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中華人民共和國香港特別行政區政府
勞工及福利局
Labour and Welfare Bureau
The Government of the Hong Kong Special Administrative Region
of the People's Republic of China



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140 年 YEARS

愛心僱主獎章 Caring Employer Medal 2025



申請及活動指南
Application & Programme Guide



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賽馬會
共融·知行計劃
Jockey Club Collaborative Project for
Inclusive Employment

由勞工及福利局多元才能·共融職場嘉許計劃
及賽馬會共融·知行計劃合辦

Jointly organised by Diverse Abilities · Inclusive Workplace
Recognition Scheme of Labour and Welfare Bureau and
Jockey Club Collaborative Project for Inclusive Employment

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關於愛心僱主獎章

ABOUT CARING EMPLOYER MEDAL

過去的研究和業界案例證明，推動殘疾共融不單可滿足對「環境、社會及管治」的要求，還可為機構發展帶來優勢及增強韌性。在「社會」層面上，「多元、平等與共融」逐漸成為衡量機構的社會影響及其績效之指標。同時，全球勞動力不足進一步凸顯了拓展多元人才庫的重要性，當中包括殘疾人士，這些趨勢正好為社會各界推動殘疾共融創造了發展契機。

行政長官在《2024年施政報告》中宣布，為鼓勵和支援殘疾人士就業，政府會設立**愛心僱主獎章**，表揚積極聘請殘疾人士的僱主。為此，勞工及福利局（勞福局）在**有能者·聘之約章**的基礎上，推出**多元才能·共融職場嘉許計劃**，並與由香港賽馬會慈善信託基金資助的**賽馬會共融·知行計劃**合作，一同推展**愛心僱主獎章**。此獎章旨在連結跨界別和跨行業的力量，以推廣職場殘疾共融。締造職場共融遠不止於聘用殘疾人才，僱主更需在機構政策、採購程序及營造包容與接納的職場文化等多個層面作出努力，為所有員工提供一個真正友善的工作環境。推展殘疾共融的機構，不僅能挖掘潛在商業機會、釋放勞動潛力，還能成為引領社會的模範。

多元才能·共融職場嘉許計劃設有**(1) 行動清單**，協助不同規模的企業和機構策劃和推行有效的殘疾共融措施；以及**(2) 能力提升活動**，以提升機構在共融就業上的知識和技巧。當機構做到「知行合一」，聘用殘疾人才將不僅只被視作一項慈善行動，而是將其融入機構的整體策略及營運框架之中，成為推動社會走向和諧共融未來的重要元素。

我們誠摯邀請不同行業和不同規模的機構報名參加**愛心僱主獎章**，成為共融就業的推動者，攜手創造一個平等包容的環境，讓所有人都盡展其才，實現精彩人生！

Prior research and business cases have shown that Environmental, Social, and Governance (ESG) requirements aside, fostering disability inclusion can raise organisations' resilience and advance business development. In the "Social" realm, Diversity, Equity, and Inclusion (DEI) is emerging as a critical lever for achieving social impact and organisational success. Furthermore, a global labour shortage has also elevated the importance of tapping into diverse talent pools such as persons with disabilities — all these point to the significance of the promotion of disability inclusion.

To encourage and support persons with disabilities to enter the job market, the Chief Executive in the "2024 Policy Address" announced the policy initiative of introducing the **Caring Employer Medal** commending employers who actively engage the persons with disabilities. To act on the initiative, the Labour and Welfare Bureau has launched the **Diverse Abilities · Inclusive Workplace Recognition Scheme** on the basis of the existing **Talent-Wise Employment Charter**, and collaborated with the **Jockey Club Collaborative Project for Inclusive Employment** funded by the Hong Kong Jockey Club Charities Trust to take forward the **Caring Employer Medal**. At its core, the Medal recognises employers who demonstrate a strong commitment to fostering a genuinely welcoming environment for all employees, from organisational policy and procurement procedures to a culture of acceptance. Organisations that fully embrace disability inclusion can aptly seize market opportunities and maximise the potential of their workforce. They set a model for society.

Diverse Abilities · Inclusive Workplace Recognition Scheme contains **(1) an Action Checklist** to help businesses and organisations of all sizes to implement and integrate effective disability inclusion practices into their operations; and **(2) Capacity Building Programme** to enhance organisations' knowledge and skills on inclusive employment. By aligning knowledge with actions, organisations can move beyond seeing disability hiring as mere charitable efforts and integrate disability inclusion into their strategic and operational frameworks, ultimately building an inclusive society.

Join us in this important initiative to drive systemic changes and create a more inclusive society in which everyone thrives!

目標

OBJECTIVES

從願景到行動

為機構提供實踐殘疾共融的指引和資源。

From Vision to Action

To provide guidance and support to organisations along their disability inclusion journey.

發掘人才

建立有效的人才管理策略，發掘和培養人才，同時培育一個重視多元性的共融職場文化。

Explore Untapped Talents

To build effective talent management strategies to identify and cultivate untapped talents, and to foster an inclusive workplace culture that values diversity.

成為領域的先鋒

辨識和支持實踐殘疾共融的機構，培育它們成為本地模範，以鼓勵其他社群同行。

Be a Pioneer in the Field

To identify and support organisations that excel in disability-inclusive practices; and nurture and position them to be local role models to inspire others in the community.

