

**Financial Services Branch**  
**Financial Services and the Treasury Bureau**  
**Environmental Report 2008**

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**Introduction**

The Financial Services Branch of Financial Services and the Treasury Bureau is responsible for maintaining and enhancing Hong Kong's status as a major international financial centre. In undertaking the above responsibility, we endeavour to -

- maintain the integrity and stability of the monetary and financial system of Hong Kong;
- ensure the orderly and efficient operation as well as prudent and appropriate supervision and regulation of the financial markets and services; and
- provide a business environment which is open, fair and conducive to market development.

**Commitment**

We are committed to providing services in an environmental friendly manner and providing a green workplace to our staff and clients.

**Environmental Principles**

In 2008, we adopted the following environmental principles and also took various initiatives to meet our commitment -

- Minimize the consumption of resources;
- Promote waste reduction, as well as reuse and recycling of resources;



- Seek continual improvement to the upkeep of the workplace;  
and
- Enhance the environmental awareness of staff.

## Green Measures

The green measures taken include:

- Minimizing the Consumption of Resources
  - Increasing the use of e-mail for internal and external communication.
  - Sharing of reference materials on the local area network.
  - Using plain paper fax machines.
  - Transferring documents on diskettes or through e-mail for editing and review.
  - Uploading reports and consultation papers for public access through the internet to reduce the number of printed copies.
  - Sending festive greetings via electronic mail and homepage to minimize the number of printed cards.
  - Accepting electronic returns submitted by insurers.
  - Requesting less hard copies of government newsletters/publications.
  - Procuring electronic copy of publications.
  - Procuring electronic newspapers to reduce the number of copies of newspaper cuttings.
  - Using both sides of paper for copying and printing.
  - Avoiding use of fax leader pages.
  - Minimizing copies of flimsies & reference copies at meetings.
  - Using old sets of documents or electronic copies for re-circulation.



➤ Reuse and Recycling of Resources

- Reusing envelopes, file jackets and carton boxes.
- Providing green bags to collect used paper, newspapers, publications.
- Reusing office stationery, e.g. floppy disks, smart cards and plastic folders, etc.
- Reusing decorative materials for festive decoration.
- Collecting used printer cartridges and fax machine cartridges for recycling.
- Providing green trays with blank-sided used paper for use near photocopiers and LAN laser printers.
- Exchanging old furniture and equipment with other departments/bureaux.

➤ Upkeep of the Workplace

- Regular cleaning and maintenance of office facilities, including air-conditioning system, furniture and equipment, carpet, distilled water dispensers and tap water purifiers.
- Displaying green plants in the office.
- Adopting a smoke-free workplace policy.

➤ Promoting Green Culture

- Displaying stickers and posters and recirculating circulars to remind colleagues of green office practices.
- Appointing Green Executive to promote green culture in the office.
- Using green products, such as clutch pencils, refillable ball pens, non-chlorinated correction fluid, recycled paper, alkaline batteries, etc.



- Nominating staff to attend workshops and training courses on environmental issues.
- Encouraging smart casual wear in summer months.
- Promoting and participating in green activities, e.g. Community Chest Green Day 2008.

The Chief Executive signed the Clean Air Charter on behalf of the Government of the HKSAR on 27 November 2006. To support the Government's commitment to improve air quality, the following measures are being taken to reduce energy consumption and emissions of air pollutants:

- Replacing aging lighting facilities with energy-saving light bulbs and fluorescent lamps;
- Using Liquid Crystal Display (LCD) monitors, instead of Cathode-ray tube (CRT) monitors, as the former will consume less power;
- Using energy efficient office equipment, e.g. photocopiers;
- Providing "Energy Saving Tips" to colleagues and encouraging them to put them into daily practice;
- Using unleaded fuel for departmental vehicle; and
- Reminding driver of departmental vehicle to switch off vehicle engine while waiting.

By adopting the above green measures, we have raised the environmental awareness of our staff.

### **The Way Forward**

Protecting the environment is an on-going process. We will continue with our efforts in green office management and enhancing the environmental awareness of staff in the coming years.



## Enquiries

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