

## Enrolment Conditions

### 報名細則

### Background

#### 背景

Based upon the tremendous success of the first Hong Kong Green Awards (HKGA) formulated and staged by the Green Council (GC) in 2010, GC is determined to establish and further evolve it into a widely celebrated and recognised prominent annual event in Hong Kong. Its direct focus is to seek out, identify and recognise participating companies that have pursued and achieved outstanding performance and results in the areas of green management, environmental, health and safety (EHS) management, green governance and sustainable procurement. **Hong Kong Green Awards 2024 (HKGA 2024)** aims to encourage all large corporations and SMEs to include environmental considerations, responsibility, management, performance, continuous improvement and leadership in their operations, thereby enabling them to present themselves as businesses with strong and desirable environmental performance improvement priorities and accomplishments.

The three core objectives of HKGA are to:

1. Identify and recognise participating companies with outstanding performance and achievements in green management, environmental, health and safety management, green governance and sustainable procurement;
2. Encourage participating companies to increase environmental considerations and responsibility, as well as improve their environmental performances, in their management and operational processes; and
3. Determine participating companies that are willing to make environmental commitments and monitor their environmental management performances.

環保促進會於 2010 年舉辦首次「香港綠色企業大獎」獲得空前成功，本會決定將本獎項推廣成香港有廣泛認受性的年度盛事。本會將從參與企業在環保管理、環境、安全及健康、綠色管治及可持續採購等各方面作出評審，從中選出在以上範疇有傑出表現的企業。「香港綠色企業大獎 2024」旨在鼓勵各大中小企業及機構，在營運上的決策、責任、管理、表現、持續發展及領導等方面均加入環保、安全及健康考慮元素，令企業在這些方面有承擔的正面形象。

「香港綠色企業大獎 2024」的三大主題為：

1. 表揚參與企業於環保管理、環境、健康及安全、綠色管治及可持續採購的傑出表現；
2. 鼓勵參與企業增加對環境的考慮及責任，改善運作及管理過程中的環境表現；及
3. 肯定願意作出環保承諾和監測其環境管理表現的參與企業。

## **Assessment Criteria 評審標準**

There are five (5) award schemes under the **Hong Kong Green Awards 2024**, including: the **Corporate Green Governance Award (CGGA)**, the **Green Management Award (GMA) – Corporate / Service Provider / Project Management** Categories, the **Environmental, Health and Safety Award (EHSA)**, the **Sustainable Procurement Award (SPA)**, and the **Innovative Initiative Award (IIA)**.

### ***The CGGA incorporates the following FIVE (5) assessment criteria***

1. Corporate Vision
2. Management Systems
3. Environmental Monitoring and Reporting
4. Stakeholder Engagement
5. Corporate Leadership

### ***The GMA – Corporate incorporates the following EIGHT (8) assessment criteria***

1. Policy, Strategy and Leadership
2. Energy Efficiency
3. Water Conservation
4. Waste Management
5. Indoor Environmental Quality (IEQ)
6. Combating Climate Change / Carbon Footprint Reduction
7. Green Procurement / Sustainable Procurement
8. Promotion, Training, Communication and Partnership

### ***The GMA – Service Provider incorporates the following EIGHT (8) assessment criteria***

1. Policy, Strategy and Leadership
2. Energy Efficiency
3. Water Conservation
4. Waste Management
5. Indoor Environmental Quality (IEQ)
6. Combating Climate Change / Carbon Footprint Reduction
7. Green Procurement / Sustainable Procurement
8. Promotion, Training, Communication and Partnership

### ***The GMA – Project Management incorporates the following NINE (9) assessment criteria***

1. Environmental Management and Community
2. Noise Control
3. Air Control
4. Water Control
5. Site Safety Control
6. Waste Management
7. Energy Efficiency
8. Site Environment
9. Green Procurement

### ***The EHSA incorporates the following EIGHT (8) assessment criteria***

1. Business Operation
2. Policy, Strategy and Leadership
3. Management Processes
4. Operational EHS Programmes
5. Promotion, Communication and Partnership
6. Performance Measurement, Checking and Information Management
7. EHS and Business Performance
8. EHS Case Study

