental protection, and regularly review the green measures with a view to identifying new initiative to reduce resource consumption.

### **Comments and Suggestions**

10. We welcome your views and suggestions on this Environmental Report. Please contact us by the following means:

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