與「環境、社會和治理」整合

將殘疾共融議題納入「環境、社會和治理」框架，將相關的社會貢獻轉化為可量化的成果，以對應「可持續發展目標」和「多元、平等及共融」標準。

Integrate with ESG

To integrate disability inclusion initiatives with ESG frameworks, gauging social impact concerning the United Nations' Sustainable Development Goals (UNSDGs) and DEI standards.



參加資格及組別

ELIGIBILITY & ORGANISATION CATEGORIES

本計劃歡迎任何界別的機構參與，**愛心僱主獎章**的不同級別將按以下組別來分類：

This Scheme welcomes organisations from all sectors. Different levels of the **Caring Employer Medal** will be grouped by the following categories:

大型企業

- 聘用**100名或以上**員工；且
- 須於本港運作**超過一年**、持有**香港商業登記證 (BR)**的商業機構

Large Corporations

- Corporations employing **100 or more** employees; AND
- Corporations with a **Business Registration Certificate (BR)** in operation in Hong Kong for **at least 1 year**

中小型企業

- 聘用**少於100名**員工的製造業公司或聘用**少於50名**員工的非製造業公司；且
- 須於本港運作**超過一年**、持有**香港商業登記證 (BR)**的商業機構

Small & Medium Enterprises (SMEs)


- Manufacturing establishments employing **less than 100** employees or non-manufacturing establishments with **less than 50** employees; AND
- Corporations with a **Business Registration Certificate (BR)** in operation in Hong Kong for **at least 1 year**

非政府組織 / 社企 / 公營機構

- 須於本港成立**超過一年**的商會、專業組織或國際性服務社團；或
- 須於本港成立**超過一年**，並獲本港《稅務條例》第 88 條豁免繳稅的慈善團體、慈善基金會、醫院、大學及專上學院；或
- 須於本港成立**超過一年**，並根據《社團條例》成立的組織；或
- 公營或法定機構；或
- 持有有效「社企Tree 嘜標誌」的社企

NGOs, Social Enterprises & Public Organisations

- Chambers of commerce, professional bodies, and international service clubs that are established in Hong Kong and have been in operation for **at least 1 year**; OR
- Charitable organisations, philanthropic foundations, hospitals, universities, and tertiary educational institutions that are established in Hong Kong and have been in operation for **at least 1 year** and are exempt from tax under Section 88 of the Inland Revenue Ordinance; OR
- Organisations registered under the Societies Ordinance and have been in operation for **at least 1 year**; OR
- Public or statutory bodies; OR
- Social enterprises holding a valid "SE Tree Mark" Logo

 申請機構必須持有及遞交有效的註冊證書和/或其他適用的證明文件，以核實身份。

The applicants must possess and submit a valid certificate of registration and/or other supporting documents for identity verification.

實踐共融就業的機構能力 – 四大範疇

FOUR DIMENSIONS OF ORGANISATIONAL CAPACITIES FOR INCLUSIVE EMPLOYMENT

一個殘疾共融的工作環境不止於聘用殘疾人士，機構還需要提升其共融就業的能力；包括硬件改善和軟技能提升。我們借鑒本地和國際的指引和框架，參考聯合國可持續發展目標及《環境、社會及管治報告守則》的匯報範圍，並根據香港的情況作出了相應調整，識別了四個提升機構共融就業能力的範疇。

這四個範疇與香港交易所《環境、社會及管治報告守則》的「社會」匯報範圍一致，即**僱傭及勞工常規、營運慣例和社區**。這些行動滿足了十七個聯合國永續發展目標中的五個目標，包括**目標8：體面勞動和經濟增長**、**目標10：減少不平等**、**目標12：負責任的消費和生產**、**目標16：和平、正義和強大機構**以及**目標17：促進目標實現的夥伴關係**。

Disability workplace inclusion is more than hiring individuals with disabilities; it requires an organisation to build capacities for embracing inclusive employment in its operation; such capacities pertain to both hardware improvement and soft skills enhancement. Drawing upon local and international guidelines and frameworks for inclusive employment, as well as UNSDGs and reporting boundaries under the ESG Reporting Code, we have identified four dimensions of organisational capacities deemed pertinent to attaining inclusive employment with adaptations to the context of Hong Kong.

The four dimensions align with the “social” aspect of HKEX’s ESG reporting framework: **Employment & Labour Practice, Operating Practices, and Community**. The actions meet five out of the seventeen UNSDGs, including **Goal 8: Decent Work and Economic Growth, Goal 10: Reduced Inequalities, Goal 12: Responsible Consumption and Production, Goal 16: Peace, Justice and Strong Institutions, and Goal 17: Partnerships for the Goals**.