### ***The SPA incorporates the following FIVE (5) assessment criteria***

1. Procurement Governance
2. Supply Chain Risk Management
3. Economically, Socially and Environmentally Responsible Procurement Practice
4. Supplier Collaboration and Innovation
5. Climate Action on Supply Chain

### ***The IIA incorporates the following FOUR (4) assessment criteria***

1. Stakeholder Engagement
2. Approach
3. Impact
4. Replicability

「香港綠色企業大獎 2024」包括五個部份 - 企業綠色管治獎、優越環保管理獎 (企業/服務供應商/項目管理)、超卓環保安全健康獎、可持續採購獎及創新倡議獎。

### 企業綠色管治獎

企業綠色管治獎就以下五個範疇進行評審：

1. 企業使命
2. 管理系統
3. 環境監測及報告
4. 持份者參與
5. 企業領導

### 優越環保管理獎

優越環保管理獎(企業)就八個範疇進行評審：

1. 政策、策略及領導
2. 能源效益
3. 節約用水
4. 廢物管理
5. 室內環境質素
6. 對抗氣候變化 / 碳排放控制
7. 環保採購 / 可持續採購
8. 環保宣傳、培訓、溝通及合作伙伴

優越環保管理獎(服務供應商)就八個範疇進行評審：

1. 政策、策略及領導
2. 能源效益
3. 節約用水
4. 廢物管理
5. 室內環境質素
6. 對抗氣候變化 / 碳排放控制
7. 環保採購 / 可持續採購
8. 環保宣傳、培訓、溝通及合作伙伴

優越環保管理獎(項目管理)就九個範疇進行評審：

1. 環境管理及社區
2. 噪音控制
3. 空氣控制
4. 水質控制
5. 工地安全控制
6. 廢物管理
7. 能源效益
8. 工地環境
9. 環保採購

### 超卓環保安全健康獎

超卓環保安全健康獎就八個範疇進行評審：

1. 企業營運
2. 政策、策略及領導
3. 管理程序
4. 營運項目
5. 推廣、培訓、溝通與合作伙伴
6. 表現評估、檢測和資訊管理
7. 環境、安全及健康管理與企業表現
8. 環境、安全及健康案例

### 可持續採購獎

可持續採購獎會就五個範疇進行評審：

1. 採購管治
2. 供應鏈風險管理
3. 對經濟、社會和環境負責的採購實踐
4. 供應商協作與創新
5. 供應鏈氣候行動

### 創新倡議獎

創新倡議獎會就四個範疇進行評審：

1. 持份者參與
2. 方法
3. 影響力
4. 擴展性

## **Enrolment Eligibility 報名資格**

### **Corporate Green Governance Award (CGGA)\* 企業綠色管治獎\***

1. A large company / group of companies authorised to act as a single entity and recognised as such in law;  
在法律下獲定義為單一實體的一間大型公司 / 集團。
2. Continuous existence independent of its subsidiaries with the right to exercise a dominant influence which includes:  
獨立於其子 / 附屬公司並對其子 / 附屬公司有權行使支配性影響力，包括：
  - a) Listed Companies (Index listed)  
上市公司(掛牌公司)
  - b) Statutory / Non-profit distributing Organisations (organisation of which profits are not distributed to its shareholders, members, directors, employees or any other persons with objectives including, but not limited to; charitable welfare, social service, health and medical care, education, research, trade and industrial alliance, professional advancement, self-help support, etc.)  
法定 / 非分配利潤機構 (其利潤不會分派給股東、成員、董事、僱員及任何目標人士，包括但不限於慈善福利、社會服務、醫療服務、教育、科研、貿易和工業聯盟、專業團體、自我經營等團體。)

\*With reference to Companies Ordinance: Schedule 1 - Parent Undertakings and Subsidiary Undertakings

參照《公司條例》附表 1 — 母企業及附屬企業

### **Green Management Award (GMA) 優越環保管理獎 / Environmental, Health and Safety Award (EHSA) 超卓環保安全健康獎 / Sustainable Procurement Award (SPA) 可持續採購獎 / Innovative Initiative Award (IIA) 創新倡議獎**

In order to eligible to enrol a business or organisational entities\* must have current and valid Certificate of Incorporation / Registration and a Business Registration Certificate issued by the HKSAR Company Registry; or equivalent registration documentation.

