

Hongkong Post
Environmental Report 2005-06



Our Environmental Responsibility

Hongkong Post is committed to help protect the environment and support sustainable development within the community. We are keen to ensure that our services and internal operations are conducted in an environmentally responsible manner. We promote environmental awareness among our staff with a view to harnessing their support in the efficient and prudent use of resources and energy in all of our operations.

This Environmental Report outlines our intentions and shares the details of the progress we have made. It covers the measures Hongkong Post has taken, highlights our achievements and reaffirms our “green” agenda for the future.

Our Environmental Policy is:

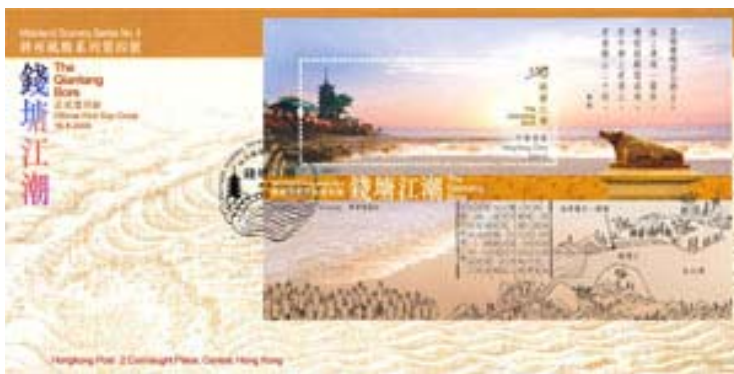
- To ensure environmental sustainability, user-friendliness and safety in our public offices and workplaces for all users, including our customers, visitors, staff and contractors
- To implement effective green housekeeping measures, including those for energy and resource conservation, reuse of materials 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 implemented a number of programmes that not only reduce consumption of resources and recycle waste, but also encourage strategies for using resources with a reduced environmental impact. In the year under review, we have fully complied with government environmental policy and regulations relating to resource minimisation, energy conservation and waste recycling.

Our Environmentally-friendly Initiatives and Achievements in 2005-06

Environmentally-friendly Philatelic Products

We use environmentally-friendly paper with wood pulp coming from sustainable forests in our picture cards, first day covers and souvenir covers. All stamps are printed with non-toxic ink and gum.



Philatelic products such as First Day Covers and Picture Cards use environmentally-friendly paper with wood pulp coming from sustainable forests

We have reduced the amount of printed key publications and newsletters and, through our website, promote the practice of obtaining postal forms online rather than as printed copies.

A Green Workplace

Our Green Executives ensure adherence to our Environmental Policy in existing offices and in the design of new offices. All post offices are smoke-free workplaces. Regular indoor air quality (IAQ) checks are conducted by the Electrical and Mechanical Services Department at mail sorting centres, delivery offices and counter offices with ducted air-conditioning systems, so as to maintain a healthy working environment for our staff.



A clean and tidy workplace

In 2005/06, King's Road Post Office, San Po Kong Post Office and Mei Foo Sun Chuen Post Office were re-provisioned. The improved office design includes zonal lighting and energy-saving fluorescent tubes. Letter trays and trolleys replace mailbags and reusable rubber bands replace strings, making the offices tidier and more pleasant.



King's Road Post Office



San Po Kong Post Office



Mei Foo Sun Chuen Post Office

Postal Vehicle Fleet

In addition to the four Liquefied Petroleum Gas (LPG) vehicles introduced in previous years, we have retrofitted 25 of our diesel light buses with particulate removal devices to achieve green emission standards and fitted 200 environmentally-friendly retreaded tyres on our vehicle fleet during the year. We require that all components and materials used in our new vehicles are asbestos-free and comply with environmental regulations.

We work closely with the Electrical and Mechanical Services Department to ensure that our fleet of over 270 postal vehicles is in good working order, and that their impact on the environment is minimised.