🔍 參考資料 References

- CareER - 傷健共融指數 Disability Inclusion Index
<https://career.org.hk/employer-support/career-disability-inclusion-index/>
- Disability:IN - Disability Equality Index (只提供英文版本 Only English version is available)
<https://disabilityin.org/what-we-do/disability-equality-index/>
- International Labour Organization - ILO GBDN Self-Assessment (只提供英文版本 Only English version is available)
<https://www.businessanddisability.org/news/ilo-gbdn-self-assessment>
- National Organization on Disability - Disability Employment Tracker (只提供英文版本 Only English version is available)
<https://www.ceoaction.com/media/1692/results-from-the-2017-disability-employment-tracker-infographic.pdf>



組織承諾及機制 Organisational Commitment & Mechanism

聯合國永續發展目標 UNSDGs 10 & 16

一間殘疾共融的機構致力於建立和展示一種欣賞、珍惜和促進殘疾共融的組織文化和環境，擁有一套明確的目標，並釐清角色和責任，訂明機構如何推動共融就業；同時設定衡量指標以監察進展。機構能營造一個工作環境，讓不同能力、需要或背景的員工皆能感受到被重視和支持。在這共融的環境，員工能充分發揮才能，從而提升其士氣和歸屬感，最終有助提升機構整體表現和生產力。

A disability-inclusive organisation is committed to building and demonstrating an organisational culture and environment that appreciates, treasures, and facilitates disability inclusion. It also has in place a set of clear goals with well-defined roles and responsibilities, which stipulates how inclusive employment can be attained in the organisation; clear metrics are developed for monitoring the progress of achieving inclusive employment. The organisation aspires to provide a workplace in which all employees feel valued and supported regardless of their abilities, needs, or backgrounds. Such an inclusive environment enables every member of the organisation to contribute fully to its success, hence boosting employees' morale and commitment and benefitting the organisation's overall performance and productivity.



在職措施 Employment Operation

聯合國永續發展目標 UNSDGs 8 & 10

一間殘疾共融的機構在整個招聘過程中，讓殘疾求職者的能力得以展現，以建立一個多元化的人才庫。同時，機構為所有員工制定合適的政策和措施，以支持他們的職涯發展，涵蓋從入職、培訓和教育，到薪酬、績效評估、人才留任及事業發展。優先考慮共融和公平的人才措施，不但賦權予殘疾員工，機構同時亦可營造一個讓所有員工都能平等參與的環境，提高團隊協作能力，提升員工參與度和生產力，並彰顯其殘疾共融僱主的聲譽。

A disability-inclusive organisation implements recruitment practices that engage candidates with disabilities throughout the recruitment cycle, allowing their abilities to be uncovered and acknowledged with a view to building a diverse talent pool. The organisation also has policies and programmes properly designed to support all employees throughout their employment journey, from onboarding, training and education, to compensations, performance evaluations, job retention, and career advancement. By prioritising inclusive and equitable people practices, organisations can foster an inclusive environment that not only empowers employees with disabilities but also promotes fair participation for all. This approach enhances teamwork, boosts employee engagement and productivity, and strengthens the organisation's reputation as a disability-inclusive employer.



業務發展及供應鏈的多元性 Business Development & Supply Chain Diversity

聯合國永續發展目標 UNSDGs 8 & 12

一間殘疾共融的機構關注其日常營運、產品和服務如何影響殘疾客戶及持份者。機構會樂於聽取殘疾顧客的意見，不斷優化他們的體驗，並將其視為目標市場。這些舉措有利機構發展創新方案及提升客戶體驗和聲譽。再者，機構透過其採購力和聯同供應鏈中的其他持分者，推動系統性變革，建構更共融的營商生態圈，從而展示其對殘疾共融的承諾。

A disability-inclusive organisation pays full attention to how its day-to-day processes, services and products impact the experiences of customers and stakeholders with disabilities. The organisation cares about customers with disabilities, optimises their experiences, and sees them as marketing targets. This can help foster innovative solutions, enhance customer experiences, and build a reputation for the organisation. The organisation leverages its purchasing power and connections in the supply chain to drive systemic change and to create a more inclusive business ecosystem, thereby demonstrating its commitment to disability inclusion.



跨界別參與 Cross-Sector Engagement

聯合國永續發展目標 UNSDGs 10 & 17

一間殘疾共融的機構積極支持並參與關注殘疾議題的組織和社區活動，以推廣和倡導多元性和共融。機構在制定和實踐其發展策略時，聯繫並與殘疾社群合作，以建立一個長期且互利的合作模式。積極的社區參與不僅有助機構建立聲譽，還能促進文化和思維的轉變，締造更共融及公平的社會。

A disability-inclusive organisation actively supports and engages with disability-focused organisations and community programmes to promote and advocate diversity and inclusion. It adopts a long-term, mutually beneficial approach to connecting and collaborating with the disability community in formulating and implementing its development strategy. Active community engagement helps the organisation build a reputation and catalyses a cultural and paradigm change towards a more inclusive and equitable society.

主要元素

MAJOR COMPONENTS

本計劃主要由兩個部份所組成：

The Scheme is composed of TWO key components:

1 行動清單

行動清單建基於國際指引，並因應本地情況作出修訂，為協助機構制定可行的目標和可量度的措施，行動清單分為**共融就業開展機構版本**及**共融就業領導機構版本**，機構可就其職場推動和完善殘疾共融職場情況選擇相應版本。這些行動並非用以評估和比較機構的績效指標；相反，它們是參考指引，讓機構反思其現況，辨識改善方向並設定適當目標。機構採取或實踐這些行動愈多，代表它在實踐共融就業方面有更大的能力和決心。

2 能力提升活動

人才管理是機構管理的重要一環，負責吸引、培養和留住人才，確保各部門高效運作。其留任與流失受多種因素影響，管理者和員工需具備廣泛的知識，以有效培育和拓展多元人才庫。本計劃將推出一系列涵蓋不同主題和形式的**能力提升活動**，以研討會及個案分享形式，協助參加者掌握必要的知識與技巧，鼓勵跨界合作機會，並建立促進共融就業的協作網絡，以助他們在人才短缺的挑戰中脫穎而出，提升整體競爭力和員工滿意度。

