

主办机构 Organiser



勞工處
Labour Department

简介及参加表格

Introduction and Enrolment Form

支援雇员
家庭需要
Support For
Employees'
Family Needs

关爱雇员
Employee Caring



好雇主约章 GOOD EMPLOYER CHARTER 2026

雇员福利
Employee
Benefits

劳资沟通
Employer-Employee
Communication

主题 Theme



简介及目的 Introduction and Objectives

以雇员为本，是良好人事管理措施的基本方针，当中包括：

- ▶ 建立开明的企业文化；
- ▶ 推行关爱雇员的雇佣措施，并让雇员平衡工作与家庭 / 个人生活；及
- ▶ 与雇员或其组织建立良好的沟通，以达致和谐的劳资关系。

人力资源是企业持续发展的关键。随著营商环境转变及市场对人才的竞争日趋激烈，如何吸引人才成为企业的发展策略重点。人皆有家，雇员除了是机构的一员，在家中亦有一定的角色。推行家庭友善雇佣措施不仅有助平衡雇员工作和家庭与生活的需要，营造更人性化及家庭友善的工作环境，更能提升他们对工作的投入感及忠诚度，促进企业稳定人手及长远竞争力。

承接历届《好雇主约章》鼓励雇主推行良好人事管理，《好雇主约章》2026以「**家·职平衡，与你同行**」为主题，重点鼓励及嘉许雇主支援雇员照顾家庭的需要（包括需要照顾年幼子女的在职父母），实行灵活及多元化的家庭友善雇佣措施，协助减轻雇员照顾家庭的压力，扩大家庭友善文化在职场的影响力，达致劳资双赢。

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.

Human resources are crucial for the sustainable development of enterprises. As the business environment evolves and competition for talent intensifies, attracting talent has become a strategic development focus of enterprises. Everyone has a family. Employees are not only members of the organisations but also members of a family with their own roles. Implementation of family-friendly employment practices not only enhances work-life balance of employees and provides a more humanistic and family-friendly working environment, but also boosts employee engagement and loyalty, thereby contributing to workforce stability and long-term competitiveness of the organisation.

Building on previous Good Employer Charters that encouraged good human resource management, the Good Employer Charter (GEC) 2026 features the theme of "**Work-Family Balance, Together Strive For Brilliance**" which targets to encourage and recognise employers who provide flexible and diversified family-friendly employment practices in response to the family need of their employees (including working parents who need to take care of young children) to alleviate the pressures associated with caregiving responsibilities. Through these initiatives, GEC 2026 aims to foster the family-friendly workplace culture and create a win-win situation for both employers and employees.

活动详情 Campaign Details

参与机构须承诺会致力成为一个以雇员为本的雇主，并按照已实施的良好人事管理措施填写参加表格，获评审团确认为签署机构后可获：

- ▶ 颁发《好雇主约章》2026证书；
- ▶ 授权于其机构的信纸、刊物和宣传品内使用约章标志，为期两年；如获**三届或以上（包括本届）**确认为《好雇主约章》签署机构，将获授权使用**星级约章标志**，以表扬其持续推行良好人事管理措施；
- ▶ 在《好雇主约章》2026专题网页列出机构名称，供公众阅览。



此外，

- ▶ 《好雇主约章》2026特别重视「支援雇员家庭需要的雇佣措施」，**如参与机构已实施五项或以上因应雇员的家庭需要予以支援的家庭友善雇佣措施**，经评审团确认后便可**特别获授权使用「家·职平衡，与你同行」标志**，为期两年，以彰显其对建立家庭友善工作间的承诺及实践。



劳工处会邀请具示范作用的好雇主通过不同的宣传推广渠道，分享实施良好人事管理措施的心得，推动劳资和谐。

The Organisation has to make a pledge to be an employee-oriented employer, and complete the enrolment form in accordance with their implemented good human resource management practices. Signatories accredited by the Panel of Judges will be:

- ▶ awarded the Certificate of GEC 2026;
- ▶ authorised to use GEC 2026 logo in their letterheads, publications and promotional materials for two years; if being accredited as signatories of the Good Employer Charter for **three terms or more (including this term)**, a **premium logo will be awarded**, in recognition of their continuous efforts to implement good human resource management practices; and
- ▶ listed in the signatory list of GEC 2026's thematic website for public access.

