

Our Environmental Responsibility

Hongkong Post is committed to implementing environmental protection initiatives together with effective monitoring measures in its daily postal related activities, so as 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 this 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 our intentions, shares 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 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. Since then, we have done 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 2004-05

Environmentally-friendly Stamps

In 2004 we encouraged public interest in environmental topics through stamp issues, such as the Hong Kong Fungi special stamps.



Hong Kong Fungi Special Stamps

We use paper made from woodpulp derived from renewable forests in producing our picture cards and first-day covers for our stamp issues. Environmentally-friendly ink is used for printing of postmarks for datestamping our first day covers and souvenir covers, and the number of rubber stamp dies is also reduced whenever possible. Lower weight packing paper is used for packaging of ordered philatelic items. We have also reduced the printing quantity of our posters for display in our branch offices by more than 150 copies for each stamp issue.

We have reduced the print runs of other publications and newsletters, and encouraged the public to get the required information from our websites or to receive it through e-mail.

A Green Workplace

Our team of Green Executives ensured adherence to our Environmental Policy in existing offices and in the design of new offices. All post offices are smoke-free workplaces and are designed to achieve energy efficiency. Reducing dust and cleaning the air conditioning systems at all mail sorting centres and delivery offices have proved to be effective as confirmed by indoor air quality (IAQ) checks by Electrical and Mechanical Services Department.



A clean and tidy workplace

In December 2004, a new Choi Ming Post Office at Tseung Kwan O was opened for business. An eye-catching backlit display board on the office frontage shows major services available in this office. The modern design includes zonal lighting and energy-saving fluorescent tubes together with the use of letter trays and trolleys to replace mailbags, making the office tidier and more environmentally-friendly.



Choi Ming Post Office

Postal Vehicle Fleet

Hongkong Post introduced four LPG vehicles, each of which releases substantially less toxic emissions than a diesel vehicle. In addition, 34 of our diesel vehicles were retrofitted with particulate removal devices to achieve green emission standards. Thirty-nine of our vehicles have been equipped with environmentally-friendly retreaded tyres, and all components and materials used in new vehicles must be asbestos-free and comply with environmental regulations.

We work closely with the Electrical and Mechanical Services Department to ensure regular and effective checking of our entire fleet of over 270 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.



Our vehicle fleet helps sustain a green environment by releasing less toxic emissions



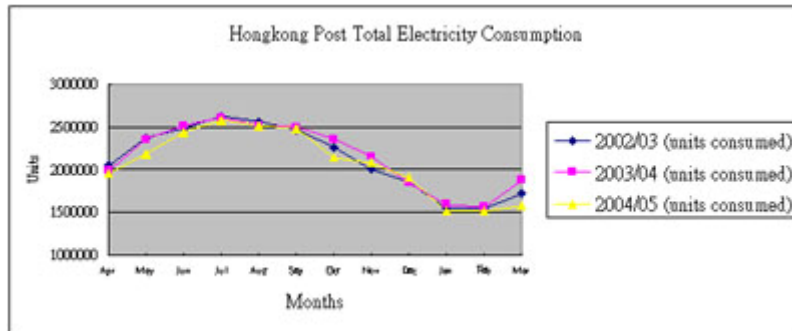
Our Green Executives visited a tyre retread factory in Tuen Mun in March 2005

Green Housekeeping, Management & Measures

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

1. Reducing paper consumption through effective use of our internal computer network for posting of notices and circulars, reducing the quantities of printed publications and exercising economy in the use of paper
2. Enhancing the efficient use of air conditioning and electrical appliances by conducting regular energy audits and regular cleaning
3. Installing an independent air conditioning control at the General Post Office, allowing individual officers to control the indoor temperature and air flow of the rooms
4. Procuring office equipment and lighting with Energy Efficiency ratings
5. Enforcing a non-smoking policy throughout our offices
6. Conducting environmental audits to ensure compliance with green measures and to look for improvement opportunities in green management
7. Incorporating environmental procurement criteria into tenders and contracts
8. Managing waste to ensure as much recycling as possible - e.g. collecting some 38,000 used laser jet cartridges and over 300,000 kg of paper waste during 2004/05

We conducted energy audits at the General Post Office (GPO), International Mail Centre (IMC) and Air Mail Centre (AMC), and adopted a number of energy saving measures. We also supported the Government's initiative of setting indoor air temperature at 25.5oC. As a result, our total electricity consumption decreased by 3% in 2004/05 compared with 2003/04.



Total electricity consumption in Hongkong Post premises (except those located in Joint User Buildings)



Energy-saving labels on switches

Promoting Green Awareness

Hongkong Post pledged in its Workplace Hygiene Charter in 2004 to promote workplace hygiene and a quality environment. Ongoing workshops are conducted to enhance staff awareness of sustainability. Postmen drivers are nominated to attend eco-driving courses. A Green Executive completed an Energy Auditing training course in 2004. Environmental protection ideas and tips were also included in regular briefings.

New staff attend an Induction Course in which we include an introduction to our Environmental Management System and tips on saving energy. Staff are encouraged to take practical measures to be environmentally-friendly at work and at home. Internal guidelines are also circulated regularly and related topics refreshed in various training programmes.

In addition to these training activities, the Hongkong Post Staff Training Centre has set up a Green Corner in the staff social room. To further raise staff awareness, Hongkong Post supports the Community Chest Green Day and participates in the Green Management Club of the Hong Kong Productivity Council, which is a voluntary group aiming to promote sound environmental management amongst organisations in Hong Kong.

Between September 2004 and April 2005, Hongkong Post participated as one of the key partners in the first large-scale CD recycling programme among government departments, organised by Friends of the Earth (HK) and supported by the Environment, Transport and Works Bureau (ETWB).

Seven branch offices were designated as collection points for Hongkong Post and the nearby government offices. A total of 800 kg of used CDs (equivalent to around 52,800 CDs) were collected and delivered to Mainland China for recycling.



Used CD recycling boxes in selected post offices

Looking Ahead

We consider the results in 2004/05 to be 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.