1 Action List

The list is drawn from international guidelines with appropriate adaptations to suit the local context, providing the participating organisations with realisable goals and measurable steps. The list comprises two versions — the **Inclusive Employment Trailblazer Version** and the **Inclusive Employment Vanguard Version**. Organisations can select the respective version based on their readiness to promote and advance workplace disability inclusion. These dimensions and actions are not meant to be an assessment index evaluating and comparing organisational performance; instead, they are reference points with which organisations reflect upon their current practices, identify areas for improvement, and set appropriate goals. The more of these actions an organisation has taken or acted upon, the greater capacities and commitment it has developed for embracing inclusive employment.

2 Capacity Building Programme

Talent management is the heartbeat of an organisation, enabling it to attract, develop, and retain talent to ensure efficient operations in all departments. As employee retention and turnover are influenced by a complex interplay of factors, management and staff must possess a broad understanding of talent management in order to effectively cultivate a diverse talent pool. The Scheme curates a **Capacity Building Programme** covering various themes in seminar and case-sharing formats, intending to disseminate essential knowledge and impart skills, initiate cross-sector collaborations, and build a supportive network that promotes inclusive employment. An inclusive workplace will enable organisations to stand out amid talent shortages and enhance overall competitiveness and employee satisfaction.



獎項制度及要求

AWARD SYSTEM & REQUIREMENTS

本計劃設有三級獎項制度，以肯定僱主在不同層面推動殘疾共融的努力，從承諾實踐殘疾共融、聘用殘疾僱員，到成為殘疾共融的先鋒。另外，特設三個主題獎項，包括**共融同伴獎**、**共融協作獎**及**共融創新獎**，以表揚機構在不同領域為殘疾共融作出的貢獻。

The **three-tiered award system** acknowledges employers for their different levels of effort and commitment to disability inclusion, from pledging to implement disability-inclusive practices, to hiring persons with disabilities, and ultimately becoming true leaders in disability inclusion. In addition, three thematic awards, the **Inclusive Buddy Award**, the **Inclusive Collaboration Award**, and the **Inclusive Innovation Award**, will be presented to recognise organisations that contribute to disability inclusion in different arenas.

第一級 - 殘疾共融支持機構 Level 1 Disability Inclusive Supporter

要求

- 在評估期間*，符合 **共融就業開展機構版本** 之行動數目要求#
 - 組織承諾及機制 — **3 項**
 - 在職措施 — **5 項**
 - 業務發展及供應鏈的多元性 — **1 項**
 - 跨界別參與 — **1 項**

Requirements

- Satisfy the **number of actions #** required on the **Action List - Inclusive Employment Trailblazer Version** during the **assessment period ***
 - Organisational Commitment & Mechanism – **3 items**
 - Employment Operation – **5 items**
 - Business Development & Supply Chain Diversity – **1 item**
 - Cross-Sector Engagement – **1 item**

第二級 - 殘疾共融僱主 Level 2 Disability Inclusive Employer

要求

- 在評估期間*，符合 **共融就業開展機構版本** 之行動數目要求#
 - 組織承諾及機制 — **5 項**
 - 在職措施 — **13 項**
 - 業務發展及供應鏈的多元性 — **2 項**
 - 跨界別參與 — **2 項**
- 在評估期間*，提供為期最少兩星期之任何形式就業予至少一位殘疾人士
 - 如見習 / 學徒 / 實習 / 全職 / 兼職工作等

Requirements

- Satisfy the **number of actions #** required on the **Action List - Inclusive Employment Trailblazer Version** during the **assessment period ***
 - Organisational Commitment & Mechanism – **5 items**
 - Employment Operation – **13 items**
 - Business Development & Supply Chain Diversity – **2 items**
 - Cross-Sector Engagement – **2 items**
- Provide **any type of employment** to at least ONE individual with disabilities for a minimum of TWO weeks during the **assessment period ***
 - e.g. traineeship / apprenticeship / internship / full-time / part-time job, etc.

如欲參與成為 **第三級 - 殘疾共融先鋒**** 的候選機構，機構必須：

To participate as a **candidate organisation** for **Level 3 Disability Inclusive Pioneer****, the organisation must:

第三級 - 殘疾共融先鋒 Level 3 Disability Inclusive Pioneer **

要求

- 已符合 **第二級 - 殘疾共融僱主** 之所需行動數目要求
- 在評估期間*，符合 **共融就業領導機構版本** 之行動數目要求#
 - 組織承諾及機制 — **4 項**
 - 在職措施 — **6 項**
 - 業務發展及供應鏈的多元性 — **4 項**
 - 跨界別參與 — **2 項**
- 在評估期間*，聘用 **全職或兼職** 殘疾僱員，其服務年期需達一年或以上
- **【選交】** 提供一份機構概要或一則短片，以展示機構的最佳實踐，例如：機構文化、同事支援、採購措施等。
 - 機構概要：需不少於500字
 - 短片：長度需於五分鐘內，並附有約100字概述