Besides,

- ▶ GEC 2026 attaches significance to “Employment practices to support employees' family needs”. **If the Participating Organisation implemented five or more family-friendly employment practices in response to employees' family needs** accredited by the assessment panel, it will be **specially authorised to use the “Work-Family Balance, Together Strive For Brilliance” logo** for a period of two years, in recognition of its commitment to fostering a family-friendly workplace.

The Labour Department will invite exemplary good employers to share their successful experience in adopting good human resource management via different promotion channels, with a view to promoting harmonious labour relations.

参与资格 Eligibility

- 凡本港私营机构、公营机构（不包括政府政策局及部门）、雇主商会 / 工会 / 专业团体、及非政府机构 / 社会企业 / 教育机构均可参与。
- 参与机构须提供相关证明文件副本（如商业登记证、公司注册证明书或其他证明），以供核实身份。主办机构有权决定有关机构的参加资格。
- 如欲成为《好雇主约章》2026 签署机构，参与机构须积极推行良好人事管理措施、致力维持良好劳资关系，及遵守相关的劳工法例（例如《雇佣条例》及《职业安全及健康条例》等）。如有需要，劳工处会要求参与机构就其已实施的良好人事管理措施提交补充资料（例如推行时间、受惠雇员人数等）。
- 参与机构 **如欲额外使用「家·职平衡，与你同行」标志**，须于参加表格第二部分「支援雇员家庭需要的雇佣措施」范畴中选取五项或以上已实施的家庭友善雇佣措施，并同时获评审团确认为《好雇主约章》2026 签署机构。
- 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). The Organiser reserves the right to determine the eligibility of all participants.
- To be the signatories of GEC 2026, participating organisations are required to 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.). If necessary, the Labour Department will request participating organisations to submit supplementary information on the good human resource management practices they have implemented (e.g. implementation time, number of beneficiary, etc.).
- If participating organisations intend to apply for **usage of the specially authorised “Work-Family Balance, Together Strive For Brilliance” logo**, they have to complete the “Employment practices to support employees' family needs” aspect in Part 2 of the Enrolment Form by selecting five or more family-friendly employment practices implemented and be accredited by the Panel of Judges as Signatories of GEC 2026.

费用 Fee

全免

No participation fee is required

结果公布 Announcement of Results

2026年第四季

The fourth quarter of 2026

评审团 Panel of Judges

于健安先生, BBS, JP

Mr Emil Yu Chen On, BBS, JP

劳工顾问委员会雇主委员

Employer Member, Labour Advisory Board

彭韵僖女士, BBS, MH, JP

Ms Melissa Kaye Pang, BBS, MH, JP

家庭议会主席

Chairperson, Family Council

陈伟聪先生

Mr Ricky Chan Wai Chung

劳工顾问委员会雇主委员

Employer Member, Labour Advisory Board

卢永鸿教授

Professor Carlos Lo

香港中文大学商学院商业可持续发展中心主任

香港中文大学政务与政策科学学院教授

Director, Centre for Business Sustainability,

Business School of the Chinese University of Hong Kong

Professor, School of Governance and Policy Science

of the Chinese University of Hong Kong

谭金莲女士, MH

Ms Jenny Tam Kam Lin, MH

劳工顾问委员会雇员委员

Employee Member, Labour Advisory Board

蔡靖民先生

Mr Ian Choy Jing Man

香港人力资源管理学会会长

President, Hong Kong Institute of

Human Resource Management

林伟江议员, MH

Hon Lam Wai Kong, MH

劳工顾问委员会雇员委员

Employee Member, Labour Advisory Board

劳工处助理处长 (劳资关系)

