

# **Guidance Notes on Application for Green Employment Scheme: Graduates Subsidy Programme**

## **Preamble**

The purpose of Green Employment Scheme: Graduates Subsidy Programme (the Programme) is to provide subsidies to prospective employers of graduates of environment-related disciplines with a view to sustaining the provision of job opportunities for fresh graduates to work in environment-related areas as well as nurturing young people with environmental knowledge, talents and passion to meet the environmental needs of Hong Kong.

## **Responsible Government Department**

2. Environmental Protection Department (EPD) is responsible for the implementation of the Programme. It has appointed Hong Kong Productivity Council (the Secretariat) to assist it in the administration of the Programme.

## **Eligibility for the Programme**

3. An applicant must be a holder of a valid business registration certificate and (a) has recently recruited an Eligible Graduate employee (see para.4 below) who reported duty on or after 1 April 2020; or (b) is in the process of recruiting; or (c) is planning to recruit at least one Eligible Graduate employee, to work on a full-time basis in an Eligible Job Place (see para.5 below).

4. An Eligible Graduate employee under the Programme must be:

- (a) a fresh graduate who has completed a Bachelor's degree programme in a relevant environment-related subject<sup>Note 1</sup> from a Hong Kong higher education institution, or equivalent, in 2019 or 2020;
- (b) a Hong Kong Special Administrative Region (HKSAR) resident with a valid Hong Kong Identity Card; and
- (c) able to produce an official academic transcript or certificate of the Bachelor's degree.

5. An Eligible Job Place under the Programme must be:

- (a) with entry requirements pitched at fresh graduates described in paragraph 4(a) above; and
- (b) with environment-related job nature and duties<sup>Note2</sup>

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<sup>Note 1</sup> Environmental conservation, environmental science, environmental management, sustainable development or other subjects relevant to the duties of the Eligible Job Places.

<sup>Note2</sup> A list of relevant job places with environment-related job nature and duties is shown in Appendix I for reference.

6. To encourage employers to recruit more environment-related Eligible Graduate employee, the Programme allows an applicant to apply for more than one job place without an upper ceiling.

### **Employers not Eligible for the Programme**

7. The following employers are not eligible for the Programme :
- (a) Full time staff employed by outsourced service contractors to work for Government contracts unless the income of the contractors has been seriously affected because of the COVID-19;
  - (b) Specified statutory bodies and corporations<sup>Note 3</sup>; and
  - (c) Specified public organisations, government-owned companies or subvented organisations<sup>Note 3</sup>.

### **Subsidy Amount**

8. Under the Programme, a successful applicant will be provided with a monthly subsidy of HK\$ 5,610 per month per Eligible Job Place approved under the Programme for a maximum of 18 months.

### **Application Procedures**

9. Except for an applicant described in paragraph 10 below, applications for the Programme will undergo a **two-staged approval process**. An applicant, who is in the process of recruiting or is planning to recruit Eligible Graduate employee(s), has to seek an **approval-in-principle** for an Eligible Job Place by completing and submitting the Application Form with Sections 1, 2, 3, & 5 filled, together with all necessary supporting documents. Upon the Eligible Graduate employee reports duty, the applicant can proceed to obtain the **final approval** under the Programme by completing and submitting Section 4 of the Application Form, together with all supporting documents.

10. If an applicant has already recruited Eligible Graduate employee(s) who **reported duty on or after 1 April 2020**, he/she can undergo a **single-staged approval process** by completing and submitting the Application Form with Sections 1 to 5 filled, together with all necessary supporting documents.

11. All applicants must complete and submit the Application Form together with all necessary supporting documents (as specified in paragraph 13 below) on 26 June to 28 August 2020 (inclusive). For applications by post, the date of application will be determined according to the postmark date. Late applications will not be considered. Applications can be submitted as follows:

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<sup>Note 3</sup> A list of specified statutory bodies and corporations, specified public organisations, government-owned companies or subvented organisations is provided in Appendix II.

