



World Green Organisation **世界綠色組織**

Green Office and Eco- Healthy Workplace Awards Labeling Scheme Application Manual

綠色辦公室及健康工作間獎勵計劃 申請手冊

Background

背景

United Nations Sustainable Development Goals- Green Office Awards Labelling Scheme (GOALS)

WGO's GOALS programme is specifically designed to improve environmental performance and sustainability of the office workplace. Since its inception in 2013, over 400 offices have been awarded for their commitment and achievement in implementing green practices within the workplace. GOALS participants ranged from multinational listed corporations to small and medium sized enterprises.

GOALS is recognised by the Hong Kong Awards for Environmental Excellence (HKAEE). Due to this partnership, GOALS participants will be entitled to extra points for the HKAEE programme and HKAEE participants will have less requirements to fulfil to participate in GOALS.

Eco-Healthy Workplace Label

WGO enriched the GOALS programme by adding the Eco-Healthy Workplace Label. This raises awareness of what constitutes an eco-healthy workplace and why that is so important for the physical and mental wellbeing of employees. Having an eco-healthy workplace also enhances productivity and competitiveness in the corporations as well as assist in creating a green and healthy working environment.

「聯合國可持續發展目標 - 綠色辦公室獎勵計劃」 (GOALS)

「聯合國可持續發展目標-綠色辦公室獎勵計劃」(GOALS)自2013推出以來，已逾400間辦公室參與並獲頒獎項。當中包括跨國企業、上市公司及中小企。此計劃旨在協助推動辦公室各項環保措施，從而提升企業之可持續發展。

本計劃已和香港環保卓越計劃(HKAEE)[卓越界別獎] 互相認證，已參與 [綠色辦公室獎勵計劃] 或 [卓越界別獎] 的公司及機構可以在申請另一認證時獲得額外分數或豁免。

健康工作間標籤

新增「健康工作間」標籤，除了可以提高公司及員工對健康工作環境的認知，亦可以促進員工健康，從而提升公司的生產力及競爭力，讓公司及員工一同創造綠色及健康的工作環境。

Awards

獎勵



Qualified applicants will be awarded with WGO's "Green Office" and "Eco Healthy Workplace" labels together with certificate with The United Nations PRME logo.

合資格的參加者將獲頒世界綠色組織 [綠色辦公室]和[健康工作間]標誌及聯合國標誌的證書。

Requirements 申請要求

1. Complete Green Office Best Practice self-assessment checklist 完成綠色辦公室實踐標準自我評估清單

SMEs:

中小企：

Fulfill at least 25 criteria, including
需最少達到25個實踐標準，包括

At least 10 criteria in Level 1;
至少10項「等級一」的措施；

At least 10 criteria in Level 2; and
至少10項「等級二」的措施；及

At least 5 criteria in Level 3.
至少5項「等級三」的措施。

Large Corporations:

大企業：

Fulfill at least 30 criteria, including
需最少達到30個實踐標準，包括

At least 12 criteria in Level 1;
至少12項「等級一」的措施；

At least 12 criteria in Level 2; and
至少12項「等級二」的措施；及

At least 6 criteria in Level 3.
至少6項「等級三」的措施。

2. Complete Eco Healthy Workplace Best Practices 完成健康工作間實踐標準

- Fulfill at least 5 criteria
需最少達到5個實踐標準

3. Complete an office tenant electricity consumption survey 填寫辦公室能源使用問卷

- Please refer to page 5 of this manual
詳情請參考本手冊的第五頁

Application Procedure 申請手續

Fees: (Application, administration and audit fee are included)

費用：（包括申請、行政及審批費用）

SMEs: HK\$5,800

中小企：HK\$5,800

Large Corporations: HK\$10,500

大企業：HK\$10,500

GOALS application form can be obtained from www.thewgo.org/goals. Please submit the completed GOALS application form with fees before the deadline.

申請表格可於本會網站www.thewgo.org/goals 下載，請於截止日期前遞交及繳付有關費用。



Energy
Conservation



Water
Conservation



Waste
Reduction



Paperless



Integrated
Environmental
Management



Green
Procurement



Education and
Awareness



Green
Innovation

Instructions for Filling out the Checklist

填寫清單的注意事項

1

There are a number of items in each criteria, please check the box for the items that your office has implemented or is committed to implementing in future.

每個標準都列出了多項措施，請於方格剔上您的辦公室已實行或將會實行的措施。



2

At the end of each criteria, summarise your achievement by counting the ticks.

