



簡介及參加表格

Introduction and Enrolment Form

關愛僱員

Caring for Employees

工作與家庭/個人生活平衡

Work-family / life Balance

僱員福利

Employee Benefits

良好勞資溝通

Good Communication

主辦機構 Organiser



勞工處

Labour Department

引言 Introduction

以僱員為本，是良好人事管理措施的基本方針，它們包括：

- ◆ 建立開明的企業文化；
- ◆ 推行關愛僱員的僱傭措施，並讓僱員平衡工作與家庭/ 個人生活；及
- ◆ 與僱員或其組織建立良好的溝通，以達致和諧的勞資關係。

實施良好人事管理，激勵員工士氣、提升他們對企業的向心力，有效引導他們對企業作出更多貢獻和承擔，為企業的發展奠定穩固的基礎。

An employee-oriented approach is the cornerstone of good people management practices. These include:

- ◆ developing an enlightened corporate culture;
- ◆ introducing employee-caring employment measures and promoting work-family/ work-life balance; and
- ◆ maintaining good communication with employees or their associations for a harmonious labour relationship.

By adopting good people management practices, employers could boost staff morale and enhance their employees' sense of belonging. These measures are most effective in encouraging employees to make greater contribution and commitment and hence laying a solid foundation for business growth.

目的 Objective

《好僱主約章》旨在推動各行各業及不同規模（包括中小型企業）的僱主，採納以僱員為本及與時並進的良好人事管理措施，從而在工作間營造良好的人事管理文化。

The objective of the Good Employer Charter is to encourage employers of different trades and scales (including small and medium enterprises) to adopt employee-oriented and progressive good people management practices, thereby cultivating a good people management culture in the workplace.

參與資格 Eligibility

凡本港私營機構、公營機構（不包括政府政策局及部門）、僱主商會/ 工會/ 專業團體，及非政府機構/ 社會企業/ 教育機構均可參與。主辦機構有權決定有關機構的參加資格。

All private organisations, public bodies (excluding government bureaux and departments), employers' associations/ trade unions/ professional bodies, and non-government organisations/ social enterprises/ educational institutions in Hong Kong are eligible to participate. The Organiser reserves the right to determine the eligibility of all participants.

費用 Fee

全免

No participation fee is required

評審團 Panel of Judges

盧永鴻教授

前香港理工大學管理及市場學系教授
香港中文大學政治與行政學系系主任

Professor Carlos LO

Former Professor, Department of Management and Marketing of The Hong Kong Polytechnic University
Department Head, Department of Government and Public Administration of The Chinese University of Hong Kong

張成雄先生, BBS

勞工顧問委員會委員

Mr CHEUNG Sing-hung, BBS

Member, Labour Advisory Board

王少嫻女士

勞工顧問委員會委員

Ms WONG Siu-han

Member, Labour Advisory Board

李志明先生

香港人力資源管理學會會長

Mr David LI

President, Hong Kong Institute of Human Resource Management

陸慧玲女士, JP

勞工處助理處長

Ms Melody LUK, JP

Assistant Commissioner, Labour Department

支持機構 Supporting Organisations

(排名依中文筆劃序 In order of number of strokes of Chinese characters)



香港工業總會
FHKI Federation of
Hong Kong Industries



香港中小型企业聯合會
HONG KONG SMALL AND MEDIUM ENTERPRISES ASSOCIATION



香港中小型企业總商會
The Hong Kong General Chamber of
Small and Medium Business



香港中華廠商聯合會
The Chinese Manufacturers'
Association of Hong Kong



香港中華總商會
CGCC The Chinese General Chamber
of Commerce, Hong Kong



Employers'
Federation
of Hong Kong
香港僱主聯合會



Hong Kong General Chamber of Commerce
香港總商會 1861

為何要參加？ Why do you need to join?

獲評審團確認為合資格機構可：

- ◆ 獲頒發參與《好僱主約章》證書；
- ◆ 獲授權於其機構的信紙、刊物和宣傳品內使用約章標誌，為期兩年；及
- ◆ 透過《好僱主約章》主題網頁列出機構名稱，供公眾閱覽。

合資格機構亦有可能被邀在報章、刊物或勞工處舉辦的宣傳推廣活動，分享良好人事管理心得。

Organisations accredited by the Panel of Judges will:

- ◆ be awarded the Certificate of the Good Employer Charter;
- ◆ be authorised to use the charter logo in their letterheads, publications and promotional materials for two years; and
- ◆ be listed in the participation list of the Good Employer Charter on the thematic website for public access.

Accredited organisations may be invited to share their successful experience on good people management at newspaper, publications or promotional activities organised by the Labour Department.