In person	<i>Secretariat of Green Employment Scheme: Graduates Subsidy Programme</i>  <i>Reception, G/F, HKPC Building, 78 Tat Chee Avenue, Kowloon, Hong Kong</i>	<i>Opening hours (except public holidays)</i>  <i>Monday to Friday, 09:00-12:45 and 14:00-18:00</i>
By post	<i>Secretariat of Green Employment Scheme: Graduates Subsidy Programme</i>  <i>Reception, G/F, HKPC Building, 78 Tat Chee Avenue, Kowloon, Hong Kong</i>	
By email	<i>gsp_secretariat@hkpc.org</i>	

12. Applicants shall clearly mark “Application for Graduates Subsidy Programme” on the envelope or at the e-mail subject. To avoid delayed or unsuccessful delivery of applications, please call the Secretariat (2788 5438) if you do not receive receipt of acknowledgement by e-mail within seven working days after submission of application.

### **Supporting Documents Required**

13. The following supporting documents must be provided together with the application form:

- (1) Single-staged approval process : For an applicant who has recently recruited an Eligible Graduate employee who reported duty on or after 1 April 2020 :
  - (a) A copy of a valid Business Registration Certificate issued under the Business Registration Ordinance (Cap. 310) which bears the same company name as that of the applicant in the application form, and is valid as of the date of application;
  - (b) A copy of the relevant recruitment advertisement;
  - (c) A copy of the employment contract/letter or offer letter; and
  - (d) Documents of the Eligible Graduate employee –
    - (i) A copy of the HKSAR identity card; and
    - (ii) A copy of the official academic transcript or certificate.
  
- (2) Two-staged approval process :

Approval-in-principle – For an applicant who is in the process of recruiting or is planning to recruit Eligible Graduate employee(s):

  - (a) A copy of a valid Business Registration Certificate issued under the Business Registration Ordinance (Cap. 310) which bears the same company name as that of the applicant in the application form, and is valid as of the date of application;
  - (b) A copy of the relevant recruitment advertisement; and
  - (c) A copy of the offer letter (if available).

Final approval – Documents of the Eligible Graduate employee who has been given an approval-in-principle and reports duty:

- (i) A copy of the HKSAR identity card;
- (ii) A copy of the official academic transcript or certificate; and
- (iii) A copy of the employment contract/letter or offer letter.

14. If the application is submitted via e-mail, the images of the signed application form and the supporting documents has to be in JPEG or PDF format and the images must be clear, complete and in entirety.

### **Application Result**

15. The Secretariat will send an acknowledgment of receipt and application number to an applicant within seven working days upon receipt of an application, and will notify an applicant of the application result and the subsidy disbursement arrangement by e-mail.

### **Terms and Conditions**

16. Applications and processing of the applications are subject to the general terms and conditions and the privacy policy set out in **Annex A**.

### **Other Points to Note**

17. It is an offence under the Prevention of Bribery Ordinance (Cap. 201) to offer advantages to government officers in relation to their official duties.

18. The Government reserves the right to take appropriate action, including but not limited to refusing or not approving an application for subsidy or revoking any approval given and recovering any subsidy granted and all related expense incurred arising from false information given and false declaration made.

19. Applicants may be required to attend an interview and/or provide documentary proof before the release of the subsidy.

20. No fee is payable for obtaining or submitting application forms.

### **Enquiries**

21. Enquiries on the Programme can be made via e-mail [graduates\\_subsidy@epd.gov.hk](mailto:graduates_subsidy@epd.gov.hk) or by phone at 2835 1870.

## **Graduates Subsidy Programme (the Programme)**

### **General Terms & Conditions**

#### **1. Terms and Conditions**

- 1.1 All Applicants and their proprietors, partners, shareholders, directors and Authorised Representatives are bound by the terms and conditions of the Programme (including Privacy Policy, and Copyrights and Disclaimer) (collectively referred as the “Terms and Conditions”).
- 1.2 The Environmental Protection Department (EPD) and/or its appointed agent reserves the right to revise any part of the Terms and Conditions at any time. Applicants agree that EPD and/or its appointed agent will not be liable to them or any third party as a result of such revision. The amended Terms and Conditions will have immediate effect.
- 1.3 Without prejudice to the other Terms and Conditions, EPD and/or its appointed agent have absolute discretion to decide and interpret all relevant matters relating to the Programme.

