



# **INDEPENDENT COMMISSION AGAINST CORRUPTION**

## **ENVIRONMENTAL REPORT 2004**

### **Introduction**

This Environmental Report accounts for achievements made and measures taken by the ICAC in green management in 2004.

The Independent Commission Against Corruption (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.

The Commission comprises three functional departments – Operations, Corruption Prevention and Community Relations, and the Administration Branch. As at 31 December 2004, the Commission had an establishment of 1,338 accommodated in offices in 11 different locations.

### **Our Environmental Commitment**

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 operation, and contribute our part towards the protection and preservation of the environment.

### **Our Environmental Management Structure**

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 actively identifies new green initiatives.

### **Our Green Measures**

In pursuit of our environmental commitment, we adopt the following measures –

- (a) ***Green House-keeping*** – We follow the principles of reduction, reuse and recycling in workplace to economise our use of resources.
- (b) ***Energy Saving*** – We encourage staff to switch off lights, turn off electrical appliances, including computer monitors when not in use, and identify every opportunity pertaining to energy saving.
- (c) ***Paper Saving*** – We make use of computer systems in information dissemination and conducting our business wherever possible in order to minimise the use of paper.
- (d) ***Green Procurement*** – We actively select environmentally sound products in our procurement process.
- (e) ***Green Working Environment*** – We always strive to provide an environmentally friendly work place for all staff.
- (f) ***Green Culture*** – We always aim at inculcating environmental protection into the culture of the Commission and enhancing our staff's green awareness so that they would act in an environmentally responsible manner.

## **Our Environmental Performance in 2004**

Riding on the achievements and good tradition built from the past, we have continued to make positive progress in our green management –

### **(a) *Green House-keeping***

- We encouraged the re-use of usable stationery items among officers. We put in every office boxes to collect re-usable items like clips,

envelopes, file tags so that these boxes would become ready stationery stations where staff can easily pick up items they need instead of asking for new supply. This helped reduce the overall replenishment of our stationery stock.

- We recycled around 46,600 kg of waste paper, representing a 14% increase compared to 2003.
- We fully implemented the use of recycled toner cartridges. By doing so, we saved public fund of \$1,198,231 in 2004. In addition, we encouraged our staff to avoid printing hard copies from computer as far as possible, thus reducing the number of toner consumed from 1,315 to 1,186, representing a 10% decrease compared to that of 2003.
- We assigned staff to patrol office areas each evening after work to ensure that all lights and equipment were turned off in areas where no officers remained working and to remind officers still at work to turn off the remaining lights and equipment before leaving. As a result, even with an increase in activities to commemorate our 30<sup>th</sup> anniversary and the allocation of an additional floor in Murray Road Carpark Building to our offices, our overall electricity consumption only slightly increased by 6% when compared to that of 2003.

(b) ***Energy Saving***

- We continued to replace defective CRT monitors with LCD ones to reduce energy consumption.

(c) ***Paper Saving***

- We continued with the practice of using transit envelopes.
- We continued to print on both sides of paper and re-use / recycle paper for drafts.
- We continued to reduce the number of printed copies of our publications

and uploaded them to our corporate website for public viewing.

- We implemented the Electronic Transactions Information System (ETIS) for accepting and storing information sent to the Commission electronically as provided for under the Electronic Transactions Ordinance.
- We put in place the Electronic Leave Application and Processing System to reduce the use of papers in making and processing leave applications.
- Applying the above measures, our total consumption of paper was reduced from 25,500 reams in 2003 to 21,500 reams in 2004, representing a decrease of 16%.

(d) ***Green Procurement***

- We continued to procure energy efficient appliances and office equipment as far as possible.
- We continued to purchase green supplies and environmentally sound products like refillable ball-pens, recycled toners and pencils.

(e) ***Green Working Environment***

- We continued to keep our office premises as a non-smoking area to maintain good indoor air quality.
- We continued to arrange regular cleansing of our air-conditioning units to keep them clean and efficient.

(f) ***Green Culture***

- We continued to post green messages in strategic and conspicuous locations to remind staff of daily energy and resources saving practices.
- We continued to post monthly consumption statistics on electricity, paper and envelopes onto our electronic bulletin board to remind staff of the

consumption pattern and the need to economise.

## **Targets**

We would continue to keep up the momentum in green management, save resources in other areas, and to explore new green initiatives.

## **Feedback and Comments**

We will continue to play our part in protecting the environment and remain open and active in identifying means to achieve this objective. If you have any feedback and suggestions, please e-mail us at [general@icac.org.hk](mailto:general@icac.org.hk).

Independent Commission Against Corruption

October 2005