Requirements

- Have attained **Level 2 Disability Inclusion Employer** requirements
- Satisfy the **number of actions #** required on the **Action List - Inclusive Employment Vanguard Version** during the **assessment period ***
 - Organisational Commitment & Mechanism – **4 items**
 - Employment Operation – **6 items**
 - Business Development & Supply Chain Diversity – **4 items**
 - Cross-Sector Engagement – **2 items**
- Have disability employee(s) being employed in a **full-time or part-time position** for a minimum of ONE year during the **assessment period ***
- **【OPTIONAL】** Provide a brief narrative OR a short video to showcase the organisational best practices, e.g. organisational culture, support of co-workers, procurement practices, etc.
 - Brief narrative: no less than 500 words
 - Short video: less than 5-minute in length with a 100-word summary

📌 額外要求 Additional Requirements

(適用於所有參與機構 Applicable for all participating organisations)

- (1) 簽署 **有能者·聘之約章**，以示機構對殘疾共融的支持；及
- (2) 參加 **計劃簡介及能力提升活動各一節**。活動時間表請參閱第13頁。

- (1) Sign the **Talent-Wise Employment Charter** to demonstrate the organisation's commitment to fostering disability inclusion; AND
- (2) Participate in **ONE session of the Scheme Introduction and Capacity Building Programme**. Please refer to page 13 for Programme Schedule.

* 指定評估期為**2024年7月1日至2025年6月30日**。

The designated assessment period is from **1 July 2024 to 30 June 2025**.

** 申請將由**評審委員會**進行批核和挑選。

Applications will be assessed and selected by a **Vetting Committee**.

機構別選相關行動時，即表示在指定評估期已採取具體而有效的措施。在截止申請嘉許計劃前，機構必須就每項行動提交相關證明（例如：相片、會議紀錄等）以供核對。另外，機構必須確保證明文件的真確性，如資料涉及個人私隱，可遮蓋有關部分。

When an organisation selects relevant actions, it signifies that concrete and effective measures have been taken during the designated assessment period. Before the Scheme application deadline, the organisation must submit supporting evidence (e.g., photos, meeting minutes, etc.) for each action for verification. Additionally, the organisation must ensure the authenticity of the supporting documents. If the materials involve personal privacy, sensitive sections may be redacted.

主題獎項 Thematic Award

共融同伴獎 Inclusive Buddy Award

此獎項旨在表揚為殘疾同事提供支援，以助他們融入及適應工作環境的優秀員工。機構可以推薦一位在職場盡心盡力支援殘疾同事的僱員。機構必須提交一份文字概要或一則短片以說明被提名者的表現。此外，機構亦須提交該名殘疾員工的書面確認書，以證明他們同意相關提名。

This award recognises outstanding employees who provide exceptional support to colleagues with disabilities to adjust and integrate into the workplace. Organisations may nominate ONE employee who has offered enormous support in the workplace to their colleague(s) with disabilities. Organisations must submit a **brief narrative** OR a **short video** to justify the nomination. Additionally, **written confirmation** from the concerned employee(s) with disabilities must be attached to confirm their agreement to the nomination.

共融協作獎 Inclusive Collaboration Award

本獎項旨在表彰通過協作倡議，在推動殘疾共融方面表現卓越的機構。此獎項重點表揚那些透過跨領域合作（如培訓與招聘計劃、師徒項目及職業指導等）以改善殘疾人士福祉的項目。另外，此獎項特別關注那些讓殘疾人士能參與決策過程的實踐，確保他們的意見能夠真正被納入相關項目設計、職場措施及政策制定。機構必須提交一份文字概要或一則短片以說明合作內容及細節。此外，機構亦須提交合作單位或人士的確認書，以證明他們同意相關提名。

This award recognises organisations that have demonstrated exceptional efforts in fostering disability inclusion through cross-sector collaboration. It highlights programmes that have led to significant advancements in disability inclusion, such as training and recruitment programmes, mentorship and job coaching initiatives through cross-sector partnerships that directly benefit persons with disabilities. Additionally, it honours efforts that actively involve persons with disabilities in decision-making processes, ensuring their voices are heard and their needs are addressed in developing the programmes, workplace practices and policies. Organisations are required to submit a **brief narrative** OR a **short video** to elaborate on collaboration details. Furthermore, **written confirmation** from the partnering organisation(s) or individual(s) must be attached to confirm their agreement to the nomination.

共融創新獎 Inclusive Innovation Award

本獎項不僅表彰得獎機構在創新上的卓越成就，更旨在鼓勵更多機構主動探索新科技所帶來的無限可能，藉此提升殘疾人士的福祉與生活質素。透過表揚這些具變革性的創新方案，我們期盼機構能建立更具創意與包容的文化，展現科技如何賦能殘疾人士，並提升他們在職場上的貢獻。機構必須提交一份**文字概要**或一則**短片**以說明產品 / 服務的創新內容。

This award aims not only to celebrate organisations' achievement in innovation but also to inspire employers to actively explore the possibilities that the latest innovations offer for improving the well-being and quality of life of persons with disabilities. By highlighting these transformative initiatives, we hope to foster a culture of creativity and inclusivity, showcasing how technology can empower persons with disabilities and enhance their contributions to the workforce. Organisations are required to submit a **brief narrative** OR a **short video** to elaborate on the innovativeness of their products/services.

