

**Financial Services Branch**  
**Financial Services and the Treasury Bureau**  
**Environmental Report 2004**

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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

**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 2004, 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 materials 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
- Procuring electronic newspapers to reduce the number of copies of newspaper cuttings
- Using both sides of paper for copying and printing
- Reusing envelopes, file jackets and carton boxes
- Replacing aging lighting facilities with energy-saving devices
- Using Liquid Crystal Display (LCD) monitors, instead of the Cathode-ray tube (CRT) monitors, as the former will consume less power
- Avoiding use of fax leader pages
- Minimising copies of flimsies & reference copies at meetings
- Using old sets of documents for re-circulation

### ➤ 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

By adopting the above green measures, we have effectively raised the environmental awareness of our staff. As compared to the preceding year, the consumption of papers and envelopes has decreased by 18% and 22% respectively while the volume of waste paper collection has increased by 7%.

### **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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