持有香港特別行政區政府公司註冊處頒發，仍然有效的《公司註冊證書》或《商業登記證》之企業及機構；或擁有相關的公司註冊證明。

\*With reference to these particular Awards categories any Subsidiary(ies) / Section(s) / Department(s) / Division(s) / Branch(es) of “**eligible**” businesses and organisations can enrol independently or collectively instead of or besides an eligible total business or organisation.

備註：

任何合乎報名資格之企業及機構的子公司 / 分區 / 部門 / 分部 / 分支等。

## Winners' Benefits and Rewards 得獎者裨益及回報

- Widespread public notification and recognition of winner status to both (i) targeted interested parties and (ii) general audience in both the public and private sectors. Through various media mediums enhancing public awareness, image and reputation  
得獎機構 / 企業的身份將會受到(i) 業內及(ii) 公眾人士之廣泛肯定，並能透過不同的傳播媒介提升其社會形象
- Invitation and encouragement to have a representative(s) attend and participate in the “Hong Kong Green Awards 2024” Presentation Ceremony.  
得獎機構 / 企業將獲邀出席主辦單位所舉辦的「香港綠色企業大獎 2024」頒獎典禮
- Free publicity and promotion through extensive media coverage of the award winner as an industry model that has committed to greening its strategic and operational management and activities and/or as a leader in green business  
得獎機構 / 企業將會得到傳媒的廣泛報導，使社會各界認知該得獎機構 / 企業在環境管理的傑出表現及作為推動可持續採購之先驅者
- Possible creation and facilitation of subsequent opportunities and initiatives to share the company's / organisation's environmental achievements and experiences at appropriate public events  
有機會在隨後舉行的公開活動中分享機構的環保成就及經驗

## Enrolment Fee 報名費用

Awards 獎項	Corporate 大型企業	SME 中小型企業
Corporate Green Governance Award (CGGA) 企業綠色管治獎 (Headquarters 公司總部)	HK\$ 50,000 港幣五萬元正	N.A/不適用
Green Management Award (GMA) 優越環保管理獎 (Headquarters 公司總部)	HK\$ 38,000 <sup>1</sup> 港幣三萬八千元正 <sup>1</sup>	HK\$ 4,800 港幣四千八百元正
Environmental, Health and Safety Award (EHSA) 超卓環保安全健康獎 (Headquarters 公司總部)	HK\$ 38,000 <sup>1</sup> 港幣三萬八千元正 <sup>1</sup>	HK\$ 4,800 港幣四千八百元正
Sustainable Procurement Award (SPA) 可持續採購獎 (Headquarters 公司總部)	HK\$ 38,000 <sup>1</sup> 港幣三萬八千元正 <sup>1</sup>	HK\$ 4,800 港幣四千八百元正
(Subsidiary / Section / Department / Division / Branch of “eligible” corporates or organisations 企業及機構的 子公司 / 分區 / 部門 / 分部 / 分支)	HK\$ 12,000 <sup>2</sup> 港幣一萬二千元正 <sup>2</sup>	N.A/不適用
Innovative Initiative Award (IIA) 創新倡議獎	HK\$ 12,000 港幣一萬二千元正	HK\$ 4,800 港幣四千八百元正

<sup>1</sup> Applicable to the FIRST enrolment entry (typically the corporate's headquarters)  
適用於首個報名 (一般為公司總部)

<sup>2</sup> Only applicable to a parallel enrolment with GMA and/or EHSA and/or SPA  
只適用於企業(公司總部)同時參與優越環保管理獎及/或超卓環保安全健康獎及/或可持續採購獎

### Definition of SME 中小型企業的定義：

1. Manufacturing business which employs fewer than 100 persons; or  
從事製造業而僱用少於 100 人的企業；或
2. Non-manufacturing business which employs fewer than 50 persons.  
從事非製造業而僱用少於 50 人的企業。

The “**number of persons employed**” includes individual proprietors, partners and shareholders actively engaged in the work of the business; and salaried employees of the business, including full-time or part-time salaried personnel directly paid by the business, both permanent and temporary.