請於每個標準的左下方填上達成措施的總數。

Level 1 (Energy Savings)

1	Lighting
<input type="checkbox"/>	clear light zoning diagram was established for the ease of control of lighting;
<input type="checkbox"/>	particular staff were assigned to control the turn on and off of light before and after office hours;
<input type="checkbox"/>	staff were encouraged to switch off light after the use of a room;
<input type="checkbox"/>	staff were encouraged to switch off light during lunch hour;
<input type="checkbox"/>	staff were encouraged to switch off its individual light before leaving for a long time (> 30 minutes);
<input type="checkbox"/>	staff were encouraged to leave office after normal office hours;
<input type="checkbox"/>	shared portable individual lights were available for individual use during non-office hours;
<input type="checkbox"/>	lamps were well maintained to keep clean;
<input type="checkbox"/>	implementation of switch off light policy was monitored daily;
<input type="checkbox"/>	implementation of switch off light policy was supported by management.
Total number of ✓: 8	
At least 5 items done	

3

There are minimum numbers of items to fulfill in each criteria. Put a tick on the box located at the right bottom column if you have fulfilled the minimum requirements

假如實踐措施的數量達到該標準的最低要求，請於右下方加上剔號。

*To fulfill any of the Level 1 criteria, your office has to achieve at least half of the items listed under the criteria. For example, there are total of 10 items listed in level 1 of EC2 "Lighting". Achieve at least 5 items in order to fulfill EC2 level1.

On the other hand, to fulfill any of the Level 2 or 3 criteria, your office has to achieve at least 1 of the items listed under the criteria

*要達成各個等級一的標準，閣下的辦公室需要實踐當中最少一半的措施。例如「照明」的等級一共有10項措施，要達成這個標準便需要實踐當中最少5項措施。若要達成各個等級二或三的標準，閣下的辦公室則需要實踐當中最少1項的措施。

Level 1 (Energy Savings)

1	Lighting
<input type="checkbox"/>	clear light zoning diagram was established for the ease of control of lighting;
<input type="checkbox"/>	particular staff were assigned to control the turn on and off of light before and after office hours;
<input type="checkbox"/>	staff were encouraged to switch off light after the use of a room;
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<input type="checkbox"/>	staff were encouraged to leave office after normal office hours;
<input type="checkbox"/>	shared portable individual lights were available for individual use during non-office hours;
<input type="checkbox"/>	lamps were well maintained to keep clean;
<input type="checkbox"/>	implementation of switch off light policy was monitored daily;
<input type="checkbox"/>	implementation of switch off light policy was supported by management.
Total number of ✓: 8	
At least 5 items done	

4

Count the total number of criteria that has been implemented in your office.

請計算閣下辦公室所達到的實踐標準的總數。

Total criteria achieved in level 1 = 15
(Requirement: SMEs: 10, Large Corporation: 12)

Total criteria achieved in level 2 = 16
(Requirement: SMEs: 10, Large Corporation: 12)

Total criteria achieved in level 3 = 8
(Requirement: SMEs: 5, Large Corporation: 6)

Reminders 溫馨提示

- You can select more than one level of the same criterion and will be counted towards your total requirements. For example, a SME has achieved all Level 1, 2 and 3 in EC2 "lighting". It will be counted as 3 out of 25(minimum) criteria.
閣下可於相同的標準達成多個等級。以中小企為例，假設在EC2 "照明"一項中能夠同時達到等級一、二和三，即完成了最低要求25個實踐標準中的3個標準。
- Please contact us at your earliest convenience to arrange the audit date and time. We may not be able to arrange green audit in a specific date due to high participating rate.
因「綠色辦公室獎勵計劃」的申請者眾多，我們未必能夠在某指定日子進行綠色審計，故請儘早與我們聯絡安排綠色審計的日子和時間。
- Please finish the checklist before the green audit. Once it is completed, email it back to WGO (GOALS@thewgo.org) at least 3 days before the green office audit.
請於綠色審計進行之前，完成此清單並於綠色審計前最少3天透過電郵傳送至WGO (GOALS@thewgo.org)。

FAQ 常見問題

1. Do I need to fulfill all 8 categories of green practices?
我是否需要實踐全部8項綠色辦公室指標/守則？

No, but you are encouraged to implement as much actions in each category as possible.
否，但我們鼓勵閣下盡可能實踐所有類別的項目。

2. Must Level 1 practices be fulfilled before Level 2?
我是否需完成等級一才能達成等級二？

No. There is no required order of level of fulfillment. For example, your office can fulfill only level 1 and level 3 but not level 2. However you are encouraged to fulfill as much level as possible.

