

# INDEPENDENT COMMISSION AGAINST CORRUPTION CONTROLLING OFFICER'S ENVIRONMENTAL REPORT 2011

## Introduction

This Environmental Report accounts for the achievements made and measures taken by the Independent Commission Against Corruption (ICAC) in green management in 2011.

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 2011, the Commission had an establishment of 1 380 accommodated in offices at 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 2011**

6. In our drive to environmental protection, we make use of reduction, re-use and recycling of resources, implementation of energy saving measures, and procurement of environmentally friendly equipment in workplace. Exploiting the built-in environmental features and facilities offering flexible control over energy consumption in the ICAC Building, we continue to emphasize energy conservation in 2011. The measures adopted and results achieved in 2011 are set out below –

### **(a) *Energy Conservation***

- ✧ We replaced some traditional spot lights with LED spot lights in the Exhibition Hall of the ICAC Building and would explore further use of LED lights in other areas of the building.

- ✧ We arranged de-lamping half of the fluorescent tubes for Carpark Levels 1 to 3 in the ICAC Building.
- ✧ We continued to use heat-insulating solar films on the glass panels of the ICAC building to reduce heat gain, thus saving the total energy required for cooling indoor air.
- ✧ We issued biannual notice to all computer users to remind them to switch off computer equipment after office hours.

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

- ✧ We encouraged the use of recycled paper and are committed to substituting recycled paper for regular paper. In 2011, recycled paper constituted 99.9% of our paper consumed.
- ✧ We continued the practice of double-sided printing and 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 minimising the printing of hard copies.
- ✧ With the green practices, we reduced paper consumption by 3% from 26 734 reams in 2010 to 25 989 reams in 2011.
- ✧ With a reduction of printouts, the number of toner cartridges consumed reduced drastically by 27.3% from 1 313 in 2010 to 954 in 2011.

(c) *Re-use of Office Items*

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

(d) *Recycling of Office Waste*

- ✧ We arranged recycling of waste paper. Though there was a reduction in paper consumption, the waste paper collected in 2011 increased by 24.8% to 36 551 kg. The trend reflects the increased general awareness among staff to recycle paper waste.
- ✧ We placed waste separation bins on each floor for collecting plastic and metal recyclables.

(e) *Procurement of Environmentally-Friendly Products*

- ✧ We actively procured environmentally sound products including recycled paper, refillable ball-pens, non-chlorinated correction fluid, recycled toners and clutch pencils. Other items included bio-degradable plastic garbage bags, energy saving fluorescent tubes and light bulbs and energy efficient electrical appliances.
- ✧ Since moving to the ICAC building, we have turned to the use of water purifying systems to minimise consumption of carboy-sized or bottle-sized distilled water. With satisfactory results, we have extended this practice to out-post offices where the facilities allowed.
- ✧ We procured Energy Star compliant office equipment and electrical appliances when replacement or new items were required.

(f) *Maintenance of a Clean Environment*

- ✧ We continued 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 continued to use unleaded fuel in our departmental vehicles. In

line with the operation of the Motor Vehicle Idling (Fixed Penalty) Ordinance in December 2011, we promulgated via a Commission Standing Order to require officers performing driving duties (other than those operational activities exempted) to switch off the engines of their vehicles while waiting to minimise emissions.

- ✧ We have planned to replace two petrol-fuelled vehicles with electric vehicles.

(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 corporate or management's responsibility, but also a lifestyle adopted by individuals. Green messages have been posted in conspicuous locations to remind staff of daily energy and resources saving practices. Consumption statistics on electricity, paper and envelopes, etc. are announced periodically in the internal electronic bulletin board to alert staff to the consumption pattern and the need to conserve our environment.
- ✧ To further promote green awareness, we organised a hiking activity and a star-gazing family camp cum photo-taking competition for staff and family members in 2011. The activities allowed participants to directly get in touch with and befriend the nature. We also organised a family-based energy saving activity, and encouraged staff and family members to reduce household electricity consumption. These activities aroused general awareness among staff on the importance of conservation for the earth.

## **Way Forward**

7. We have actively explored ways to leverage on the environmental features in the ICAC Building for green causes. Though a considerable number of measures have been implemented with the desired results, there is no room for complacency because green management has become an integral part of our daily

management. Environmental protection is an obligation of everyone. We will keep up with our efforts in this area and encourage colleagues to follow suit.

### **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](mailto:general@icac.org.hk).

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