

主辦機構 Organiser



勞工處

Labour Department

關愛僱員 Caring for Employees

僱員福利 Employee Benefits



好僱主約章  
GOOD EMPLOYER CHARTER

工作與家庭 / 個人生活平衡

Work-family / life Balance

良好勞資溝通 Good Communication

好僱主約章 2020

Good Employer Charter 2020

簡介及參加表格

Introduction and Enrolment Form

## 引言 Introduction

以僱員為本，是良好人事管理措施的基本方針，當中包括：

- ◆ 建立開明的企業文化；
- ◆ 推行關愛僱員的僱傭措施，並讓僱員平衡工作與家庭/ 個人生活；及
- ◆ 與僱員或其組織建立良好的溝通，以達致和諧的勞資關係。

在現今講求工作和家庭生活平衡的趨勢下，採納家庭友善僱傭措施是良好人事管理重要的一環。承接上屆《好僱主約章》提倡的良好人事管理文化及繼續推動企業採納良好人事管理，今屆的《好僱主約章》2020，以「『友』『家』好僱主」為主題，重點鼓勵僱主實施家庭友善僱傭措施，設身處地考慮僱員需擔任的家庭崗位，讓僱員能兼顧工作及履行家庭責任。實施家庭友善僱傭措施除可讓僱員全心工作，提升他們的工作表現及生產力，更可增加僱員對公司的歸屬感，協助公司建立正面形象，達致勞資雙贏。

An employee-oriented approach is the cornerstone of good human resource management practices. These include:

- ◆ developing an enlightened corporate culture;
- ◆ introducing employee-caring employment measures and promoting work-family/ work-life balance; and
- ◆ maintaining good communication with employees or their associations for a harmonious labour relationship.

In the current trend that people cherish work-family balance, adopting family-friendly employment practices is of crucial importance in good human resource management. To continue cultivating the good human resource management culture promoted by the first Good Employer Charter and promoting good human resource management among enterprises, the Good Employer Charter 2020 features the theme of “Family-friendly Good Employer”. Employers are encouraged to empathically consider the family roles of their employees and adopt family-friendly employment practices which can help the employees to balance the responsibilities of their work and family. The adoption of family-friendly employment practices allows the employees to work wholeheartedly, enhances their productivity and work performance. In addition, it can foster a sense of belonging of the employees and help build a positive image of the enterprise, leading to a win-win situation for employers and employees.

## 目的 Objective

《好僱主約章》2020旨在持續推動各行各業及不同規模（包括中小型企業）的僱主，採納以僱員為本及與時並進的良好人事管理措施，並因應僱員的不同家庭責任而訂立合適的家庭友善僱傭政策，協助僱員同時兼顧工作與家庭，共同締造家庭友善的和諧工作間。

The objective of the Good Employer Charter 2020 is to continuously encourage employers of different trades and scale (including small and medium enterprises) to adopt employee-oriented and progressive good human resource management practices. Employers should also formulate family-friendly employment policies by assessing different family responsibilities borne by their employees and help them fulfil their work and family needs simultaneously to create a family-friendly harmonious workplace.

## 參與資格 Eligibility

凡本港私營機構、公營機構（不包括政府政策局及部門）、僱主商會/ 工會/ 專業團體、及非政府機構/ 社會企業/ 教育機構均可參與。參與機構須提供相關證明文件副本（如商業登記證、公司註冊證或其他證明），以供核實身份。

如欲成為《好僱主約章》2020簽署機構，參與機構須提交所需的全部資料、積極推行良好人事管理措施、致力維持良好勞資關係，及遵守相關的勞工法例（例如《僱傭條例》及《職業安全及健康條例》等）。此外，如參與機構欲使用新增的「『友』『家』好僱主」標誌，亦需提交實施家庭友善僱傭措施的詳情及成效的相關資料。

主辦機構有權決定有關機構的參加資格。

All private organisations, public bodies (excluding government bureaux and departments), employers' associations/ trade unions/ professional bodies, and non-governmental organisations/ social enterprises/ educational institutions in Hong Kong are eligible to participate. Participating organisations are required to provide copy of relevant documents for authentication (e.g. Business Registration Certificate, Certificate of Incorporation or other documents).