否，等級的實行並沒有既定的須序。例如：您可只達成等級一和等級三，但未能達成等級二，但我們鼓勵您可盡量實行所有等級。



Office Tenant Electricity Consumption Survey

辦公室能源使用問卷

WGO hopes to gain a deeper understanding of the energy consumption rate of office workplaces in Hong Kong through the Green Office Awards Labelling Scheme. All information collected through this survey will be kept strictly confidential and will only be used for research purposes. Names and all other information regarding participating companies or organisations will not be revealed publicly.

我們希望藉著綠色辦公室獎勵計劃, 進一步了解香港辦公室的能源使用情況。經問卷收集到的所有資料都會保密及只作研究用途, 並不會對外公開任何公司或機構的名稱。

1

Complete the basic information in page 1.

請於空格上填寫基本資料。

2

If you are unable to provide information regarding fees paid for central air conditioning, please fill in table 2. To complete this table, please refer to your electrical bills from the past 12 months to provide data on electricity consumption and air conditioning fees.

如未能提供中央冷氣費用的相關資料, 你可以嘗試完成後面的表格2。請儘可能找出過去一年的電費單記錄, 提供耗電量以及冷氣費用的相關細節。

For air conditioning units in your office, please specify the horsepower of each unit in table 1.

如冷氣匹數等資料適用於你的辦公室, 請於表格1填上。

3

Completing table 3 enables WGO to gain greater insight into the use of lighting in your office.

透過填寫關於照明系統的表格3, 我們希望可以進一步了解辦公室內燈具的種類及數量。

4

Please measure the lux levels at five randomly selected locations in your office. Should your office not be equipped with a lux meter, you can choose to use any of a number of smartphone apps that can measure lux levels with relative accuracy.

請隨意選擇五個不同的工作點測量流明度 (lux)。如果你沒有照度計 (lux meter), 可以使用具有該功能的手機軟件代替。

Green Audit Procedure

綠色審核程序



A green audit takes about one and a half hour to 2 hours . it has 3 parts:
綠色審計需時大約一個半至兩個小時，主要分成以下三個部份：

1

Short presentation from applicant
由申請者作出簡短匯報

A 15 minutes powerpoint should be prepared prior to the audit and include:

- existing policies and facilities;
- targeted achievement next year. And;
- new applied items (for Renewal Company only)

Please illustrate your achievement with photos. If the items cannot present in photos you can verbally mention the measures during the audit.

申請者需準備一個長約15分鐘的簡報，內容需包括:

- 現行政策與相關設施
- 列出來年綠色目標
- 請列出本年度的新增項目(只適用於年度更新之辦公室)

請以圖片作為佐證，來展示綠色辦公室項目的成效，若當中項目無法以圖片作為佐證，可以口頭報告作為代替。



2

To inspect your office 巡視辦公室

A quick inspection of your office, the inspected area include: pantry, washroom and office area etc. The green auditors will particularly focus on green features which have been implemented in your office.

簡報之後，我們會視察貴公司的辦公室，範圍包括：茶水間，洗手間及辦公區等。綠色審計員會集中觀察在辦公室內實施了的環保設施。

3

Discussion and recommendation 討論及建議

Base on the presentation and the walkthrough we will discuss the possibilities to further develop the green culture in your office.

我們會跟據簡報和視察後提供一些能提高貴公司綠色文化的建議，並討論其可行性。



Green Office General Principles 綠色辦公室基本守則

- Use only when necessary
用得其所
- Widely adopt electrical appliances with energy saving labels. Activate energy-saving mode or switch off the monitors if you are not using it for more than 30 minutes
廣泛使用備有節能標籤的電器用品。採用節能模式, 又或者在不使用電腦超過30分鐘時關掉螢幕。
- Switch off light, air-conditioners after using any room, during lunchtime and before leaving the office
午膳時間, 離開辦公室或任何房間後, 請關燈及關上空調
- Print only when necessary by using duplex printing
儘量避免打印, 如必需打印時請使用雙面打印
- Reduce, Reuse and Recycle
減少、重用及循環再造
- Reserve food properly to prevent wastage
小心保存食物, 以免造成浪費
- Use public transport, electrical vehicle or walk
盡量使用交通工具