Our vehicle fleet helps sustain a green environment for Hong Kong

Green Housekeeping, Management & Measures

Hongkong Post is committed to promoting green management. Our Environmental Enhancement Steering Committee promotes the efficient use of resources and adopts energy-saving measures to reduce consumption. Building on the achievements of recent years, we have continued to make encouraging progress in promoting green management. Key initiatives are: -

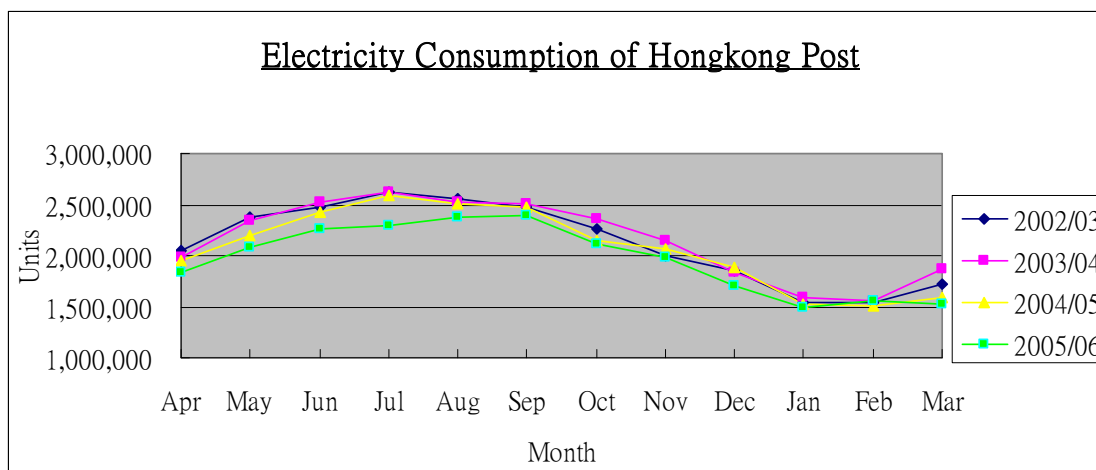
- i) Reducing paper consumption by sending notices and circulars through our internal computer network, decreasing the quantities of printed publications, and exercising economy in the use of paper
- ii) Using recycled paper wherever possible
- iii) Enhancing the efficient use of air-conditioning and electrical appliances by conducting regular energy audits and regular cleaning

- iv) Installing independent air-conditioning controls at the General Post Office (GPO), allowing individual officers to control the indoor temperature and air flow in various rooms
- v) Procuring office equipment and lighting with Energy Efficiency ratings
- vi) Enforcing a non-smoking policy in our offices
- vii) Conducting environmental audits to ensure compliance with green guidelines and identify opportunities for improvement
- viii) Incorporating environmental procurement criteria into tenders and contracts
- ix) Supporting the recycling of waste – e.g. collecting and recycling some 49,000 used laser jet cartridges in 2005/06 compared to 38,000 in 2004/05, and over 352,000 kg of paper waste in 2005/06 compared to 302,000 kg in 2004/05.



Waste Paper Collection Box and Used Laser Jet Cartridge Collection Box

We conduct energy audits at the mail processing centres and have adopted a number of energy-saving measures. We support the Government's initiative of setting indoor air temperatures at 25.5°C, and reducing annual electricity consumption by 1.5%. Through these efforts, our total electricity consumption decreased by 5.1% in 2005/06 compared with the previous year.



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

Promoting Green Awareness

Hongkong Post has pledged in its Workplace Hygiene Charter to promote workplace hygiene and a quality working environment. In this connection, we conduct ongoing workshops to enhance staff awareness of sustainable development. We enroll our postmen drivers in eco-driving courses, and one of our Green Executives has completed an Energy Auditing training course. We also include environmental protection ideas and tips in regular management and staff briefings.

All induction training programmes include a module on Environmental Protection, introducing new staff to our Environmental Management System and offering energy-saving tips. We circulate internal environmental guidelines on a regular basis, and staff are encouraged to take practical environmentally-friendly measures both at work and at home.



Stickers to remind drivers to switch off idling engines while waiting



Stickers to remind staff to switch off lights and set indoor room temperature at 25.5°C during summer months

To further raise staff awareness, Hongkong Post supports the Community Chest Green Day and participates in the collection of used laser jet cartridges and waste paper for recycling.

Looking Ahead

We consider the results in 2005/06 satisfactory and will continue to work towards reducing waste by minimising resource utilisation and recycling and reusing resources where possible.

As always, Hongkong Post is committed to environmental best practices while providing exemplary service for customers.