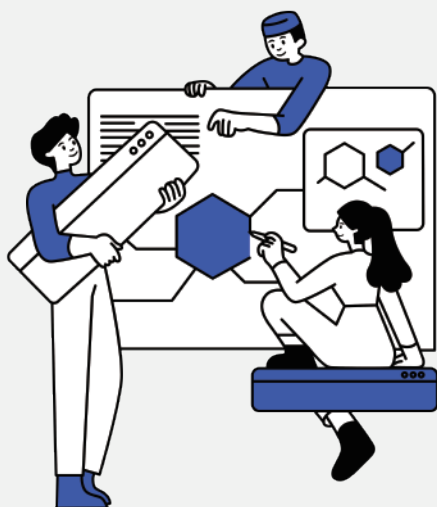


- **文字概要**：需不少於500字

Brief narrative: no less than 500 words

- **短片**：長度需於五分鐘內，並附有約100字概述

Short video: less than 5-minute in length with a 100-word summary



計劃簡介及能力提升活動

SCHEME INTRODUCTION & CAPACITY BUILDING PROGRAMME

所有參與**愛心僱主獎章**的機構，必須參加計劃簡介及能力提升活動各一節。每節名額有限，先到先得。如機構於2024年7月1日至2025年6月30日期間曾參與由香港城市大學社會及行為科學系與「eConnect就業連網」舉辦之「DEI@WORK共融在職場」培訓計劃課程*，將可豁免出席能力提升活動，但仍需出席當日的計劃簡介部分。

* 機構在報名時必須提交相關出席證明。

Attending **ONE session of the Scheme Introduction and Capacity Building Programme** is required for all participating organisations of the **Caring Employer Medal**. Limited seats are available on a first-come, first-served basis. Organisations will be exempted from the Capacity Building Programme if they have attended training programmes of DEI@WORK Workplace Inclusion Project organised by CityUHK's Department of Social and Behavioural Science and "eConnect Employment Network" between 1 July 2024 and 30 June 2025.* However, the organisations remain obliged to attend the Scheme Introduction Session.

* Please indicate in the registration form and **submit relevant attendance record**.

! 所有活動主要以廣東話進行。每節活動名額有限，先到先得。

All programmes will be conducted in Cantonese. Seats are limited on a first-come, first-served basis.



時間表 Programme Schedule

「DEI@WORK共融在職場」培訓計劃課程 DEI@WORK Workplace Inclusion Project Training Programmes

2025.05.16 (星期五 FRI) 2:30-5:30PM

香港城市大學楊建文學術樓 B5-208

B5-208 Yeung Kin Man Academic Building, CityUHK

- 計劃簡介 Scheme Introduction
 - **EC1** 共融在職場：半天訓練課程 Half-Day Training Course
- 分享單位：香港復康會職業復康及再培訓中心
Speaker : HKSr Vocational Rehabilitation and Retraining Centre

2025.06.19 (星期四 THUR) 9:30AM-12:30PM

九龍西傷健中心 九龍深水埗麗閣邨麗蘿樓地下S102室

S102, G/F, Lai Lo House, Lai Kok Estate, Sham Shui Po, Kowloon

- 計劃簡介 Scheme Introduction
- **EC2** 共融在職場：殘疾體驗工作坊
Inclusive Activities: Disability Experience Workshop

分享單位：香港傷健協會
Speaker : Hong Kong PHAB Association

2025.06.20 (星期五 FRI) 9:30AM-5:30PM

香港金鐘統一中心8樓

8/F, United Centre, Admiralty, Hong Kong

- 計劃簡介 Scheme Introduction
 - **EC3** 共融在職場：一天訓練課程 One-Day Training Course
- 分享單位：香港復康會職業復康及再培訓中心
Speaker : HKSr Vocational Rehabilitation and Retraining Centre

能力提升活動 Capacity Building Programme

2025.06.26 (星期四 THU) 11AM - 1PM

香港遊樂場協會 - 優才發展及交流中心 - 禮堂

Hong Kong Playground Association - I+Plus Development and Exchange Centre - Grand Hall

- 計劃簡介 Scheme Introduction
- **A1** 認識神經多樣性及與業務的關聯性
Neurodiversity and How Does It Relate to My Business?

分享單位：香港耀能協會、神經多樣性演講者與培訓師莫家漢先生
Speaker : SAHK, Presenter and Trainer of Neurodiversity - Mr Jonathan Mok

2025.06.26 (星期四 THU) 3 - 5PM

香港遊樂場協會 - 優才發展及交流中心 - 禮堂

Hong Kong Playground Association - I+Plus Development and Exchange Centre - Grand Hall

- 計劃簡介 Scheme Introduction
- **A2** 殘疾共融實踐概覽 Overview of Implementing Disability Inclusion

分享單位：CareER、香港大學公民社會與治理研究中心
Speaker : CareER, Centre for Civil Society and Governance (HKU)

2025.06.30 (星期一 MON) 11AM - 1PM

溫莎公爵社會服務大廈禮堂

Duke of Windsor Social Service Building – Auditorium

- 計劃簡介 Scheme Introduction
- **A3** 走入社區：開拓共融工種新視野
Community Outreach: New Perspectives in Nurturing Inclusive Talents

分享單位：聖雅各福群會賽馬會啟藝學苑、協康會
Speaker : St. James Settlements Jockey Club Artspiration Academy, Heep Hong Society