「僱用人數」包括經常參與企業業務的在職東主、合夥人及股東，以及企業的受薪員工，及包括由有關企業直接支付薪酬的全職或兼職受薪僱員，其中包括長期或臨時聘用的僱員。

## **Timeline 時間表**

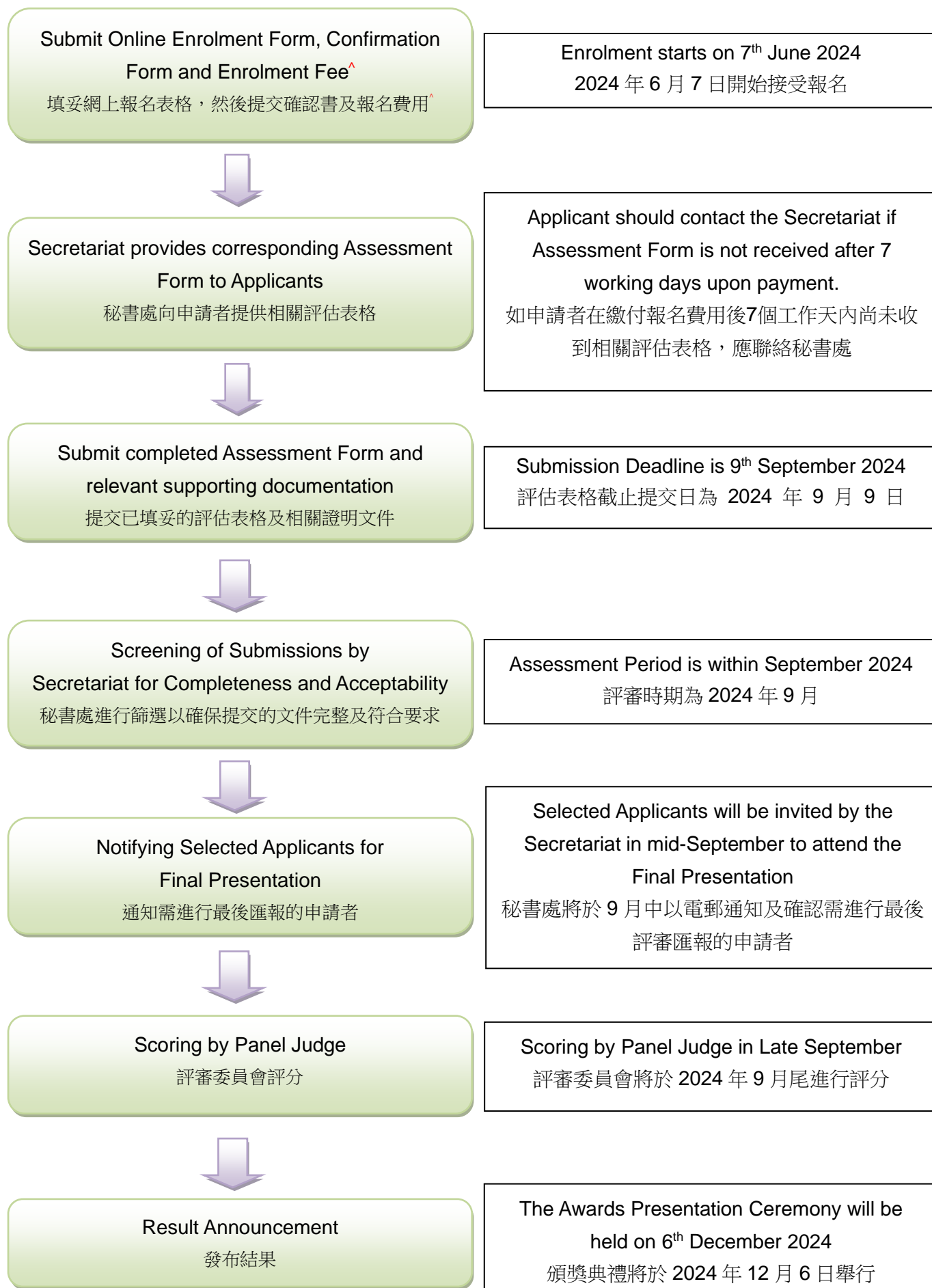
Start of Enrolment 公開接受報名	:	7 <sup>th</sup> June 2024 2024 年 6 月 7 日
Information Dissemination and Experience Sharing Seminar 經驗分享研討會	:	18 <sup>th</sup> June 2024 2024 年 6 月 18 日
Submission Deadline 評估表格截止提交日	:	9 <sup>th</sup> September 2024 2024 年 9 月 9 日
Assessment Period 評審時間	:	September 2024 2024 年 9 月
Finalist Presentation to Panel Judge 評審匯報	:	Late September 2024 2024 年 9 月尾
Awards Presentation Ceremony 香港綠色企業大獎 2024 頒獎典禮	:	6 <sup>th</sup> December 2024 2024 年 12 月 6 日