結果公佈 Announcement of Results

2018年年中

Mid-2018

參加辦法 How to Apply

請將填妥的參加表格連同按需要附加的補充資料，於2018年3月31日或之前循下列其中一種途徑交回勞工處：

郵寄：勞工處勞資協商促進科

九龍旺角聯運街30號旺角政府合署5樓520室

傳真：2425 4132

電郵：gec@labour.gov.hk

Please complete the enrolment form and attach additional information as appropriate and return it to the Labour Department on or before 31 March 2018 by one of the following means:

By mail: Workplace Consultation Promotion Division, Labour Department

Room 520, 5/F, Mongkok Government Offices, 30 Luen Wan Street, Mongkok, Kowloon

By Fax: 2425 4132

By email: gec@labour.gov.hk

查詢 Enquiries

如有任何查詢，歡迎致電3165 1664或電郵至gec@labour.gov.hk。計劃內容及參加表格亦可於《好僱主約章》網頁(www.gec.labour.gov.hk)下載。

For any enquiry, please call 3165 1664 or email to gec@labour.gov.hk. The campaign information and enrolment form can also be downloaded from the thematic website of the Good Employer Charter (www.gec.labour.gov.hk).



《好僱主約章》參加表格

Good Employer Charter Enrolment Form

機構名稱： (中)
Name of Organisation : (Chi) _____
(英)
(Eng) _____

聯絡人姓名： (中) (英)
Contact Person : (Chi) _____ (Eng) _____

職銜： (中) (英)
Post Title : (Chi) _____ (Eng) _____

電話 Tel. no. : _____ 傳真 Fax no. : _____

機構網頁 Website of Organisation : _____

電郵 Email : _____

地址： (中)
Address : (Chi) _____
(英)
(Eng) _____

業務性質 Nature of Business : (請在適當方格劃上✓號 Please put a ✓ in the appropriate box)

- 私營機構 Private Organisation 公營機構 Public Body
- 僱主商會/ 工會/ 專業團體 Employers' Association/ Trade Union/ Professional Body
- 非政府機構/ 社會企業/ 教育機構 Non-government Organisation/ Social Enterprise/ Educational Institution

本地僱員人數 Local Employment Size : _____

營運年期 Year(s) of Operation : _____ (年 year(s))

所屬行業 (私營機構適用) Industry (For Private Organisation) : _____

本機構承諾會致力成為一個以僱員為本的僱主，並已經/將會實施以下範疇內的良好人事管理措施：

The Organisation makes a pledge to be an employee-oriented employer, and has adopted/ will adopt the following good people management practices of different areas:

(請在適當方格劃上✓號，其他不適用方格請留空)

(Please put a ✓ in the appropriate box(es), otherwise leave it blank)

1. 關愛僱員的僱傭措施 Employment practices to care for employees

- a. 彈性工作時間
Flexible working hours
- b. 壓縮工作周（例如延長每更工時，以減少每周工作天數）
Compressed work week (e.g. longer daily working hours for shorter work week)
- c. 五天工作周
Five-day work week
- d. 減少工時
Reducing working hours
- e. 彈性工作地點
Flexible workplace
- f. 居家或遙距辦公
Work from home or remote work
- g. 靈活編更制度
Flexible rostering
- h. 職位共享
Job sharing
- i. 安排合適崗位/ 工作環境給年長人士
Arranging suitable position/ work condition for mature persons
- j. 安排合適崗位/ 工作環境給殘疾人士
Arranging suitable position/ work condition for persons with disabilities
- k. 安排合適崗位/ 工作環境給少數族裔人士
Arranging suitable position/ work condition for ethnic minorities
- l. 協調工作安排以便僱員進修/ 照顧家庭
Adjusting work arrangements to facilitate employees' continuous study/ taking care of family
- m. 優化工作環境/ 設備
Improving work condition/ equipment
- n. 緊急財政支援
Emergency financial support
- o. 業務欠佳時，採取其他措施，以避免減薪或裁員
Adopting alternatives to wage reductions or retrenchments during poor business
- p. 訂立職業安全及健康守則和提供相應個人防護裝備
Establishing occupational safety and health regulations and providing related personal protective equipment

2. 促進工作與家庭/ 個人生活平衡的措施 Practices to promote work-family/ work-life balance

- a. 子女託管服務
Child care support
- b. 長者照顧服務
Elderly care support
- c. 壓力或情緒輔導服務
Employee counselling services
- d. 工作間提供各類員工設施，如：
Facilities in workplace, e.g.:
 - 哺乳間 breastfeeding room
 - 休息室 rest room
 - 員工餐廳 staff canteen
 - 健身室 fitness room
 - 康樂室 recreation room
- e. 讓家庭成員參與機構活動（如參觀工作地點、家庭同樂日、聚餐）
Family-participatory activities (e.g. workplace visit, family fun day, meal gathering)
- f. 興趣班、義工隊、體育及休閒活動（如旅行、聚餐）
Interest groups, voluntary service teams, sports and recreational activities (e.g. travel, meal gathering)
- g. 節日或生日慶祝（如禮物、祝賀電郵）
Festival or birthday celebration (e.g. gifts, email greetings)
- h. 節慶特別工作安排（如除夕、平安夜提早下班）
Special festive work arrangement (e.g. leave early on New Year Eve, Christmas Eve)
- i. 子女/ 孫兒獎學金或教育資助
Scholarship or education allowance for children/ grandchildren