Assistant Commissioner

(Labour Relations),

Labour Department

支持机构 Supporting Organisations

(排名依中文笔划序 In order of number of strokes of Chinese characters)





参加办法 How to Apply

请将填妥的参加表格连同按需要附加的补充资料于截止日期或之前循下列其中一种途径交回劳工处，本处收妥有关表格后将于五个工作天内经电邮发出认收通知，所有逾期递交的申请概不受理。

截止日期



2026年5月31日

递交途径



邮寄：劳工处劳资协商促进科
九龙旺角联运街30号旺角政府合署5楼520室



电邮：gec@labour.gov.hk



传真：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. Acknowledgement will be sent via email within 5 working days after receipt of your application. Late application will NOT be accepted.

Submission Deadline



31 May 2026

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



By fax: 2425 4132



参与机构亦可扫描二维码下载PDF格式的可编辑电子参加表格：

Participating organisation may also scan the QR code to download the editable electronic enrolment form in PDF format:



查询 Enquiries

如有任何查询，欢迎致电 3165 1664 或电邮至 gec@labour.gov.hk 与活动秘书处联络。

For any enquiry, please call 3165 1664 or email to gec@labour.gov.hk to contact the Secretariat of the Campaign.

《好雇主约章》2026参加表格

Good Employer Charter 2026

Enrolment Form

下载电子参加表格
Download E-enrolment Form



* 请提供相关证明文件副本（如商业登记证、公司注册证明书或其他证明），以供核实身份。如曾以其他公司名称成为历届《好雇主约章》签署机构，请提供公司更改名称之证明，以确认获取「星级约章标志」资格（曾经三届或以上（包括本届）获确认为签署机构可获「星级约章标志」）。

* Please provide copy of relevant documents for authentication (e.g. Business Registration Certificate, Certificate of Incorporation or other documents). If your Organisation has been signatory of previous Good Employer Charter under another company name, please provide document proof of change of name for eligibility of "Premium Logo" (If being accredited as the signatories for three terms or more (including this term), a premium logo will be awarded).

基本资料 Basic Information

机构名称* : (中) _____

Name of Organisation* : (Eng) _____

地址 : (中) _____

Address : (Eng) _____

机构网页 Website of Organisation : _____

业务性质 Nature of business : (请在适当方格划上✓号 Please put a ✓ in the appropriate box)

私营机构 Private Organisation 公营机构 Public Body

雇主商会 / 工会 / 专业团体 Employers' Association / Trade Union / Professional Body

非政府机构 / 社会企业 / 教育机构 Non-governmental Organisation / Social Enterprise / Educational Institution

本地雇员人数 Local Employment Size : _____ 营运年期 Year(s) of Operation : _____ (年 year(s))

所属行业 (私营机构适用) Industry (For Private Organisation) : _____

机构曾否成为《好雇主约章》(《约章》)签署机构？请在相应方格划上✓号：

Was Organisation accredited as the signatory of previous Good Employer Charter (GEC)?
please put a ✓ in the appropriate box(es):

首次参加《约章》 First time to join the GEC

《约章》 GEC 2018 《约章》 GEC 2020

《约章》 GEC 2024

最近一届《约章》参考编号 Reference number of the latest term of GEC : G _____

联络人姓名 : 先生 Mr

Contact Person : 女士 Ms (中) _____ (Eng) _____

职衔 Post title : (中) _____ (Eng) _____

电话 Tel. no. : _____ 传真 Fax no. : _____ 电邮 Email : _____

第一部分 Part 1

本机构为《约章》2024签署机构，确认仍然实施在《约章》2024所承诺的良好人事管理措施及支持/参与劳工处有关的服务 / 活动。(如没有新增措施，请直接跳到第三部份；如有新增措施，请填写第二部份。)

Our Organisation is the signatory of GEC 2024 and we confirm that we continue to adopt good human resource management practices and has supported / participated in related services / activities of the Labour Department as committed in GEC 2024. (If no additional practices, please directly go to Part 3 ; Otherwise, please fill in Part 2.)