#### **2. Liability**

- 2.1 The Applicant is liable for all risks (including but not limited to risks to any third party) associated with the content of its application (including the application form and supporting documents) and all of its acts or omissions. The Applicant must provide and submit true complete and accurate information and must submit one application form only. Any provision of false or misleading information, misrepresentation or omission of any information, provision of incomplete or incorrect or inaccurate information, submission of more than one application form, or breach of the Terms and Conditions for any other reasons may render the relevant applications invalid, not being accepted and/or disqualified. Making any false statement, misrepresentation and concealment of facts, or furnishing false documents in an attempt to deceive EPD and/or its agent constitutes a criminal offence and may be subject to prosecution.
- 2.2 EPD and/or its agent reserves the absolute discretion (without separately providing notice or explanation) under the above circumstances to reject the relevant applications, or withdraw or refuse to grant any subsidy (without the need to provide any explanation), or request the Successful Applicants to refund the subsidy paid (in full or in part) in case of breach of the Terms and Conditions by the successful Applicants subsequently known to EPD and/or its appointed agent. EPD and/or its appointed agent will no longer have any obligations towards the successful Applicants after its payment of subsidy to the successful Applicants.

### **3. Authorisation**

3.1 The Applicant hereby authorises:

- (a) EPD and/or its agent to contact government departments or other relevant institutions or persons for verification or clarification of the information contained in the application form and the documents provided (including supplementary information and document(s) (if any)) for the purposes of approval, assessment and review of applications as well as monitoring and statistical use. The Applicant also agrees to provide any additional information or documents on EPD and/or its agent's reasonable request; and
- (b) EPD and/or its agent to collect the Applicant's information, including the personal data as defined under the Personal Data (Privacy) Ordinance. The use of the data is related to the purposes as stated in the Terms & Conditions (including the Privacy Policy) of the Programme.

### **4. Governing law and jurisdiction**

4.1 The Programme shall be governed by and construed according to the laws of The Hong Kong Special Administrative Region in all aspects. The parties irrevocable and unconditionally submit to the exclusive jurisdiction of the courts of Hong Kong.

### **5. Partial invalidity**

5.1 If any provision of the Terms and Conditions is found to be invalid or unenforceable by courts of law, such invalidity or unenforceability will not affect the remainder of the Terms and Conditions which will continue in full force and effect.

### **6. Third party rights**

6.1 The application of the Contracts (Rights of Third Parties) Ordinance (Chapter 623 of the Laws of Hong Kong) and/or any comparable law in any jurisdiction giving to or conferring on third parties the right to enforce any term of these Terms & Conditions is expressly excluded and no terms of these Terms & Conditions are, or intended to be, enforceable by any person not being a party to it.

### **7. Disclaimer**

7.1 EPD and/or its agent shall not be responsible or liable for any and all disputes, claims, liabilities, damages, losses, injuries, costs (including but not limited to legal costs) or expenses whether directly or indirectly of any kind to any person (whether to the Applicant, Authorised Representative, or third parties) or property arising from or in connection with EPD, including:

- (a) the actions take, or omitted to be taken, as a result of the result notification, and receipt of subsidy; and
- (b) the Applicant's breach of the Terms and Conditions.

- 7.2 The Applicant shall unconditionally and irrevocably indemnify, keep indemnified, hold harmless and defend EPD and/or its agent and its directors, employees, officers, agents and related persons and entities from and against all the aforesaid disputes, claims, liabilities, damages, losses, injuries, costs and expenses. The Applicant is liable for all risks in association with its application.

## **Privacy Policy**

This Privacy Policy relates to personal data supplied in your application. The provision of your personal data (including but not limited to an individual's full name, telephone number and email address) is voluntary, though true, complete and accurate personal information must be produced so as to enable us to process the application to the Programme, failure to do so may render the application invalid, not being accepted and/or disqualified.

