



Environmental Report 2000

Environmental Policy

The Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service is committed to ensuring that the operations of the department is conducted in a manner conducive to the promotion of a healthy and sustainable environment.

Measures Taken

Waste minimization

- Using recycled instead of virgin paper
- Using blank side of used paper for drafting or printing
- Photocopying limited to the absolute minimum
- Photocopying on both sides of paper
- Using plain instead of thermal paper for fax machines
- Minimizing the use of fax cover page
- Reusing envelopes and loose minute jackets
- Increasing use of fax, e-mail and the Local Area Network in external and internal communications
- Circulating documents instead of providing personal copies
- Printing of reports/publications limited to the absolute minimum and uploading publications onto the Internet
- Circulating surplus furniture and equipment for reuse, auction, donation and recycling before considering ultimate disposal

Waste recovery

- Using reusable stationery items such as refillable ballpens
- Disposing waste paper/newspaper for recycling
- Returning used toner cartridges for laser printers and unserviceable computer equipment to supplier/contractor for recycling

Energy conservation



- Switching off lights in unoccupied areas or whenever offices are not in use
- Switching off computers and other office equipment not in frequent use

Promoting staff awareness

- Posting of posters on economy in the use of resources
- Re-circulating departmental circular on "green housekeeping" at regular intervals

A healthy workplace

- "Smoke-free workplace" enforced
- Displaying potted plants in the office
- Regular cleaning of air ventilation system and carpet

Future Targets

- review effectiveness of measures taken so far to achieve more efficient use of resources and energy
- heighten staff awareness of the importance of achieving a healthy and sustainable work environment
- enhance the use of electronic mode of communication

Feedback and Enquiries

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