2025.06.30 (星期一 MON) 3 - 5PM

溫莎公爵社會服務大廈禮堂

Duke of Windsor Social Service Building – Auditorium

- 計劃簡介 Scheme Introduction
- **A4** 職場中的共融溝通
Inclusive Communication with PWD at the Workplace

分享單位：心光盲人院暨學校、香港傷健協會
Speaker : Ebenezer School & Home for the Visually Impaired, Hong Kong PHAB Association

2025.07.08 (星期二 TUE) 11AM - 1PM

溫莎公爵社會服務大廈禮堂

Duke of Windsor Social Service Building – Auditorium

- 計劃簡介 Scheme Introduction
- **A5** 在機構內推動殘疾共融的策略規劃
Strategic Planning in Fostering Disability Inclusion within Organisation

分享單位：香港大學公民社會與治理研究中心及商界代表
Speaker : Centre for Civil Society and Governance (HKU), Business Representatives

2025.07.08 (星期二 TUE) 3 - 5PM

溫莎公爵社會服務大廈禮堂

Duke of Windsor Social Service Building – Auditorium

- 計劃簡介 Scheme Introduction
- **A6** 共建多元共融：商社共創雙贏之道
D&I in Practice: Collaborative Success for Businesses and Communities

分享單位：新生精神康復會、基督教家庭服務中心
Speaker : New Life Psychiatric Rehabilitation Association, Christian Family Service Centre

活動概要 Programme Overview

「DEI@WORK共融在職場」培訓計劃課程 DEI@WORK Workplace Inclusion Project Training Programmes

EC1 共融在職場：半天訓練課程

重點內容

- o DEI 的概念與職場共融重要性
- o 與殘疾人士互動技巧
- o 從「真人圖書館」中啟發與反思

EC1 Half-Day Training Course

Session Highlights

- o Concept of DEI and workplace inclusion
- o Interaction skills for working with persons with disabilities
- o Insights from the Human Library

EC2 共融在職場：殘疾體驗工作坊

重點內容

- o 殘疾人士的體驗
- o 了解殘疾人士的特性
- o 殘疾人士的工作潛能

EC2 Inclusive Activities: Disability Experience Workshop

Session Highlights

- o The experience of persons with disabilities
- o Understanding the characteristics of persons with disabilities
- o The work potential of persons with disabilities

EC3 共融在職場：一天訓練課程

重點內容

- o DEI 的深入探討與職場應用
- o 殘疾人士的特徵與挑戰
- o 「4E 共融就業框架」的實踐
- o 知識轉化為行動計劃

EC3 One-Day Training Course

Session Highlights

- o In-depth discussion on DEI and workplace inclusion
- o Characteristics and challenges of persons with disabilities
- o Practical application of the “4E inclusive employment framework”
- o Action planning for workplace inclusion

能力提升活動 Capacity Building Programme

A1 認識神經多樣性及與業務的關聯性

重點內容

- o 認識神經多樣性
- o 與多元僱員互動的技巧
- o 了解工作重塑和工作調適措施
- o 職場個案分享及情景分析
- o 神經多樣人士的親身職場與倡導經驗
- o 神經多樣性與業務的關聯性和實用建議

A1 Neurodiversity and How Does It Relate to My Business?

Session Highlights

- o What is neurodiversity? Why do I need to know about it?
- o Tips for interacting with neurodivergent employees
- o Understanding job crafting and accommodation
- o Case studies & scenarios at the workplace
- o Lived experiences & advocacy from neurodivergent individual
- o Practical recommendations for connecting neurodiversity and businesses

A2 殘疾共融實踐概覽

重點內容

- o 「殘疾」多面睇
- o 認識本地殘疾社群
- o 殘疾共融與「可持續發展目標」和「環境、社會和治理」的關聯性

A3 走入社區：開拓共融工種新視野

重點內容

- o 不同行業中的通達措施和合理調適的應用實例
- o 商社合作案例分享，拓展多元工種及人才配對服務

A4 職場中的共融溝通

重點內容

- o 釐清關鍵概念：同理心與多元敏銳
- o 跟有不同需要的同事溝通的常見問題與貼士
- o 跟殘疾人士溝通互動的個案分享與情境分析

A5 在機構內推動殘疾共融的策略規劃

重點內容

- o 殘疾共融職場的特徵和整體效益
- o 國際成功案例，識別可應用的殘疾共融實踐方案
- o 評估殘疾共融的關鍵指標
- o 衡量和傳達殘疾共融成效的常見挑戰
- o 本地企業的規劃與實踐經驗

A6 共建多元共融：商社共創雙贏之道

重點內容

- o 多元才能多面睇：認識不同特質與需要
- o 共融就業職場案例
- o 商社合作的ESG實踐經驗

A2 Overview of Implementing Disability Inclusion

Session Highlights

- o Definitions of “Disability”
- o Overview of the disability community in Hong Kong
- o Relevancy of “disability inclusion” with SDGs and ESG

A3 Community Outreach: New Perspectives in Nurturing Inclusive Talents

Session Highlights

- o Accessibility measures and reasonable accommodations across various industries
- o Case studies of cross-sector collaboration on expanding job types and talent sourcing services

A4 Inclusive Communication with PWD at the Workplace

Session Highlights

- o Understanding key concepts: empathy & diversity sensitivity
- o FAQs & tips for communication with people with diverse needs
- o Case studies & scenarios on interacting with persons with disabilities