### **Purposes of Collection of Personal Data**

The Environmental Protection Department (EPD) respects the privacy of your personal data in the implementation and operation of the Programme. EPD and/or its agent will ensure personal data submitted via application forms are handled in accordance with the relevant provisions of the Personal Data (Privacy) Ordinance (Chapter 486 of the Laws of Hong Kong). Unless with your consent, any personal data provided by you will only be disclosed to and used and retained by organisations or persons authorised by or associated with EPD and/or organisations or persons in the operation of the Programme for all or any one or more of the following purposes:-

- (a) handling, verifying and screening your application, payment and refund of subsidy in relation to the Programme;
- (b) assisting the verification of personal data provided for processing the applications and subsidies of the Programme;
- (c) matching your personal data with the database of relevant Government bureaux/departments/organisations for the purposes of approval, assessment, review and monitoring;
- (d) notifying and processing of subsidies;
- (e) all other purposes relating to conduct required to assist EPD and/or its agent to execute the Programme; and
- (f) statistical analysis relating to the operation and periodic review of EPD, and the statistics obtained will not be released or made available to a third party in a form that identifies the data subjects or any of them.

## **Confidentiality and Information Security**

In order to protect your privacy, EPD and/or its agent will in accordance with the Personal Data (Privacy) Ordinance and according to the nature of the personal data collected adopt all reasonably practicable measures to ensure that all personal data are correct and kept securely and confidentially, and will follow the relevant legislation in making corrections and giving access to data. However, EPD and/or its agent may disclose such information for the purposes and under the circumstances set out in the sections "Purposes of collection of personal information" above and "Possible disclosure to other parties" below.

## **Retention of Personal Data**

Your personal data will be kept by EPD and/or its agent for a reasonable period of time as may be required for the above specific purposes for which they were collected and in accordance with the relevant statutory provisions. After that time, your data will be erased.

## **Possible Disclosure to Other Parties**

Information provided may be disclosed:

- (a) to EPD and/or its agent and their designated organisations or persons for vetting purposes;
- (b) to organisations and/or persons for the purpose of matching with the databases of relevant Government bureaux/departments/organisations for the purposes of approval, assessment, review and monitoring;
- (c) to relevant parties (including government departments of the HKSAR, Hong Kong courts and/or third parties in Hong Kong/ other places) in compliance with applicable laws and regulations and/or as authorised or required by law and/or pursuant to court orders;
- (d) to organisations and/or persons authorised by or associated with EPD and/or its agent in the operation of the Programme for the purpose set out in the section "Purposes of collection of personal data" above; or
- (e) pursuant to or as permitted under the Personal Data (Privacy) Ordinance.

## **Access to Personal Data and Enquiries**

In accordance with the Personal Data (Privacy) Ordinance, Applicants have the right to:

- (a) Check whether EPD and/or its agent holds personal data of which the individual is the data subject;
- (b) Request a copy of such personal data held by paying an administration fee;
- (c) Correct personal data that is inaccurate; and
- (d) Ascertain the policies and practices in relation to personal data.

Requests for access to and/or corrections of personal data should be made in writing to EPD by email ([graduates\\_subsidy@epd.gov.hk](mailto:graduates_subsidy@epd.gov.hk)).

## **Amendment to this Privacy Policy**

EPD and/or its agent reserves the right to amend its prevailing Privacy Policy at any time.

