

**Financial Services Branch  
Financial Services and the Treasury Bureau  
Environmental Report 2003**

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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 pursuing the above objective, we endeavour to -

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

## **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 2003, we have been adopting the following environmental principles and also taken various initiatives to achieve our environmental goals -

- Minimize the consumption of resources
- Promote waste reduction, reuse and recycling of resources
- Seek continual improvement to upkeep the workplace
- Enhance environmental awareness of staff



## Green Measures

The green measures taken include:

### ➤ Minimizing the use of resources

- Increasing the use of e-mail for internal and external communication
- Sharing of reference material on the local area network
- Providing e-fax facilities
- Using plain paper fax machines
- Transferring documents on diskettes or through e-mail for editing and review
- Providing soft copy of reports and consultation papers on the homepage via the internet to reduce the number of printed copies
- Sending festive greetings via electronic mail and homepage to minimize the number of printed cards
- Requesting less hard copies of government newsletters/publications
- Procuring electronic copy of publications
- Using both sides of paper for copying and printing
- Reusing envelopes, file jackets and carton boxes
- Replacing aging lighting facilities with energy-saving devices
- Avoiding use of fax leader pages
- Minimising copies of flimsies & reference copies at meetings
- Using old sets of documents for recirculation

### ➤ Recycling of Resources

- 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 printer toners for recycling
- Using recycled fax machine cartridges
- 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



- Upkeeping 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, posters and notices and recirculating circulars to remind colleagues of green office practices
  - Appointing Green Executive to promote green culture in the office
  - Using green products:
    - stationery, such as clutch pencils, refillable ball pens, non-chlorinated correction fluid and recycled paper, etc.
    - electrical devices, such as energy-saving light bulbs and fluorescent lamps
    - unleaded fuel for departmental vehicle
    - others items, such as alkaline batteries and refrigerator with CFC-free refrigerant
  - Nominating staff to attend workshops and training courses on environmental issues
  - Promoting and participating in green activities, e.g. The Green Raffle Ticket Fund-Raising Programme 2003 organized by the Conservancy Association (7 June – 27 July 2003); The Community Chest Green Day 2003 (6 June 2003); etc.

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

### **The Way Forward**

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

### **Enquiries**

Enquiries on this report are welcome and can be sent to:

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