



Protecting the Environment

As a responsible corporate entity, we recognise the need to preserve resources in our operating environment for the sake of the community and future generations.

We encourage all staff to observe the practice of the Four Rs – reduce, reuse, repair and recycle – not just internally but also in dealings with stakeholders and the public. Our conservation efforts have also resulted in monetary savings in utility expenditure.

Reducing waste

In terms of stationery, multiple collection points are placed within our offices to recycle non-confidential documents or printed materials while confidential documents are handled separately. We re-use envelopes for internal delivery of documents, and arrange for recycling of waste paper, carton boxes and newspapers. Used laser-jet printer cartridges are returned to vendors. In addition, we use paper manufactured from well-managed forests run by the Forest Stewardship Council for printing and photocopying.

We cut the supply of plastic stirrers in pantries, provide more mugs and glasses to replace paper cups. We also collect burnt-out light tubes for toxic disposal and provide bags/boxes to deposit empty cans and plastic bottles for recycling. During the year, our usage of paper cups and plastic stirrers was reduced by 12% and 13% respectively.

Conserving energy

To save electricity consumption, we urge all staff to switch off lighting and equipment before they leave their work area for the day. Similarly, staff must turn off lights and projectors when leaving a meeting venue. We use energy-saving florescent tubes and low-voltage down lights.

The room temperature throughout our premises is set at between 23 to 25 degree Celsius, a level advised by the Government. To avoid excessive air conditioning, staff may wear smart casual dress to work.

Going paperless

We adopt e-filing and e-faxing systems to reduce the use of paper. E-mails and Intranet are used widely for paperless information transmission within the organisation and with external parties wherever possible.

Many of our periodic publications are now either posted on our official website or released by e-mail distribution to minimise printed documents. As another step forward, we are considering establishing a new electronic portal to facilitate new measures to allow the submission of certain licensing forms by SFC licensees online, with the ultimate aim of processing most licensing matters via the Internet. We are also planning an electronic submission system for Disclosure of Interest Notices to replace paper-form submissions.

Improving air quality

Wherever possible, printers and photocopiers are enclosed or installed away from workstations to minimise air contamination and avert possible health hazards. Additionally, we use ceiling-mounted air cleaners to enhance indoor air quality and clean the air-conditioning system regularly.



The screensaver reminds staff to turn off computers when they leave the office for the day.