

# 10 環保報告

## Environmental Report

### 環保管理政策

稅務局的運作主要於辦公室內進行，故此其環保目標亦以在辦公室內節約用紙和節省能源為主。為確保對市民的服務和內部的運作能以環保方式進行，本局採用以下原則：

- (a) 局內一切運作均遵守有關的環境保護條例。
- (b) 避免、減少或控制在日常工作引起環境污染，特別是在使用物料方面，採用「物盡其用、廢物利用、循環再用」的原則。
- (c) 規定本局的承辦商採取並實行有效的環保管理制度和污染管制措施，務求在服務市民時也能兼顧環保。
- (d) 確保全體員工認識本局的環保管理政策，並為關注環保的人士提供這些政策和措施的資料。
- (e) 為員工提供訓練，增加他們對環保的認識，並推動及加強保護環境和防止污染方面的工作。

### 環保管理和推廣環保意識

#### 環保管理

環境及檔案管理委員會由本局的部門秘書，即部門環保經理擔任主席，成員包括來自各科、組別和員方代表團體的環保主任。委員會聽取員工的環保建議，制訂環

### Green Management Policy

As the activities of the Department are mainly office-based, its green targets are mainly related to the consumption of paper and energy in the office. To ensure its services to the public as well as its internal operations are conducted in an environmentally responsible manner, the Department has adopted the following principles :

- (a) All the Department's operations should be in compliance with the relevant environmental protection ordinances.
- (b) The Department should avoid, reduce or control environmental pollution arising from its day-to-day working practice. In particular, it should exercise the principles of "Reduce, Reuse and Recycle" in the consumption of materials.
- (c) The Department will require its contractors to adopt and implement sound environmental management systems and pollution control measures in support of an environmental responsibility for its service.
- (d) The Department will ensure that all staff are aware of its Green Management Policy and will provide information about its Policy and initiatives to those who are interested.
- (e) The Department will provide training for staff to increase awareness and promote continual improvement in protecting the environment and preventing pollution.

### Green Management and Promotion of Green Awareness

#### Green Management

Chaired by the Departmental Secretary, the Green Manager of the Department, and composed of green executives from Units, Sections and staff-side groups, the Environment and Records Management Committee has sought staff suggestions, set directions in our green

保計劃的方向和一系列辦公室環保指南，並嘗試推行各項創新的環保措施。

### 環保教育

本局銳意向員工和納稅人推廣環保意識。除定期更新布告板上的環保資訊外，局內設施很多都貼上宣傳良好環保習慣的貼紙，例如節約用水、節省能源等。

此外，稅務局體育會於過去一年舉辦了多項環保教育活動，包括郊遊、遠足、郊外風景講座和有機耕種講座等，推廣健康生活方式。

### 環保表現

本局為平衡營運、環保和社會責任三方面的需要，一直致力保持健康的工作環境，確保空氣質素良好，並節約能源、減少廢物、進行廢物回收，以及減少紙張耗用量。

### 工作環境

本局已嚴格推行無煙工作間政策，並密切監察成效。本局所有室內地方已禁煙，並在當眼位置展示禁煙標誌，勸諭訪客合作，不要吸煙。

policies and issued a series of green office guidelines. Various green initiatives have also been explored.

### Green Education

The Department makes every endeavour to nourish environmental friendliness and awareness among its staff and taxpayers. Informative materials on environmental protection displayed on notice boards are regularly updated. Stickers promoting good environmental practices, such as saving water and energy, are affixed at relevant facilities.

To promote healthy living among staff, the IRD Sports Association had organized a variety of educational activities during the year, including tours and hiking activities in the countryside, and talks introducing countryside scenery and organic farming.

### Environmental Protection Performance

Balancing operational needs with environmental care and social responsibility, the Department has targeted its efforts in maintaining a healthy working environment with satisfactory air quality, as well as in attaining energy saving, waste minimization and recovery together with reduction of paper consumption.

### Working Environment

The smoke-free workplace policy has been strictly implemented and monitored. All the Department's indoor areas are smoke-free. Non-smoking signs are displayed at conspicuous locations to invite the cooperation of visitors.