To be the signatories of the Good Employer Charter 2020, participating organisations are required to provide all the required information, actively implement good human resource management practices, strive to maintain good employer-employee relationship, and comply with relevant labour legislation (e.g. the Employment Ordinance and the Occupational Safety and Health Ordinance, etc.). Also, if participating organisations intend to use the newly added “Family-friendly Good Employer” logo, they should submit relevant information on the details and effectiveness of the adopted family-friendly employment practices.

The Organiser reserves the right to determine the eligibility of all participants.

## 評審團 Panel of Judges

### 盧永鴻教授

Professor Carlos Lo

香港中文大學商學院商業可持續發展中心總監

香港中文大學政治與行政學系系主任

Director, Centre for Business Sustainability, Business School of the Chinese University of Hong Kong

Department Head, Department of Government and Public Administration of the Chinese University of Hong Kong

### 張成雄先生, BBS

Mr Cheung Sing hung, BBS

勞工顧問委員會委員

Member, Labour Advisory Board

### 陳耀光先生

Mr Charles Chan Yiu Kwong

勞工顧問委員會委員

Member, Labour Advisory Board

### 鄭惠貞女士

Ms Margaret Cheng Wai Ching

香港人力資源管理學會會長

President, Hong Kong Institute of Human Resource Management

### 勞工處助理處長

Assistant Commissioner, Labour Department



## 支持機構 Supporting Organisations

(排名依中文筆劃序 In order of number of strokes of Chinese characters)



## 為何要參加？ Why do you need to join?

獲評審團確認為合資格簽署機構可：

- ◆ 獲頒發《好僱主約章》2020 證書；
- ◆ 獲授權於其機構的信紙、刊物和宣傳品內使用約章標誌，為期兩年；及
- ◆ 透過《好僱主約章》2020 主題網頁列出機構名稱，供公眾閱覽。

此外，

- ◆ 如評審團審視機構提交的附加資料後確認其有效推動家庭友善工作文化，除約章標誌外，更可獲授權使用新增的「『友』『家』好僱主」標誌，為期兩年。

合資格簽署機構亦有機會被邀在報章、刊物或勞工處舉辦的宣傳推廣活動，分享實施良好人事管理及家庭友善僱傭措施的心得。

Organisations accredited by the Panel of Judges will:

- ◆ be awarded the Certificate of the Good Employer Charter 2020;
- ◆ be authorised to use the charter logo in their letterheads, publications and promotional materials for two years; and
- ◆ be listed in the signatory list of the Good Employer Charter 2020 on the thematic website for public access.

Besides,

- ◆ Apart from the charter logo, organisations can also be authorised to use the newly added “Family-friendly Good Employer” logo for two years if the Panel of Judges considers they have been effectively promoting family-friendly employment culture after reviewing the additional information they submitted.

Accredited organisations may be invited to share their successful experience on adopting good human resource management and family-friendly employment practices at newspaper, publications or promotional activities organised by the Labour Department.

## 費用 Fee

全免

No participation fee is required

## 結果公布 Announcement of Results

2020年第三季

The third quarter of 2020

## 參加辦法 How to Apply

請將填妥的參加表格連同按需要附加的補充資料於截止日期或之前循下列其中一種途徑交回勞工處，所有逾期遞交的申請概不受理：

### 截止日期

2020年3月31日

### 遞交途徑

**郵寄：** 勞工處勞資協商促進科  
九龍旺角聯運街30號旺角政府合署5樓520室

**電郵：** [gec@labour.gov.hk](mailto:gec@labour.gov.hk)

**傳真：** 2425 4132

Please complete the enrolment form and attach additional information as appropriate and return it to the Labour Department on or before the submission deadline by one of the following means. Late application will not be accepted:

