

Our environmental efforts extend beyond our core business operations in housing development and management to also encompass our office environment, in particular, our head office at the World Trade Centre (WTC).

Following on from our ISO14001 accreditation in 2002, we have put in place a number of green office practices to save energy, reduce paper consumption and waste, increase recycling and improve indoor air quality, among other benefits.

Enhancement to Working Environment 提升辦公室環境



我們的環保工作除了覆蓋物業發展及管理核心業務外，更伸延至我們的辦公室環境，包括位於世界貿易中心的總部。

自2002年取得ISO14001認證後，我們不斷推出形形色色的綠色辦公室措施，以節約能源，減少用紙和廢物，同時增加回收量及改善室內空氣質素等。

Energy-saving

Fluorescent lighting at our head office has been upgraded with electronic ballasts to save energy and reduce heat generation. We have also decreased the number of fluorescent tubes used in common areas.

Moreover, posters and signs remind staff of good environmental housekeeping practices such as turning off lights and other office equipment when not in use. Our computer monitors are also set at power save mode and we opt for servers with energy-saving features whenever we upgrade.

We closely monitor the energy consumption of our head office. We are pleased to report that the electricity consumption per person decreased by 5.3% between 2002/3 and 2005/6.

Paper Consumption

In our daily operations, we make use of various electronic approval processes, e.g. Expenditure Commitment Approval and e-HR, etc to reduce paper consumption. As such, we have saved about 150,000 sheets of paper, which is equivalent to more than 13 trees in the last four years. In addition, we have also implemented several measures to cut down our use of paper. Double-sided printing is much encouraged, with boxes for re-usable paper placed conveniently beside photocopiers and printers. A coding system also helps us to monitor monthly usage of copying paper by individual divisions and sections.

As to waste paper, collection boxes are placed on each floor of our office so that sorted paper may be collected by contractors for recycling.



Electronic ballast for fluorescent tube
光管換上電子鎮流器



Energy-saving promotion
提倡節能習慣

Waste paper recycled for use
廢紙回收再用



節約能源

我們將總部的照明系統提升，換上電子鎮流器，減少耗電和降低發熱量。另外，更成功減少在公用地方使用的光管數目。

此外，我們張貼海報及通告，鼓勵員工遵從良好的內務管理習慣，包括在非使用時關掉電燈和辦公室設備。我們的電腦屏幕亦調校至省電狀態；當我們將電腦系統升級時，亦選用具備節能裝置的伺服器。

我們密切監察總部的耗電量，2005/6年度每位員工的平均耗電量較2002/3年度減少5.3%。

用紙量

在日常運作中，我們廣泛應用各樣電子審批系統來減少用紙。在過往四年裏，我們一共節省了約15萬張紙，相等於減少砍伐逾13棵樹木。此外，我們實施多項減少用紙的措施，將可循環再用的紙張放置在影印機及打印機旁邊，以鼓勵員工物盡其用，多利用紙張的兩面作列印。我們亦設立編碼系統，方便控制及監察個別部門和組別的每月用紙量。

每層辦公室均設置多個廢紙回收箱，方便回收商將廢紙分類收集及進行循環再造。

Waste Management

We fully support recycling. We provide separate bins for aluminum cans and toner cartridges and also sort used computer products and accessories for donation to charity and re-use. In the last four years, we have donated over 90 sets of used computer to charities.

Green Pantry / Washroom

Aiming for a green pantry at our head office, we make every endeavour to minimise our use of disposable eating utensils, such as paper cups and plates, and plastic cutlery. Signs and stickers are posted in pantries and bathrooms to remind staff to use fewer paper towels, completely turn off taps and report water leakage. We also make a point of using an environmentally-friendly cleaning detergent which is biodegradable and comes in a refillable bottle.

Indoor Air Quality

Good indoor air quality contributes to a green working environment. We have been a non-smoking office since October 2004 and our communal areas feature potted plants to improve air quality.

Green Procurement

When sourcing office supplies and services, we give preference to environmentally-friendly solutions. For example, most of the photocopying paper and printed stationery we use is recycled or otherwise environmentally-friendly; correction fluid is replaced with correction tape; pencil is replaced with clutch pencil, etc.

Our office services tender documents now include a copy of our Environmental Policy. Vendors are required to complete an evaluation form, which we hope will heighten their environmental awareness.