### 空氣質素

去年，機電工程署的專家曾在本局不同樓層的辦事處和接待處進行室內空氣測量。2002年8月及9月的測量結果顯示，受測量位置的空氣質素全都符合環保署的指引標準。

### 節約能源

本局已實行多項節約措施以減低用電量，如安排由最後離開辦公室的員工檢查並關掉所有電器，及檢查並更換操作不良的設備。雖然如此，去年的耗電量仍輕微增加，主要是由於稅務大樓經常要在非辦公時間內進行多項設備裝修工程。預期來年的耗電量將會較為穩定。

### 減少廢物和廢物回收

為了更有效收集廢物，本局在印刷房、影印機附近和在適當位置放置了環保袋或環保箱，以便收集可供循環再造的紙張、鋁罐和膠樽。此外，本局亦收集用完的打印機碳粉盒供循環再造。去年本局回收了廢紙約400,000公斤，鋁罐52公斤及膠樽67公斤。

### 減少紙張耗用量

為節約紙張和信封的用量，本局年內採取下列多項措施，其中一些更是新措施：

### Air Quality

Indoor Air Quality Measurement had been conducted in 2002-03 by specialists of the Electrical and Mechanical Services Department on various floors in the Department's office and reception areas. Results of the measurement taken in August and September 2002 indicated that air quality within the measured locations complied with the directive values adopted by the Environmental Protection Department.

### Energy Saving

The Department has implemented various measures to reduce electricity consumption, including arranging last-man-out to check and switch off electric facilities, and identifying and replacing defective equipment. Notwithstanding this, a slight increase in electricity consumption had been recorded in the year. This was mainly due to a number of fitting-out works in Revenue Tower which were very often required to be carried out outside the office hours. It is anticipated that the consumption level will become more stable in the coming year.

### Waste Minimization and Waste Recovery

To collect waste collectively and more effectively, green bags or boxes are placed near printing rooms, photocopiers and in suitable locations for collection of recyclable paper, aluminum cans and plastic bottles. Used printer cartridges are also collected for recycling. The Department collected some 400,000 kg of waste paper, 52 kg aluminum cans and 67 kg plastic bottles in 2002-03.

### Reduction of Paper Consumption

To economize on paper and envelope consumption, the Department had adopted various measures, some being new initiatives, during the year :

- 鼓勵以電郵和磁碟進行對內和對外的聯繫。
  - 善用本局新推出的內聯網，以更環保且快捷的方式於局內傳送資料。
  - 以模板或襯印技術取代預先印製的表格。去年因規例或指引修訂而產生的過時表格大幅減少約489,000張。
  - 鼓勵員工在聯機查詢時，使用多重畫面功能列印。
  - 鼓勵市民以電子方式提交報稅表，及透過「公共服務電子化計劃」，使用本局的電子服務。
  - 發展電腦輸出報表聯機檢索系統，以實行網上報告檢視。去年因減少紙張印本的報告，本局已節省紙張達372,000疊。
- 過去一年，紙張和信封的總耗用量分別為189,000令和20,928,000個。

### 未來措施及目標

為繼續提高運用資源和能源的效益，本局會制定和執行新的環保措施和目標，使各同事能夠上下一心，共同為改進環保工作而努力。本局將致力控制耗電量和用紙量的增長；並在內聯網設立「環保角」，提供有關環保的最新資料。分層環保大使亦將協助推廣環保意識及推行環保計劃。

During the year, the consumption of paper and envelopes were some 189,000 reams and 20,928,000 pieces respectively.

### New Initiatives and Targets

In pursuance of achieving continuous improvement in efficient use of resources and energy, the Department is committed to enhancing its green performance through formulating and working towards new initiatives and targets of environmental protection. Effort will be made to contain the growth of electricity and paper consumption. "Green Corner" on the Intranet will be set up to provide latest information on environmental protection. Floor green ambassadors will also be appointed for promoting green awareness and implementing environmental programmes.