## **Awards Presentation Ceremony 頒獎典禮**

“Hong Kong Green Awards 2024 Awards Presentation Ceremony” will be held on 6<sup>th</sup> December 2024.

「香港綠色企業大獎 2024 頒獎典禮」將於 2024 年 12 月 6 日舉行。

## Application and Assessment Procedure 報名及評審程序





^ Applicants are required to submit the **Online Enrolment Form** first, followed by the **Confirmation Form and Enrolment Fee** to the Secretariat by post or courier. The Enrolment Fee shall be paid by crossed cheque payable to “Green Council”

Address: Room 703, New World Tower 1, 18 Queen's Road, Central, Hong Kong (Please mark "HKGA" on the envelope.)

^申請者須首先填妥網上報名表格，然後將確認書及報名費用以郵寄或快遞方式提交到秘書處。報名費用需以支票提交，支票抬頭請寫上「環保促進會」。

秘書處地址：香港中環皇后大道中 18 號新世界大廈一期 703 室 (信封註明：「香港綠色企業大獎」)

## **Important Notes 注意事項**

1. Applicants will be notified as soon as possible if an initially submitted application is determined to be incorrect and/or incomplete. For any type of enquiry at this initial process stage (or at any subsequent point), please contact Green Council officials by telephone at +852 3620 2900 / 2810 1122, or through an email message directed to: [hkga@greencouncil.org](mailto:hkga@greencouncil.org)  
如發現申請者所提交的資料有欠完整及/或不符合要求，本會將儘快通知有關的申請者。如有查詢，請致電+852 3620 2900 / 2810 1122 或電郵至 [hkga@greencouncil.org](mailto:hkga@greencouncil.org) 與環保促進會聯絡
2. An official confirmation e-mail notification will be sent to each applicant upon correct and complete submission  
已提交完整資料的申請者將會以電郵形式獲得確認通知
3. Applicants shortlisted for the “*Final Presentation to Panel Judge*” phase will be officially notified and confirmed by email from the Secretariat on or before mid-September 2024. Confirmed applicants **must select and provide an authorised and suitable representative to attend** and participate in the final presentation exercise  
秘書處將於 2024 年 9 月中或之前以電郵通知及確認需進行最後評審匯報的參與單位。有關參與單位**必需**出席有關的最後評審匯報
4. All information and documents submitted by the applicants, as well as judgment/comments given by Panel Judge will only be used in evaluating the qualifications and merits of the applicants for the “Hong Kong Green Awards 2024”  
參與機構/企業提供的所有資料、文件及檔案，以及評審委員會在評審過程中發表的所有評論，均只用作「香港綠色企業大獎 2024」評審之用
5. Under exceptional circumstances where a possible conflict of interest could arise between a Judge(s) and a specific applicant, the particular Judge(s) will not be involved in reviewing/scoring/providing comments on the awards application submission. Further, all reasonable steps will be taken to ensure that the particular Judge(s) will be excluded and prevented from having access to any of the information submitted by the applicant  
如出現參與機構/企業與某評審委員可能有利益衝突的情況，該評判或評審委員將不會參與有利益衝突機構/企業的審閱/評分/甄選及評審工作，亦不能以任何方式接觸該機構/企業提交的資料
6. All information and documentation of a business-sensitive nature submitted by the applicants should be identified as such, and will be regarded and treated as strictly confidential  
參與機構/企業提交的所有資料和文件將絕對保密
7. The Secretariat reserves the right to disqualify applicants upon incomplete or insufficient information submitted  
如參與機構/企業所提交的資料有欠完整或不足，大會秘書處保留終止處理其申請的權利