3. 優於法例的僱員福利 Employee benefits that are better than statutory requirements

- a. 按僱員需要給予的特別假期，如：
Special leaves to cater for employees' needs, e.g.:
- | | |
|---|---|
| <input type="checkbox"/> 結婚假 Marriage leave | <input type="checkbox"/> 恩恤假 Compassionate leave |
| <input type="checkbox"/> 進修假 Study leave | <input type="checkbox"/> 生日假 Birthday leave |
| <input type="checkbox"/> 家長假 Parental leave | <input type="checkbox"/> 緊急家庭事假 Emergency leave on family grounds |
| <input type="checkbox"/> 敬孝假（於父母/ 祖父母生日當天獲假期）Filial leave (leave on parents'/ grandparents' birthday) | |
- b. 優於法例規定的假期福利
Leave benefits better than statutory requirements
- | | |
|--|--|
| <input type="checkbox"/> 年假 Annual leave | <input type="checkbox"/> 病假 Sick leave |
| <input type="checkbox"/> 產假 Maternity leave | <input type="checkbox"/> 侍產假 Paternity leave |
| <input type="checkbox"/> 工傷病假 Sick leave for work injuries | <input type="checkbox"/> 放取公眾假期 Entitlement of public holidays |
- c. 旅遊津貼
Travel allowance
- d. 進修津貼
Study allowance
- e. 退休保障計劃/ 僱主額外強積金供款
Retirement protection scheme/ Employer's additional contribution for Mandatory Provident Fund
- f. 醫療保險
Medical insurance
- g. 優於法例規定的僱員補償保險
Better-than-statutory-requirement employees' compensation insurance
- h. 惠及僱員家人的醫療保險
Medical insurance for employee's family members

4. 與僱員或其組織有良好溝通 Good communication with employees or their organisation(s)

- a. 正式的溝通協商機制（如常設委員會）
Formal communication and consultation mechanism (e.g. standing committee)
- b. 非正式的溝通協商機制（如茶聚傾談）
Informal communication and consultation mechanism (e.g. tea gathering)
- c. 定期向員工發放機構資訊（如員工通訊、電郵）
Disseminating company information to employees regularly (e.g. staff newsletter, emails)
- d. 僱員就機構政策表達意見的途徑（如意見箱、員工諮詢會議）
Channel for employees to express their views on company policies (e.g. opinion box, staff consultation meeting)
- e. 更改工作或僱傭事宜前，先諮詢受影響的僱員
Consulting affected employees before making any changes in work or employment matters
- f. 定期與僱員組織或工會舉行會議
Regular meeting with employees' organisation(s) or trade union(s)
- g. 僱員意見調查
Employee opinion survey
- h. 獎賞僱員發表意見
Encouraging employees to express their views with incentives
- i. 僱員行為守則
Employees' code of conduct
- j. 公開的僱員表現管理/ 晉升制度
Transparent performance management/ promotion system
- k. 公開的申訴/ 紀律程序
Transparent grievance/ disciplinary procedures

◆ 附加資料（可選擇性填寫）

Additional Information (optional)

請用另紙以不多於500字闡述上述或其他良好人事管理措施及/ 或成功個案（包括措施的目的和內容、推行時期、投放的資源、所達致的成果等）。

Please elaborate the above or other good people management practices and/ or successful case(s) in not more than 500 words on a separate sheet (including the aim and details of the practices, implementation period, resources involved, results achieved, etc.).

◆ 聲明

Declaration

本人謹代表機構

On behalf of the Organisation, I

- 聲明以上所填報及附加的資料全屬真確無誤；
declare that all the details and additional information given are true and correct to the best of my knowledge;
- 確認本機構已遵守僱傭相關的法例；
affirm that the Organisation has complied with relevant labour legislations;
- 承諾採納以僱員為本的良好人事管理措施；
pledge to adopt employee-oriented good people management practices;
- 同意勞工處及評審團對甄選《好僱主約章》參與機構的一切決定均為最終決定，並具約束力；及
agree to abide by the decisions of the Labour Department and Panel of Judges, which are final and binding on all matters relating to the Good Employer Charter; and
- 同意勞工處使用參加表格內的資料（個人資料*除外）用作推廣《好僱主約章》及良好人事管理用途。
agree that the information provided in this enrolment form (except personal data*) to be used by the Labour Department for promotional purposes of Good Employer Charter and good people management.

簽署人姓名：

Name of signatory : _____

職銜：

Post title : _____

簽署：

Signature : _____

機構蓋章：

Organisation Chop : _____

日期：

Date : _____

* 參與機構所提供的個人資料，將由勞工處及其委託的服務公司用作有關《好僱主約章》的通訊及推廣。如機構欲取得或更改所提供的個人資料，請致電3165 1664聯絡勞工處。

* Personal data provided by participating organisations will be used by the Labour Department and its contracting service provider for the communication and promotion related to the Good Employer Charter. Should the organisations wish to access or correct the data, please contact the Labour Department at 3165 1664.