

INDEPENDENT COMMISSION AGAINST CORRUPTION CONTROLLING OFFICER'S ENVIRONMENTAL REPORT 2008

Introduction

This Environmental Report gives an account of the achievements made and measures taken by the Independent Commission Against Corruption (ICAC) in green management in 2008.

2. The ICAC is an independent public service organisation responsible for the following areas of work –

- (a) seek out and eradicate corruption through effective investigation and prosecution;
- (b) identify and eliminate opportunities for corruption in government departments and public bodies and advise the private sector on corruption prevention;
- (c) educate the public against the evils of corruption and actuate support for the ICAC; and
- (d) promote better public understanding of the corruption problem and encourage target groups to take positive action.

3. The Commission comprises three functional departments – Operations, Corruption Prevention and Community Relations, and the Administration Branch. As at 31 December 2008, the Commission had an establishment of 1,376 accommodated in offices in nine different locations.

Our Environmental Commitment

4. The ICAC is committed to ensuring that our operations are conducted in an environmentally responsible manner. Whilst our daily businesses are primarily office-based, we are mindful that the way we conduct them can have an

impact on our environment. We are, therefore, always alert in exploring opportunities to integrate environmental concept into our daily operations.

Our Environmental Management Structure

5. To promote and sustain green practices, we have since 1999 established a dedicated Environmental Management Committee, headed by a Commission Green Manager, assisted by a team of Departmental Green Managers and Assistant Green Managers, to review and monitor the Commission's environmental performance at each level. The Committee also receives feedback and suggestions on green management, and actively identifies new green initiatives. Through this Committee, we strive to keep up our efforts in fostering a green culture and promoting green habits among staff.

Our Green Measures and Performance in 2008

6. In our drive to environmental protection, we mainly make use of reduction, re-use and recycling of resources, implementation of energy saving measures, and procurement of environmentally friendly equipment in workplace. The new facilities offered in our new ICAC Building have enabled us to develop and implement a number of environmental protection strategies and measures. Results achieved in 2008 are set out below –

(a) *Energy Conservation*

- ✧ We revamped the air-conditioning system from two zones to multiple zones on each floor to allow flexibility in control, thus allowing the best possible match between air-conditioning consumption and operational requirements.
- ✧ We re-scheduled the operating sequence of the central chiller plant to optimise chilling efficiency.
- ✧ We set the room temperature for general office areas at the optimal level of 25.5°C as far as practicable, and adjusted upward the temperature setting and humidity level of server / equipment rooms to

minimize unnecessary cooling / drying effects.

- ✧ We fine-tuned the daily lighting operation schedule to optimise illumination requirements having regard to operational needs and seasonal changes of natural lighting.
- ✧ We re-adjusted motion / occupancy sensors of lighting installation to minimize overall shutdown delay time.
- ✧ We regulated the operation of lifts to enable automatic shutdown of the ventilation and lighting systems after the lifts have been un-occupied for five minutes.
- ✧ We continue to assign staff to patrol office areas each evening after work to ensure that all lights and electrical equipment have been turned off in areas where no officers remain working and to remind officers still at work to turn off the remaining lights and equipment before leaving.
- ✧ With the implementation and completion of various system modifications in the latter half of the year, the monthly electricity consumption in November and December 2008 reduced by around 20%, compared with the consumption in corresponding months in 2007 when we first moved to our new ICAC Building.

(b) ***Reduced Use of Paper and Printer Toners***

- ✧ We follow the practice of printing on both sides of paper, double-side photocopying, re-using loose minute jackets and envelopes, using clean side of used paper for printing and draft, reducing use of fax leader pages, sending and receiving messages electronically and minimizing the printing of hard copies.
- ✧ With a reduction of printouts, the number of toner cartridges consumed reduced by 5.9% from 1,398 in 2007 to 1,315 in 2008. It was the third consecutive annual reduction since 2006.

(c) ***Re-use of Office Items***

- ✧ We put in offices boxes to collect re-usable stationery items such as clips, envelopes, file tags, file jackets, etc., so that staff could readily pick up items they need instead of asking for new supply.

(d) ***Recycling of Office Waste***

- ✧ We arrange for recycling of waste paper and used toner cartridges. 15,000 kg of waste paper were recycled in 2008, a decrease of 48.3% compared to 29,000 kg in 2007. This was attributed to increased use of the clean side of used paper and reduced production of paper waste.

(e) ***Procurement of Environmentally-Friendly Products***

- ✧ We actively procure environmentally sound products including recycled paper, refillable ball-pens, non-chlorinated correction fluid, recycled toners and clutch pencils. Other items include bio-degradable plastic garbage bags, energy saving fluorescent tubes and light bulbs, energy efficient electrical appliances and rechargeable batteries.
- ✧ We procure Energy Star compliant office equipment and electrical appliances when replacement or new items are required.

(f) ***Maintenance of a Clean Environment***

- ✧ We continue to provide an environmentally friendly and hygienic workplace for staff by arranging regular cleansing of air-conditioning units to keep them clean and energy efficient, and conducting periodic indoor air quality checks on office premises.
- ✧ We continue to require officers performing driving duties to switch off the engines of their vehicles while waiting to minimize emissions.
- ✧ We have replaced six vehicles due for replacement with environmentally friendly models.

(g) *Promotion of Green Awareness*

- ✧ We believe that sustained efforts are essential to inculcate environmental protection in the culture of the Commission so that staff are aware that environmental protection is not merely the management's responsibility, but also a lifestyle to be adopted by individuals. Green messages are posted in conspicuous locations to remind staff to adopt energy and resources saving practices in the day-to-day activities. Consumption statistics on electricity, paper and envelopes, etc. are announced periodically in bulletin board on LAN system to inform staff of the consumption pattern and to alert them of the need to conserve.

Way Forward

7. The ICAC Building has built-in environmental features and is equipped with systems offering flexible control over energy consumption. Coupled with on-going system modifications to achieve energy savings and sustainable house-keeping green measures, we have the potential to achieve more in green management in the years to come. To promote and sustain a healthy working environment, we also take part in the carbon audit to monitor the effectiveness of greenhouse gas emissions reduction. We would continue to actively participate in environmental protection and keep up the momentum in green management.

Feedback and Comments

8. We remain open and active in identifying means to achieve our green objective. If you have any feedback or suggestions, please e-mail us at general@icac.org.hk.