### Submission Deadline

31 March 2020

### Means of Submission

**By mail:** Workplace Consultation Promotion Division, Labour Department  
Room 520, 5/F, Mongkok Government Offices,  
30 Luen Wan Street, Mongkok, Kowloon

**By email:** [gec@labour.gov.hk](mailto:gec@labour.gov.hk)

**By fax:** 2425 4132

## 查詢 Enquiries

如有任何查詢，歡迎致電3165 1664或電郵至[gec@labour.gov.hk](mailto:gec@labour.gov.hk)。計劃內容及參加表格亦可於《好僱主約章》2020網頁（[www.gec.labour.gov.hk](http://www.gec.labour.gov.hk)）下載。

For any enquiry, please call 3165 1664 or email to [gec@labour.gov.hk](mailto:gec@labour.gov.hk). The campaign information and enrolment form can also be downloaded from the thematic website of the Good Employer Charter 2020 ([www.gec.labour.gov.hk](http://www.gec.labour.gov.hk)).





# 《好僱主約章》2020 參加表格

## Good Employer Charter 2020 Enrolment Form

機構名稱\*： (中) \_\_\_\_\_  
Name of Organisation\* : (Chi) \_\_\_\_\_

(英) \_\_\_\_\_  
(Eng) \_\_\_\_\_

\* 請提供相關證明文件副本 (如商業登記證、公司註冊證或其他證明)，以供核實身份

\* Please provide copy of relevant documents for authentication (e.g. Business Registration Certificate, Certificate of Incorporation or other documents)

聯絡人姓名：  先生 Mr (中) (英) \_\_\_\_\_  
Contact Person :  女士 Ms (Chi) (Eng) \_\_\_\_\_

(請在適當方格劃上✓號 Please put a ✓ in the appropriate box)

職銜： (中) (英) \_\_\_\_\_  
Post Title : (Chi) (Eng) \_\_\_\_\_

電話 Tel. no. : \_\_\_\_\_ 傳真 Fax no. : \_\_\_\_\_

地址： (中) \_\_\_\_\_  
Address : (Chi) \_\_\_\_\_

(英) \_\_\_\_\_  
(Eng) \_\_\_\_\_

機構網頁 Website of Organisation : \_\_\_\_\_

電郵 Email : \_\_\_\_\_

業務性質 Nature of business : (請在適當方格劃上✓號 Please put a ✓ in the appropriate box)

私營機構 Private Organisation  公營機構 Public Body

僱主商會/ 工會/ 專業團體 Employers' Association/ Trade Union/ Professional Body

非政府機構/ 社會企業/ 教育機構 Non-governmental Organisation/ Social Enterprise/ Educational Institution

本地僱員人數 Local Employment Size : \_\_\_\_\_ 營運年期 Year(s) of Operation : \_\_\_\_\_ (年 year(s))

所屬行業 (私營機構適用) Industry (For Private Organisation) : \_\_\_\_\_

**本機構承諾會致力成為一個以僱員為本的僱主，並已經實施以下範疇內的良好人事管理措施：**  
The Organisation makes a pledge to be an employee-oriented employer and has adopted the following good human resource management practices of different areas:

(請在適當方格劃上✓號，其他不適用方格請留空 Please put a ✓ in the appropriate box(es), otherwise leave it blank)

