

**Financial Services Branch  
Financial Services and the Treasury Bureau  
Environmental Report 2013**

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## **Introduction**

The policy responsibility of the Financial Services Branch is to maintain and enhance Hong Kong's status as a major international financial centre, ensuring through the provision of an appropriate economic and legal environment, that our markets remain open, fair and efficient. While market regulatory functions are performed by independent statutory regulators, the Financial Services Branch facilitates and co-ordinates initiatives to upgrade overall market quality and to ensure that Hong Kong's regulatory regime meets the needs of modern commerce.

## **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 2013, we adopted the following environmental principles and also took various initiatives to meet our commitment -

- Minimize the consumption of resources;
- Promote waste reduction, as well as reuse and recycling of resources;
- Seek continual improvement to the upkeep of the workplace; and
- Enhance the environmental awareness of staff.

## **Green Measures**

The green measures taken include:

- **Minimizing the Consumption of Resources**
  - Extensive use of e-mail for internal and external communication.
  - Sharing of reference materials on the local area network.
  - Using plain paper fax machines.
  - Transferring documents through e-mails for editing and review.
  - Uploading reports and consultation papers for public access through the internet to reduce the number of printed copies.
  - Sending festive greetings via electronic mail and homepage to minimize the number of printed cards.
  - Accepting electronic returns submitted by insurers.



- Requesting minimum 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.
- Avoiding use of fax leader pages.
- Minimizing copies of flimsies.
- Using old sets of documents or electronic copies for re-circulation.
- Using duplex printers instead of single-sided printers.
- Adoption of task-light design approach and energy efficient lighting control system such as occupancy sensor control and sunlight sensing.
- Switching off electrical appliances where operationally practicable.
- Pooling the use of departmental transport resources whenever possible.
- Avoid using one-off disposable paper/plastic utensils and provision of bottled water in meetings/events as far as possible.
- Loan of furniture and equipment from other bureaux/departments for temporary use.

#### ➤ Reuse and Recycling of Resources

- Reusing envelopes, file jackets and carton boxes.
- Providing green bags to collect used paper, newspapers and publications.
- Providing recycle bins to collect aluminium cans, plastic and glass bottles.
- Reusing office stationery, e.g. USB flash drives, smart cards and plastic folders, etc.
- Reusing decorative materials for festive decoration.
- Collecting used printer cartridges and fax machine cartridges for recycling.
- Providing green trays with blank-sided used paper for use near photocopiers and LAN laser printers.

#### ➤ Upkeep of 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 and posters and recirculating circulars to remind colleagues of green office practices.



- Using green products, such as clutch pencils, refillable ball pens, non-chlorinated correction fluid, recycled paper, environmental friendly batteries, etc.
- Promoting and participating in green activities, e.g. Community Chest Green Day 2013 and Energy Efficiency and Conservation Public Seminar.
- Encouraging smart casual wear in summer months.

To support the Government's commitment under the Clean Air Charter to improve air quality, the following measures are being taken to reduce energy consumption and emissions of air pollutants:

- Using Liquid Crystal Display (LCD) monitors instead of Cathode-ray tube (CRT) monitors, as the former will consume less power;
- Using energy efficient office equipment, e.g. photocopiers, printers and fax machines;
- Providing "Energy Saving Tips" to colleagues and encouraging them to put them into daily practice;
- Using unleaded fuel for departmental vehicle; and
- Requiring driver of departmental vehicle to switch off vehicle engine while waiting.

By adopting the above green measures, we have raised the environmental awareness of our staff.

### **The Way Forward**

Protecting the environment is an on-going process. We will continue with our efforts in green office management and enhancing the environmental awareness of staff in the coming years.

### **Enquiries**

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