A5 Strategic Planning in Fostering Disability Inclusion within Organisation

Session Highlights

- o The characteristics of inclusive employment and its related benefits
- o Successful overseas cases for implementing disability inclusion
- o Key metrics for evaluating disability inclusion performance
- o Common challenges in measuring and communicating disability inclusion impacts
- o Success stories and practical insights from local businesses

A6 D&I in Practice: Collaborative Success for Businesses and Communities

Session Highlights

- o Understanding diverse abilities, needs, and characteristics
- o Inclusive employment workplace case studies
- o Cross-sector collaboration on ESG implementation

嘉許及宣傳

APPRECIATION & PUBLICITY

獲獎機構嘉許

所有參與計劃的機構名字將顯示在計劃的官方網頁、社交媒體及刊物與宣傳資料上。

Recognition of Awardees

The names of all participating organisations will be displayed on the Scheme's official webpage and social media, as well as in various publications and promotional materials.

傳媒報導

參與計劃的機構有機會獲媒體報導，展現其促進共融職場和社區的貢獻。

Media Exposure

Participating organisations will have the opportunity for potential media coverage, highlighting their contributions to fostering a more inclusive workplace and community.

頒獎典禮

所有參與計劃的機構將被邀請出席頒獎典禮，以表彰機構在創造殘疾共融環境方面的持續努力和承諾。

Award Presentation Ceremony

All participating organisations will be invited to the Award Presentation Ceremony to honor their collective efforts and ongoing dedication to creating a disability-inclusive environment.

愛心僱主獎章及宣傳刊物

獲獎機構可在其官方網站、營銷資料、社交媒體及機構場所展示嘉許計劃的**愛心僱主獎章**和宣傳資料，以彰顯其促進社會共融文化的決心。**愛心僱主獎章**的有效期為頒發日起計兩年。

Caring Employer Medal & Promotional Materials

To showcase their commitment to fostering a culture of inclusivity in society, awardees are encouraged to display the Scheme's **Caring Employer Medal** and promotional information on their official websites, marketing materials, social media channels, and premises. The **Caring Employer Medal** remains valid for two years from the date of issuance.

報名方法及須知

APPLICATION & IMPORTANT NOTES

- 申請費用全免。
- 符合資格的機構需於**2025年7月4日（星期五）下午6時或之前**按此，或掃描二維碼填寫並遞交網上申請表格及相關證明文件。
- The application is free of charge.
- Eligible organisations must submit the online application form and all relevant documentary proofs by **4 July 2025 (Friday), 6PM**. Please **click HERE** or scan the QR code for the application form.



重要日期

KEY DATES

2025.04.28

接受報名 Registration Begins

2025.07.04

截止報名及遞交相關證明文件
Deadline of application and supporting documents submission

2025.08-09

評估及審核 Vetting & Assessment

2025.09

頒獎典禮 Award Presentation Ceremony

查詢

ENQUIRIES



3752 9831



info@caringemployer.com



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統籌主辦 Hosted by

香港特別行政區政府勞工及福利局

Labour and Welfare Bureau, HKSARG

合辦 Jointly Organised by

多元才能・共融職場嘉許計劃

Diverse Abilities・Inclusive Workplace Recognition Scheme

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Jockey Club Collaborative Project for Inclusive Employment

捐助機構 Funded by

香港賽馬會慈善信託基金

The Hong Kong Jockey Club Charities Trust

合作夥伴 Partners

香港大學公民社會與治理研究中心

Centre for Civil Society and Governance, The University of Hong Kong

香港大學藥理及藥劑學系

Department of Pharmacology and Pharmacy, The University of Hong Kong

香港大學社會工作及社會行政學系

Department of Social Work and Social Administration, The University of Hong Kong

香港教育大學特殊需要與融合教育研究所

Institute of Special Needs and Inclusive Education, The Education University of Hong Kong

心光盲人院暨學校

Ebenezer School & Home for the Visually Impaired

協康會

Heep Hong Society

香港傷健協會

Hong Kong PHAB Association

新生精神康復會

New Life Psychiatric Rehabilitation Association

香港耀能協會

SAHK

聖雅各福群會

St. James' Settlement

策略夥伴 Strategic Collaborators

平等機會委員會

Equal Opportunities Commission

香港工業總會

Federation of Hong Kong Industries

香港青年工業家協會

Hong Kong Young Industrialists Council

香港中華廠商聯合會

The Chinese Manufacturers' Association of Hong Kong

香港社會服務聯會

The Hong Kong Council of Social Service

香港中小型企業總商會

The Hong Kong General Chamber of Small and Medium Business

支持夥伴 Supporting Partners

CareER

基督教家庭服務中心

Christian Family Service Centre

eConnect就業連網

eConnect Employment Network

浸信會愛羣社會服務處

Baptist Oi Kwan Social Service

香港失明人協進會

Hong Kong Blind Union

香港聖公會福利協會

Hong Kong Sheng Kung Hui Welfare Council

利民會

Richmond Fellowship of Hong Kong

善導會

SideBySide

香港復康會


The Hong Kong Society for Rehabilitation

香港聾人福利促進會

The Hong Kong Society for the Deaf

莫家漢先生

Mr Jonathan Mok



多元才能・共融職場嘉許計劃
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