Separate collection of waste
廢物分類回收

Good Class indoor air quality in office
辦公室的室內空氣質素獲「良好級
檢定證書」



廢物管理

我們全力支持廢物回收，提供分類回收箱，作回收鋁罐及碳粉匣等不同種類的辦公室廢物。我們拆下舊電腦尚可運作的產品及配件捐贈給慈善團體或自用，並且將文具用品回收使用。過往四年裏，我們捐贈了90多部舊電腦給慈善團體。

綠色茶水間／洗手間

我們將環保行動推廣至總部的茶水間，除了盡量減少使用紙杯、紙碟及塑膠刀叉等即棄式餐具外，亦在茶水間和洗手間張貼告示，敦促員工減少用紙和緊記將水龍頭頭完全關妥，以及報告漏水情況。另外，我們選用可分解的環保清潔液，並且使用補充裝。

室內空氣質素

良好的空氣質素是綠色工作環境的大前提。自2004年10月起，我們實施無煙工作間，並在公用地方栽種盆栽，綠化環境，改善空氣。

綠色採購

在採購辦公室用品和服務時，環保方案將獲優先考慮，例如，影印使用的紙張和印刷品都是採用再造紙或其他環保紙張，以改錯帶取代塗改液，以鉛蕊筆取代鉛筆等。

在發出競投辦公室服務的招標文件時，我們加入企業環保政策供投標公司參考。供應商在投標時亦須要填寫一份評估表，以助提高他們的環保意識。

Use and Maintenance of Company Vehicles

A fleet of vehicles efficiently supports our daily operations. All of these vehicles use unleaded, low-sulphur fuel and our drivers adhere to fuel-efficient practices and switch off engines while waiting. Regular maintenance by designated service providers ensures each vehicle in our fleet continues to comply with environmental requirements.

公司車輛的使用和保養

公司車隊為我們日常業務運作提供有效支援。車隊所有車輛都採用無鉛、低硫的氣油，司機亦必須遵

守「停車熄匙」等環保駕駛的良好習慣。此外，車輛須在指定服務供應商進行定期保養維修，確保所有車輛都符合環保要求。

Summary table of the targets and results of green office practices from 2002 to 2006

2002年至2006年綠化辦公室措施的目標和成效摘要

	Targets	目標	Results	成效
2002/03	<ul style="list-style-type: none"> To gradually reduce consumption of A4 paper by 5% To gradually reduce consumption of electricity by 5% 	<ul style="list-style-type: none"> 逐步減少用A4紙量達5% 逐步減少用電量達5% 	<ul style="list-style-type: none"> Saving of 8% paper consumption achieved Saving of 5.8% electricity consumption achieved 	<ul style="list-style-type: none"> A4用紙量減少8% 用電量減少5.8%
2003/04	<ul style="list-style-type: none"> To increase the percentage of printed office stationery derived from recycled sources to 5% (compared with stationery from non-recycled sources) To further reduce consumption of electricity by 1% 	<ul style="list-style-type: none"> 提高以再造紙印刷的辦公室用品百分比至5%(與非再造紙印刷品比較) 進一步減少用電量達1% 	<ul style="list-style-type: none"> 8.6% of printed office stationery is printed on recycled paper Saving of 8.1% electricity consumption achieved 	<ul style="list-style-type: none"> 以再造紙印刷的辦公室用品百分比達8.6% 用電量減少8.1%
2004/05	<ul style="list-style-type: none"> To increase the percentage of printed office stationery derived from recycled sources by 30% (compared with stationery from non-recycled sources) To ensure the Indoor Air Quality (IAQ) of the WTC head office meets the IAQ Guidance Notes requirement and achieve the Good Class grade, as defined in the IAQ Certification Scheme for Offices and Public Places 	<ul style="list-style-type: none"> 提高以再造紙印刷的辦公室用品百分比至30%(與非再造紙印刷品比較) 確保世界貿易中心的總部符合「室內空氣質素檢定指引」，並達到「良好級」的標準 	<ul style="list-style-type: none"> 47.5% of printed office stationery (including letterhead sheet, compliment slip and offset printing paper) is printed on recycled paper "Good Class" IAQ Certificate obtained in January 2005 for WTC head office 	<ul style="list-style-type: none"> 以再造紙印刷的辦公室用品(包括信紙、便條紙和柯式印刷品)百分比達47.5% 總部於2005年一月獲發「室內空氣質素檢定證書(良好級)」
2005/06	<ul style="list-style-type: none"> To increase the percentage of printed office stationery derived from recycled sources by a further 30% (compared with stationery from non-recycled sources) To increase the weight of printed waste paper collected from WTC head office by 2% each year 	<ul style="list-style-type: none"> 進一步提高以再造紙印刷的辦公室用品百分比至30%(與非再造紙印刷品比較) 世界貿易中心的總部回收的廢紙量每年增加2% 	<ul style="list-style-type: none"> 47% of printed office stationery is printed on recycled paper 30% increase in waste paper collection for the year 2005/06 	<ul style="list-style-type: none"> 以再造紙印刷的辦公室用品百分比達47% 2005/6年度廢紙回收量增加30%