## **Copyrights and Disclaimer**

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**Environment-related areas of work**

**Environmental Protection**

- Air Quality Management and Control
- Water Quality Management and Control
- Environmental Assessment and Planning
- Waste Reuse, Reduction and Recycling
- Noise Management and Control
- Environmental Monitoring, Audit, Management and Control
- Environmental Infrastructure Planning and Management
- Corporate Environmental Management and Green Procurement
- Environmental Education

**Nature Conservation**

- Ecological Assessment and Monitoring
- Nature Conservation Planning and Management
- Biodiversity Management

**Energy, Climate Change and Sustainable Development**

- Electric Vehicles and Charging Facilities and Infrastructure Works
- Energy Audit, Monitoring, Assessment and Management
- Carbon Audit, Carbon Emission Assessment and Management
- Other works related to Green Building, Green Finance, Climate Change and Sustainable Development

### **Specified statutory bodies and corporations (staffed entirely or primarily by non-government employees)**

1. Airport Authority Hong Kong
2. Board of Management of the Chinese Permanent Cemeteries
3. City University of Hong Kong
4. Competition Commission
5. Construction Industry Council
6. Consumer Council
7. District Councils<sup>1</sup>
8. Employees Compensation Assistance Fund Board
9. Employees Retraining Board
10. Equal Opportunities Commission
11. Estate Agents Authority
12. Financial Reporting Council
13. Fish Marketing Organization
14. Guardianship Board
15. Hong Kong Academy for Performing Arts
16. Hong Kong Arts Development Council
17. Hong Kong Baptist University
18. Hong Kong Council on Smoking and Health
19. Hong Kong Examinations and Assessment Authority
20. Hong Kong Export Credit Insurance Corporation
21. Hong Kong Housing Society
22. Hong Kong Productivity Council
23. Hong Kong Science and Technology Parks Corporation
24. Hong Kong Trade Development Council
25. Hospital Authority
26. Independent Commission Against Corruption
27. Independent Police Complaints Council
28. Insurance Authority
29. Lingnan University
30. Mandatory Provident Fund Schemes Authority
31. Occupational Deafness Compensation Board
32. Occupational Safety and Health Council
33. Office of the Ombudsman
34. Office of the Privacy Commissioner for Personal Data
35. Pneumoconiosis Compensation Fund Board
36. Prince Philip Dental Hospital
37. Property Management Services Authority
38. Securities and Futures Commission (including its subsidiary Investor and Financial Education Council)
39. The Chinese University of Hong Kong
40. The Education University of Hong Kong
41. The Hong Kong Council for Accreditation of Academic and Vocational Qualifications
42. The Hong Kong Polytechnic University
43. The Hong Kong University of Science and Technology

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<sup>1</sup> Include District Council (DC) Chairmen, Vice-chairmen and Members (in the capacity as employer of staff whose remuneration is fully funded by Operating Expenses Reimbursement or Miscellaneous Expenses Allowance)

44. The MTR Corporation Limited
45. The Trust Funds and Temples Joint Secretariat
46. The University of Hong Kong
47. The Vocational Training Council
48. Urban Renewal Authority
49. Vegetable Marketing Organization
50. West Kowloon Cultural District Authority

**Specified public organisations, government-owned companies or subvented organisations**

1. Aided, caput and Direct Subsidy Scheme primary and secondary schools
2. AsiaWorld Expo
3. Aviation Security Company Limited
4. Beat Drugs Fund Association
5. Duty Lawyer Service
6. Financial Dispute Resolution Centre
7. Financial Services Development Council
8. Hong Kong Academy for Gifted Education
9. Hong Kong Academy of Finance Limited (including its subsidiary Hong Kong Institute for Monetary and Financial Research)
10. Hong Kong Applied Science and Technology Research Institute Company Limited
11. Hong Kong Cyberport Management Company Limited
12. Hong Kong Design Centre
13. Hong Kong Education City
14. Hong Kong FMI Services Limited
15. Hong Kong Internet Registration Corporation Limited
16. Hong Kong Note Printing Limited
17. Hong Kong Tourism Board
18. Kindergartens under the kindergarten education scheme
19. Kwoon Chung Inclusive and Accessible Transport Services Co Ltd
20. Logistics and Supply Chain MultiTech R&D Centre Limited
21. The Hong Kong Mortgage Corporation Limited (including its subsidiaries)
22. The Hong Kong Research Institute of Textiles and Apparel Limited
23. The Hong Kong Sports Institute
24. The Nano and Advanced Materials Institute Limited