

Hongkong Post

Environmental Report 2007/08



Our responsibility to the environment

Hongkong Post is committed to help protect the environment and support sustainable development within the community. We are keen to ensure that our services and internal operations are conducted in an environmentally responsible manner. We have put in place a number of “green” office practices to save paper and energy, reduce waste and recycle materials. We promote environmental awareness among the staff, with a view to encouraging effective and prudent use of resources and energy in all of our operations.

This Report covers measures taken by Hongkong Post, highlighting our achievements and reaffirming our “green” agenda for the future.

Our Environmental Policy

- 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 implement effective green housekeeping measures, including those for energy and resource conservation, reuse of materials and waste minimisation, as well as for waste recovery for recycling
- To increase staff awareness of environmental and sustainability issues
- To introduce postal products and services that incorporate the concepts of environmental protection, sustainability and environmentally preferable purchasing, as well as serve the purposes of environmental promotion and awareness enhancement, where opportunities arise

Our environmental policy was inaugurated in 1999 and refined in 2006. Since then, we have implemented a number of programmes that not only recycle waste and reduce consumption, thereby reducing impact on the environment.

In the year under review, we complied fully with the HKSAR Government's environmental policy and regulations relating to consumption of resources, energy conservation and recycling of waste.

Environmentally-friendly initiatives and achievements in 2007/08

Environmentally-friendly philatelic products

Our picture cards, first-day and souvenir covers are produced from environmentally-friendly paper made with wood pulp from sustainable forests, while all stamps contain non-toxic ink and gum.

Nowadays, the public is more concerned about nature and the environment rather than simply focusing on the economic success of Hong Kong. A set of commemorative stamps entitled Hong Kong Butterflies II was issued in June 2007. This stamp issue depicted five species of butterflies in Hong Kong, promoting the awareness of nature conservation.



A new set of definitive stamps depicting 5 species of butterflies

The Local Standing Order Service (LSOS) online ordering system for new stamp products, Stamp OnNet, was launched in 2005. The system was enhanced in 2007/08 to enable the display of the ordering process and generation of a Reference Number upon successful completion of an order. By April 2008, more than 12,000 local standing order customers had registered with the online Stamp OnNet platform for ordering stamps, dispensing with the conventional physical application forms.

More than 14,000 customers have chosen to receive philatelic newsletters and stamp order collection letters by email, enabling Hongkong Post to save the printing of these literature.

A green workplace

In support of the Clean Air Charter, all post offices undergo regular indoor air quality (IAQ) checks conducted by the Electrical and Mechanical Services Department (EMSD).

As an example of environmental improvement initiatives made to new accommodation projects, our new Shau Kei Wan Delivery Office, Kwai Chung Delivery Office, e-Post Centre, Kowloon Bay Post Office and Hennessy Road Post Office have successfully been registered in the 'Hong Kong Energy Efficiency Registration Scheme for Buildings' for compliance with the Code of Practice for Energy Efficiency of Lighting Installations.



The new Hennessy Road Post Office



Shau Kei Wan Delivery Office has successfully registered as an energy-efficient building

Postal vehicle fleet

During the year under review, we continued to adopt environmentally-friendly postal vehicles. Our drivers follow fuel-efficient practices, such as switching off engines while waiting, and all Hongkong Post vehicles use unleaded, low-sulphur fuel. Two more Liquefied Petroleum Gas (LPG) vehicles have been introduced, making a total of 6 LPG vehicles in the fleet and helping to reduce emissions. In addition, more Euro-IV and other environmentally-friendly vehicles are being introduced to replace postal vehicles at the end of their lifecycles. Bicycles are used in rural areas by postmen to deliver mail.

The Electrical and Mechanical Services Department ensures that Hongkong Post's 270 postal vehicles are in good working order and that their impact on the environment is minimal. EMSD's environmental management system complies with the latest ISO 14001:2004 requirements.



Newly procured LPG vehicles help sustain a green environment for Hong Kong

Green housekeeping, management and measures

Hongkong Post is committed to promoting green management. Our Environmental Enhancement Steering Committee promotes the efficient use of resources and energy-saving measures to reduce electricity consumption. Building on achievements in recent years, we have continued to make encouraging progress in promoting green management. Key initiatives during 2007/08 were:

- i) Replacement of 400W high bay lights with 120W Compact Fluorescent Energy-saving Lamps at the International Mail Centre
- ii) Reduction in the number of fluorescent tubes used in common areas in all offices
- iii) Procurement of office equipment and lighting with energy-efficiency ratings
- iv) Inclusion of environmental procurement criteria in tenders and contracts
- v) Auditing compliance with green guidelines and identifying opportunities for improvement
- vi) Recycling waste, including the processing of more than 43,000 used laser jet cartridges in 2007/08 and the procurement of garbage bags made from degradable materials

Hongkong Post supports the HKSAR Government's initiative of maintaining indoor air temperatures at 25.5°C. We monitor energy consumption at all post office premises closely. Notwithstanding the building works at our International Mail Centre relating to the installation of the replacement Mechanised Letter Sorting System, the total annual electricity consumption of the Department in 2007/08 is level with the previous year.

We monitor the use of photocopying paper closely and reduce printing of document as far as possible. More than 30% of the photocopying paper we use is made from recycled paper.

Promoting green awareness

Hongkong Post's Workplace Hygiene Charter helps to ensure a quality working environment for employees, who are encouraged to join workshops on sustainable development. More than 280 of our drivers have enrolled for eco-driving courses since 2002. We also include environmental protection on the agenda for management and staff briefings and encourage team members to volunteer ideas and tips.

All induction programmes include an environmental protection module, which introduces our Environmental Management System to new staff and offers energy-saving tips. An Environmental Protection Seminar, a 5S Housekeeping Workshop and sharing sessions were held in 2007 to enhance the awareness of environmental protection among our staff and promote the concepts of optimising office resources. Staff are involved in regular environmental seminars, workshops and visits covering various aspects of environmental protection. In addition, we circulate internal environmental guidelines on a regular basis and staff are encouraged to put environmentally-friendly measures into practice in the workplace and at home.

We avail ourselves of every opportunity to promote environmental awareness among staff. For example, Hongkong Post supports the Community Chest Green Day, participates in the collection of used laser jet cartridges and waste paper for recycling and supports various environmental outings and tree-planting campaigns, such as the Tree Planting Challenge 2007 and the Civil Service Tree Planting Day.



Seminars on environmental protection



Participating in the Civil Service Tree Planting Day



We planted more than 100 trees during the Tree Planting Challenge 2007.

Looking ahead

We are pleased to report that the results of our efforts to support environmental protection in 2007/08 have been most satisfactory and provide momentum to find even more ways of reducing consumption of resources and minimising waste, while continuing to recycle materials wherever possible.

Hongkong Post remains committed to environmental best practice in all of our activities, while providing efficient and reliable postal service to the community.