

**INDEPENDENT COMMISSION AGAINST CORRUPTION
CONTROLLING OFFICER'S
ENVIRONMENTAL REPORT 2013**

Introduction

This Environmental Report accounts for the achievements made and measures taken by the Independent Commission Against Corruption (ICAC) in green management in 2013.

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 2013, the Commission had an establishment of 1 415 accommodated in offices at different locations.

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 protection into our daily operations.

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 foster a green culture and promote green habits among staff through organising various staff functions.

Green Measures and Performance in 2013

6. In our drive to promote environmental protection, we make use of waste minimisation, waste recovery for recycling and reuse, energy conservation, staff participation, and maintenance of a clean environment. We continue to explore measures to foster a green culture and promote green habits among our staff. The measures adopted and results achieved in 2013 are set out below –

(a) *Waste Minimisation*

- ✧ We adopted the green measures promulgated by Government General Circular No. 4/2012, where applicable. For example, we avoided exchanging gifts / souvenirs, and did not use corsages in official functions.
- ✧ We encouraged the use of recycled paper and were committed to substituting recycled paper for regular paper. In 2013, all our paper consumed was recycled paper.
- ✧ 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 drafting, reducing use of fax leader pages, sending and receiving messages electronically, and minimising the printing of hard copies.

- ✧ There was a reduction in the consumption of paper with 24 741 reams in 2013 as compared to 27 677 reams in 2012, or a decrease of 10.6% compared to the consumption in 2012.
- ✧ We used water purifying systems to minimise consumption of carboy-sized or bottle-sized distilled water and such arrangement was extended to out-post offices where the facilities allowed.

(b) *Waste Recovery for Recycling and Reuse*

- ✧ We arranged collection of waste paper and used printer cartridges. We also placed waste separation bins on each floor for collecting plastic and metal recyclables.
- ✧ We arranged 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.

(c) *Energy Conservation*

- ✧ We procured Energy Star compliant office equipment and electrical appliances when replacement or new items were required.
- ✧ We continued replacing traditional lights with LED lights in the ICAC Building if feasible.
- ✧ We reduced lighting to meet a minimum illumination requirement.
- ✧ We made use of 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 notices to all computer users to remind them to switch off computer equipment after office hours.

(d) *Staff Participation*

- ✧ We organised an Environmental Protection Slogan Design Competition during the year promoting green habits and lifestyle.
- ✧ We built in environmental-friendly and green elements in our staff functions; and promulgate consumption statistics on electricity, paper and envelopes, periodically in the internal electronic bulletin board to alert staff to the consumption pattern and the need to conserve our environment.

(e) ***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. The ICAC Building participated in the Indoor Air Quality Certification Scheme and complied with the Excellent Class of Indoor Air Quality Objectives.
- ✧ We made use of unleaded fuel for our departmental vehicles. Electric vehicles are deployed to echo the government drive in environmental friendliness.

(f) ***Green Procurement***

- ✧ We adopted a green procurement policy. Environmental consideration had been taken into account when procuring goods and services. Green specifications were adopted for purchasing products as far as practicable.
- ✧ We minimised the use of non-environmentally friendly items and procured environmentally sound products including recycled paper, refillable ball-pens, non-chlorinated correction fluid, recycled printer cartridges, and clutch pencils. Other items included bio-degradable plastic garbage bags, energy saving fluorescent tubes and light bulbs and energy efficient electrical appliances.
- ✧ Green guidelines were built into our cleansing contracts which specified the use of environmental-friendly materials with due consideration given to environmental factors in the delivery of service.

Way Forward

7. We have actively explored ways to leverage on the environmental features in the ICAC Building for green causes. We implemented a considerable number of measures with the desired results in 2013. We would continue to step up our efforts in promoting green awareness by education and other green activities to foster an environmentally friendly culture in the Commission. We strive to adhere to the green procurement policy and taking environmental consideration into account when procuring goods and services. All in all, green management has become an integral part of office management and environmental protection is an obligation of everyone in the Commission.

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.

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