

The environment

We introduced a number of initiatives focused on environmental protection. Our key objectives in this area were to give practical guidance to remind staff of the importance of their individual contributions and actions, to make the programme more visible, to measure the results of our efforts, and to make participation as convenient as possible.

Paper reduction initiatives

Key initiatives	Objectives
<ul style="list-style-type: none"> Launched SFC Online Portal 	<ul style="list-style-type: none"> To help reduce the use of paper by allowing more than 36,000 intermediaries to use the Internet to submit licensing notifications and annual returns and make online payments The ultimate aim is to enable online processing of all licensing matters
<ul style="list-style-type: none"> Reviewed newspaper and magazine subscription and circulation policy Encouraged staff to use online news portal Reviewed distribution policy for annual report 	<ul style="list-style-type: none"> To wean readers from the habit of using hard copies of these documents
<ul style="list-style-type: none"> Set double-sided printing as default setting Provided reusable utensils in pantries 	<ul style="list-style-type: none"> Making participation as easy as possible
<ul style="list-style-type: none"> Replaced hard copies of publications, circulars, and greeting cards with electronic copies 	<ul style="list-style-type: none"> To reduce paper consumption and the need for printing work
<ul style="list-style-type: none"> Developing a document-management system 	<ul style="list-style-type: none"> To significantly reduce the need for filing documents in hard copy and improve storage-and-search efficiency Ultimately, to move towards a paperless office





Other key green initiatives

Key initiatives	Objectives
<ul style="list-style-type: none"> Issued our "Green Guidelines" 	<ul style="list-style-type: none"> To help staff change work and lifestyle habits to conserve energy and other resources, reduce their use of paper and decrease waste
<ul style="list-style-type: none"> Launched screensavers with reflective questions about environmental protection measures Arranged workshops on eco-housekeeping and "green" living Displayed signs and posters with environmental protection messages 	<ul style="list-style-type: none"> To raise awareness of how our staff can make a difference, and to instill a "green" culture
<ul style="list-style-type: none"> Provided separate recycle bins for cans, bottles and paper Encouraged black-ink printing 	<ul style="list-style-type: none"> To encourage recycling To reduce the use of colour printer cartridges and toners, which are costlier and more detrimental as environmental waste
<ul style="list-style-type: none"> Separated office lighting into different zones Arranged staff patrol after office hours to ensure that lights and other electronic equipment are switched off 	<ul style="list-style-type: none"> To reduce electricity consumption
<ul style="list-style-type: none"> Kept records of consumption of measurable resources, e.g. paper and electricity 	<ul style="list-style-type: none"> To create a basis for measuring outcomes so as to motivate staff to do their share

We also began a number of partnerships to help execute our "green" programmes. For example, we invited the Kadoorie Farm and Botanic Garden to host a workshop on eco-friendly housekeeping and choosing agricultural produce with a view to minimising harm to the environment.

We expect promising results from the programmes we launched last year aimed at paper reduction and waste management, and we have a number of additional measures in the pipeline to add to these programmes.