

# **Hongkong Post Environmental Report 2012/13**

## **Environmental Responsibility**

**Hongkong Post is committed to protecting the environment and supporting sustainable development.**

Hongkong Post, in our role as a provider of efficient and reliable postal services, is fully committed to the adoption of best practices across all our services and operations to protect the environment. These best practices cover the three Rs, i.e. Reduce, Reuse and Recycle. Efficient and prudent use of energy and resources is a principle embraced by all our staff. This Report describes the environmental measures implemented by Hongkong Post in 2012/13, highlights our achievements and reaffirms our green agenda for the future.

### **Our Environmental Policy**

- To implement effective “green housekeeping” measures that will help us conserve energy and resources, reuse and recycle materials, and cut down on waste.
- To ensure environmental sustainability, user-friendliness and safety in our public offices and workplaces for all users, including our customers, visitors, staff and contractors.
- To increase staff awareness of issues relating to the environment and sustainable living.
- To introduce postal products and services which take into account sustainability and environmental protection considerations and, where possible, enhance public awareness and appreciation of the natural environment.

Hongkong Post’s environmental policy was launched in 1999 and updated in 2006. Since then, we have implemented a range of programmes that are designed to reduce the impact of the department’s activities on the environment by lowering consumption and recycling waste.

## **Environmental Initiatives and Achievements in 2012/13**

### **Green Management**

Hongkong Post is committed to promoting green management throughout the department. Our Environmental Enhancement Steering Committee is tasked to oversee the efficient use of resources and implement energy-saving measures in the department. Building on the achievements in recent years, Hongkong Post has continued to make good progress in promoting green management and energy saving. Key initiatives implemented are set out below:

On-going initiatives:

- i. Replacing halogen spot lamps with light-emitting diode (LED) lights;

- ii. Adopting the green specifications promulgated by the Environmental Protection Department as far as practicable in product procurement;
- iii. Incorporating green guidelines into the new cleansing contracts;
- iv. Incorporating emission standards into the invitation of tenders for new vehicle hiring service contracts; and
- v. Auditing our compliance with green guidelines and identifying opportunities for improvement.

Initiatives in 2012/13:

- i. Replacing 6 Air Handling Units at Air Mail Centre;
- ii. Switching off some cargo and passenger lifts at major processing centres during non-peak period; and
- iii. Adopting green practices and waste avoidance measures promulgated in the HKSAR Government's Circular.

Hongkong Post complies with the Government's recommendation to maintain the indoor air temperature at 25.5o C, and closely monitors energy consumption at all premises. We maintain a good standard of indoor air quality at all post offices. Regular inspections are conducted by the Electrical and Mechanical Services Department (EMSD) and environmental improvement measures are incorporated into all new building works. In support of the Hong Kong International Airport Carbon Reduction Programmes, we monitor carbon emissions at our Air Mail Centre at Chek Lap Kok.

We also closely control the use of photocopying paper and encourage staff to exercise economy in making physical copies of documents. We make use of the Hongkong Post website and mobile application to disseminate postal information and news to the public. When printing our service leaflets, we use paper made from wood pulp derived from sustainable forests as far as practicable.

### **Postal Vehicle Fleet**

Hongkong Post's vehicles adopt various measures to improve fuel efficiency, including the use of unleaded, low-sulphur fuel. Environmentally-friendly vehicles such as Liquefied Petroleum Gas vehicles, electric vehicles and trucks that meet Euro V standards have been added to our fleet. In some rural areas, bicycles are used for mail delivery. All vehicles that serve Hongkong Post, including those provided by contractors, are required to fully comply with the statutory measures to switch off vehicle engines while waiting.

Hongkong Post engages the service of the EMSD to ensure that our postal vehicles are well-maintained and have minimal environmental impact. The EMSD's Environmental Management System conforms to internationally recognised ISO 14001 standards.

## Green Measures for Philatelic Products and Stamps

We use environmentally-friendly paper to print our philatelic products, including first day covers and souvenir covers. In addition, all stamps are printed on Forest Stewardship Council (FSC) Mix paper, which is sourced from forests that operate with strict FSC environmental guidelines and is easily recycled.

A set of six special stamps on the theme of “Hong Kong Insects II”, featuring precious insect species found in Hong Kong, was issued in November 2012 to raise public awareness of the city’s biodiversity.



Special Stamp Issue - "Hong Kong Insects II"

As at March 2013, over 15,700 local standing order customers and 1,500 overseas mail order customers had registered for online stamp purchases via Stamp OnNet. In addition, over 23,500 LSOS customers had chosen to receive philatelic newsletters and stamp order collection letters by email. We will continue to promote the adoption of these green practices among our philately customers.

We offered two environmentally-friendly canvas bags bearing Lunar New Year stamp designs and hand-made by local social enterprises for sale to help reduce the use of plastic shopping bags.

## Promoting Green Awareness Among Staff

Our vocational training programmes include an environmental protection module to introduce staff to the corporate Environmental Management System and provide useful tips on energy saving. In 2012/13, 785 staff members took this module. Seminars, workshops and visits on various environmental issues were conducted regularly for staff. Our staff also attended briefing sessions organised by other organisations, e.g. briefings on “Pre-wet Season Precautionary Tree Management Measures 2012” and “Proper Tree Management” organised by the Greening, Landscape and Tree Management Section of the Development Bureau and the “Energy Efficiency and Conservation Public Seminar” organised by the EMSD.

Environmental protection issues regularly feature in management and staff briefings and employees are encouraged to contribute ideas to environmental protection initiatives. In addition, we regularly circulate internal environmental guidelines among our staff and encourage them to put environmental protection measures into practice, both in the workplace and at home.

In 2012/13, Hongkong Post participated in various environmental campaigns organised by other organisations, including the “Green Day” by The Community Chest, “Hong Kong No Air-Con Night” by the Green Sense and “Earth Hour 2013” by the World Wide Fund for Nature, and the “Tree Planting Challenge 2012” organised by the Friends of the Earth (HK).



Hongkong Post colleagues planted more than 60 trees in the Tree-Planting Challenge 2012

## Looking Ahead

As a committed green organisation, Hongkong Post will maintain the momentum built up across the department to protect the environment, and engage all staff to continue to seek new and effective ways to reduce consumption of resources, minimise waste, reuse and recycle materials.