## 1. 關愛僱員的僱傭措施 Employment practices to care for employees

- a.  彈性工作時間 Flexi-working hours
- b.  壓縮工作周（例如延長每更工時，以減少每周工作天數）  
Compressed work week (e.g. longer daily working hours for shorter work week)
- c.  五天工作周 Five-day work week
- d.  減少工時 Reducing working hours
- e.  彈性工作地點 Flexi-working place
- f.  居家或遙距辦公 Work from home or remote work
- g.  靈活編更制度 Flexi-rostering
- h.  職位共享 Job sharing
- i.  安排合適崗位/ 工作環境給年長人士 Arranging suitable position/ work for elderly persons
- j.  安排合適崗位/ 工作環境給殘疾人士 Arranging suitable position/ work for persons with disabilities
- k.  安排合適崗位/ 工作環境給少數族裔人士 Arranging suitable position/ work for ethnic minorities
- l.  協調工作安排以便僱員進修/ 照顧家庭  
Adjusting work arrangements to facilitate employees' continuous study/ taking care of family
- m.  優化工作環境/ 設備 Improving work condition/ equipment
- n.  按《颱風及暴雨警告下工作守則》與僱員預早協商惡劣天氣下工作安排  
Engaging with staff in advance for agreeing on the work arrangements under adverse weather conditions in accordance with the Code of Practice in Times of Typhoons and Rainstorms
- o.  緊急財政支援 Emergency financial support
- p.  業務欠佳時，採取另外的措施，儘量避免減薪或裁員  
Adopting alternatives to wage reductions or retrenchments as far as possible during poor business
- q.  訂立職業安全及健康守則和提供相應個人防護裝備  
Establishing occupational safety and health regulations and providing related personal protective equipment

## 2. 促進工作與家庭/ 個人生活平衡的措施 Practices to promote work-family/ work-life balance

- a.  子女託管服務 Child care support
- b.  容許僱員於有需要時帶同子女上班 Allowing employees to bring children to work in case of need
- c.  長者照顧服務 Elderly care support
- d.  壓力或情緒輔導服務 Stress and emotional counselling services
- e.  工作間提供各類員工設施，如：Facilities in workplace, e.g.:
  - 哺乳間 Breastfeeding room
  - 休息室 Rest room
  - 員工餐廳 Staff canteen
  - 健身室 Fitness room
  - 康樂室 Recreation room
- f.  讓家庭成員參與機構活動（如參觀工作地點、家庭同樂日、聚餐）  
Family-participatory activities (e.g. workplace visit, family fun day, meal gathering)
- g.  興趣班、義工隊、體育及休閒活動（如旅行、聚餐）  
Interest classes, voluntary service teams, sports and recreational activities (e.g. travel, meal gathering)
- h.  節日或生日慶祝（如禮物、祝賀電郵） Festival or birthday celebration (e.g. gifts, email greetings)
- i.  節慶特別工作安排（如除夕、平安夜提早下班）  
Special festive work arrangement (e.g. leave early on New Year's Eve, Christmas Eve)
- j.  子女/ 孫兒獎學金或教育資助 Scholarship or education allowance for children/ grandchildren



### 3. 優於法例的僱員福利 Employee benefits that are better than statutory requirements

- a.  按僱員需要給予的特別假期，如：Special leaves to cater for employees' needs, e.g.:
- 結婚假 Marriage leave       恩恤假 Compassionate leave       生日假 Birthday leave
  - 進修假 Study leave       家長假 Parental leave
  - 敬孝假（於父母/祖父母生日當天獲假期）Filial leave (leave on parents'/grandparents' birthday)
  - 緊急家庭事假 Emergency leave on family grounds
- b.  優於法例規定的假期福利 Leave benefits better than statutory requirements
- 年假 Annual leave       病假 Sick leave       產假 Maternity leave       侍產假 Paternity leave
  - 工傷病假 Sick leave for work injuries       放取公眾假期 Entitlement of public holidays
- c.  旅遊津貼 Travel allowance
- d.  進修津貼 Study allowance
- e.  退休保障計劃/僱主額外強積金供款  
Retirement protection scheme/ employer's additional contribution for Mandatory Provident Fund
- f.  醫療保險 Medical insurance
- g.  優於法例規定的僱員補償保險 Better-than-statutory-requirement employees' compensation insurance
- h.  惠及僱員家人的醫療保險 Medical insurance for employee's family members

