

Hongkong Post

Environmental Report 2003

Our Environmental Responsibility

Hongkong Post is committed to implementing environmental protection initiatives together with effective monitoring measures in its daily postal related activities, in an effort to help improve the environment and ensure sustainable development within the community. In conducting our business of providing excellence in postal services, we try to ensure that our services and operations are conducted in an environmentally friendly and responsible manner, and that our resources are used economically and effectively. We also endeavour to promote environmental awareness among our staff, customers, business partners and suppliers from the initial stages of planning and procurement through to service delivery.

This environmental report outlines and publicises our progress and shows our accountability. It covers measures taken and achievements made by Hongkong Post in green management and reaffirms our green focus for the future.

Our Environmental Policy is:

- 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 conservation, resource conservation and reuse, waste minimisation as well as waste recovery for recycling
- To increase staff awareness on environmental and sustainability issues
- To introduce postal products and services that incorporate the concept 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. Since then, we have been doing our best to ensure that our services and operations are conducted in an environmentally-friendly and responsible manner. In the year under review, we fully complied with government environmental regulations, and proactively encouraged waste minimisation, energy conservation and recycling.

Our Environmentally Friendly Initiatives and Achievements in 2003

Environmentally-friendly Stamps

We raise public awareness and pay tribute to environmental topics through stamp issues, such as the *Hong Kong Hoi Hai Wan Marine Park* Prestige Stamp Booklet, *Miniature Landscape* special stamps, *Pet Fish* special stamps, the Hong Kong-Sweden *Waterbirds* joint stamp issue, and the *Living Earth 3* folder pack.



We select paper made from woodpulp derived from renewable forests in producing our picture cards and first-day covers. Environmentally friendly ink is used for printing whenever possible. Packing paper of lower weight is used. We have reduced the printing quantity of our philatelic newsletter and more than 4,000 customers are receiving via email. For other publications, we reduce the printing quantity and encourage the public to get the required information from our websites.

A Green Workplace

In maintaining existing offices and designing new offices, our team of Green Executives ensured adherence to our Environmental Policy. In November 2003, Hongkong Post obtained the Level 2 Certification on Continual Improvement Safety Programme – Recognition of System which recognised the department’s effort in developing a healthy working environment. All post offices are smoke-free workplaces and are designed to achieve energy efficiency. Reducing dust and cleaning the air conditioning system at the mail sorting centres and delivery offices led to a satisfactory result in the indoor air quality check.



In February 2004, a new post office at Kam Tai was opened for business and three others, Yau Tong Post Office, Sau Mau Ping Post Office and Queens Road Post Office, took on a new look as they were relocated. The new design and increasing use of letter trays and trolleys to replace mail bags made the offices tidier and more environmental friendly.



Environmentally-friendly Postal Vehicle Fleet

Hongkong Post introduced 4 LPG vehicles, each of which releases substantially less toxic emissions than a diesel vehicle. In addition, 28 of our vehicles were equipped with environmentally-friendly, retread tyres, and we required that all components and materials used in new vehicles be asbestos-free and that they complied with environmental regulations.

For existing vehicles, we work closely with the Electrical and Mechanical Services Department to ensure regular and effective checking of our entire fleet of 300 vehicles. This ongoing preventive maintenance programme keeps all of our postal vehicles in top mechanical condition, so that they operate in the most efficient manner and with the least impact on the environment.

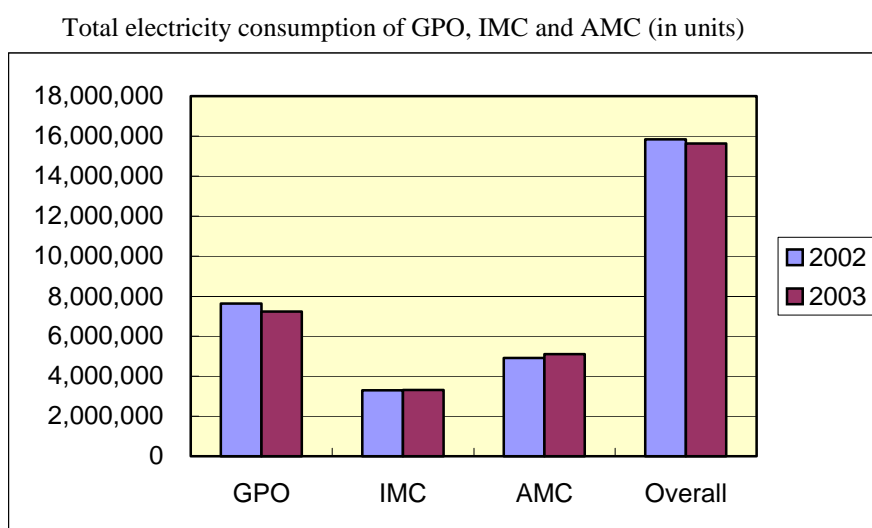


Green Housekeeping Management & Measures

Hongkong Post is committed to promoting green management. We set up the Environmental Enhancement Steering Committee in 2003 comprising directorate officers to ensure our business is conducted in an environmental responsible manner. Building on the achievements of recent years, we have continued to make encouraging progress in promoting green management. Key initiatives are :

- i) Reducing paper consumption through effective use of internal computer network for posting of notices and circulars, reducing the quantities of printed publications and exercising economy in the use of paper
- ii) Enhancing the efficient use of air-conditioning and electrical appliances by conducting regular energy auditing and regular cleaning
- iii) Procuring office equipment and lighting with Energy Efficiency rating
- iv) Enforcing non-smoking policy throughout the offices
- v) Conducting environmental audit to ensure compliance with the green measures and to look for improvement opportunities in green management
- vi) Incorporating environmental procurement criteria into tenders and contracts
- vii) Managing waste to ensure as much recycling as possible including collection of used Laser Jet Cartridges and over 300,000 kg of paper waste

We conducted energy audit at General Post Office (GPO), International Mail Centre (IMC) and Air Mail Centre (AMC) and adopted a number of energy saving measures. As a result, the following saving in electricity consumption was achieved :



Promoting Green Awareness

Hongkong Post is keen to elevate our colleagues' awareness of the need for environmental protection. Staff were encouraged to take practical measures to be environmentally friendly at home and at work. Regularly, internal guidelines were circulated and related topics refreshed in various training programmes.

To raise staff awareness regarding environmental protection, Hongkong Post participate in the Green Management Club and supports the Community Chest Green Day. We also conduct courses promoting environmental awareness amongst our staff. New staff attend an Induction Course in which we include an introduction to our Environmental Management System and tips on saving energy.

In addition to the various training activities, Hongkong Post Staff Training Centre has set up a Green Corner in the staff social room. To promote a paperless culture, we have created a common folder on the Office Automation System for easy access to the soft copies of internal circulars, documents and minutes of meetings compiled by our Records Office. This saves on additional hard copies of at least 400 documents a year.

Looking Ahead

We consider the results in 2003 were satisfactory and we continue to seek further improvements in future.

We have reduced waste by using less, by recycling and reusing where appropriate, by conserving energy and by making our products and services as environmentally friendly as possible. Our policy is to remain "as green as we can be" whilst still providing our customers with top quality service from the heart.