### 4. 與僱員或其組織有良好溝通 Good communication with employees or their organisation(s)

- a.  正式的溝通協商機制（如常設委員會）  
Formal communication and consultation mechanism (e.g. standing committee)
- b.  非正式的溝通協商機制（如茶聚傾談）  
Informal communication and consultation mechanism (e.g. tea gathering)
- c.  定期向員工發放機構資訊（如員工通訊、電郵）  
Disseminating company information to employees regularly (e.g. staff newsletter, emails)
- d.  僱員就機構政策表達意見的途徑（如意見箱、員工諮詢會議）  
Channel for employees to express their views on company policies (e.g. opinion box, staff consultation meeting)
- e.  更改工作或僱傭事宜前，先諮詢受影響的僱員  
Consulting affected employees before making any changes in work or employment matters
- f.  定期與僱員組織或工會舉行會議  
Regular meeting with employees' organisation(s) or trade union(s)
- g.  僱員意見調查 Employee opinion survey
- h.  獎賞僱員發表意見 Encouraging employees to express their views with incentives
- i.  僱員行為守則 Employees' code of conduct
- j.  公開的僱員表現管理/晉升制度 Transparent performance management/ promotion system
- k.  公開的申訴/紀律程序 Transparent grievance/ disciplinary procedures

◆ 使用「『友』『家』好僱主」標誌所需資料 (可選擇性填寫)

Information required for using “Family-friendly Good Employer” Logo (Optional)

請闡述三項已實施並最有效的家庭友善僱傭措施 (必須包括措施的內容、推行時間、受惠僱員人數及如何透過措施協助僱員履行家庭責任)，每項措施以200字為限。附加資料將被視作考慮機構能否使用額外的「『友』『家』好僱主」標誌的重要因素。

Please elaborate three most effective family-friendly employment practices adopted by the Organisation (must include the details of the practices, implementation period, number of employees benefited and how the policies assisted the employees in discharging their family responsibilities) with **NOT more than 200 words for each practice**. The additional information will be considered as an important factor in deciding whether the Organisation can use the extra “Family-friendly Good Employer” logo.

◆ 附加資料 (可選擇性填寫)

Additional Information (Optional)

請以不多於500字闡述上述或其他良好人事管理措施及/或成功個案（包括措施的目的和內容、推行時期、投放的資源、所達致的成果等）。

Please elaborate the above or other good human resource management practices and/ or successful case(s) in not more than 500 words (including the aim and details of the practices, implementation period, resources involved, results achieved, etc.).

## ◆ 聲明

### Declaration

本人謹代表機構 —

On behalf of the Organisation, I —

- 聲明以上所填報及附加的資料全屬真確無誤；  
declare that all the details and additional information given are true and correct to the best of my knowledge;
- 確認本機構已遵守相關的勞工法例；  
affirm that the Organisation has complied with relevant labour legislation;
- 承諾採納以僱員為本的良好人事管理措施；  
pledge to adopt employee-oriented good human resource management practices;
- 同意勞工處及評審團對《好僱主約章》2020 參與機構的一切決定均為最終決定，並具約束力；及  
agree to abide by the decisions of the Labour Department and the Panel of Judges, which are final and binding on all matters relating to the Good Employer Charter 2020; and
- 同意勞工處使用參加表格內的資料（個人資料\* 除外）用作推廣《好僱主約章》2020 及良好人事管理用途。  
agree that the information provided in this enrolment form (except personal data\*) to be used by the Labour Department for promotional purposes of Good Employer Charter 2020 and good human resource management.

本人（機構代表）同意上述聲明

I (Representative of the Organisation) hereby agree the above declaration

機構代表姓名：

Name of representative of the Organisation :

先生 Mr (中)

(英)

女士 Ms (Chi)

(Eng)

(請在適當方格劃上√號 Please put a ✓ in the appropriate box)

職銜：

Post Title : \_\_\_\_\_

日期：

Date : \_\_\_\_\_

\* 參與機構所提供的個人資料，將由勞工處及其委託的服務公司用作有關《好僱主約章》2020 的通訊及推廣。如機構欲取得或更改所提供的個人資料，請致電3165 1664聯絡勞工處。

\* Personal data provided by participating organisations will be used by the Labour Department and its contracting service provider for the communication and promotion related to the Good Employer Charter 2020. Should the organisations wish to access or correct the data, please contact the Labour Department at 3165 1664.