[如非《约章》2024签署机构] 本机构承诺会致力成为一个以雇员为本的雇主，并已经实施第二部分的良好人事管理措施及支持 / 参与劳工处有关的服务 / 活动。

[For non-signatory of GEC 2024] Our Organisation makes a pledge to be an employee-oriented employer and has adopted the good human resource management practices in Part 2 and has supported / participated in related services / activities of the Labour Department.

(请在适当方格划上✓号 Please put a ✓ in the appropriate box)

第二部分 Part 2

(请在适当方格划上✓号，其他不适用方格请留空) (Please put a ✓ in the appropriate box(es), otherwise leave it blank)

1. 支援雇员家庭需要的雇佣措施 Employment practices to support employees' family needs

如机构 **已实施五项或以上有关支援雇员家庭需要的雇佣措施** 并通过评审，便可**特别获授权使用「家·职平衡，与你同行」标志**，为期两年。

If Organisation **implements five or more employment practices that support employees' family needs** and accredited by the Panel of Judges, it will be **specially authorised to use the "Work-Family Balance, Together Strive For Brilliance" logo** for a period of two years.

- a. 提供兼职 / 半职职位 (如：妈妈更) Offering part-time / split jobs (e.g. mother-shift)
- b. 弹性工作安排 Flexible work arrangements
- c. 弹性工作地点 (如：在家工作或混合工作模式) Flexi-working place (e.g. work from home or hybrid working mode)
- d. 按雇员家庭需要给予的特别假期，如：Special leaves to cater for employees' family needs, e.g.:
 - 育儿假 Childcare leave 家庭事假 Leave on family grounds
 - 家长假 (以便出席子女学校活动) Parental leave (for attending school functions of their children)
 - 敬孝假 (于父母 / 祖父母生日当天获假期) Filial leave (leave on parents' / grandparents' birthday)
 - 结婚假 Marriage leave 恩恤假 Compassionate leave
- e. 优于法例规定的产假福利 Maternity leave benefits better than statutory requirements
- f. 优于法例规定的侍产假福利 Paternity leave benefits better than statutory requirements
- g. 容许雇员于有需要时带同子女上班 Allowing employees to bring children to work in case of need
- h. 工作间提供授乳室 Lactation room in workplace
- i. 子女托管 / 长者照顾服务 Child care / Elderly care support
- j. 子女 / 孙儿奖学金或教育资助 Scholarship or education allowance for children / grandchildren
- k. 节庆特别工作安排 (如：节庆前夕提早下班) Special festive work arrangement (e.g. leave early on holiday eve)
- l. 让家庭成员参与机构活动 (如：参观工作地点、家庭同乐日)
Family-participatory activities (e.g. workplace visit, family fun day)
- m. 惠及雇员家人的医疗保险 Medical insurance for employee's family members
- n. 编制家庭友善雇佣措施的书面指引或政策
Publishing written guidelines or policy on family-friendly employment practices
- o. 其他 Others : _____

2. 关爱雇员的雇佣措施 Employment practices to care for employees

- a. 灵活编更制度 Flexi-rostering
- b. 五天工作周 / 压缩工作周 (例如延长每更工时，以减少每周工作天数)
Five-day work week / Compressed work week (e.g. longer daily working hours for shorter work week)
- c. 尽量避免超时工作，并在有需要超时工作时为雇员提供补偿
Avoid working overtime and provide overtime compensation to employees if needed
- d. 安排合适岗位 / 工作环境给 Arranging suitable position / work for
 - 中高龄人士 Elderly and middle-aged persons 残疾人士 Persons with disabilities
 - 少数族裔人士 Ethnic minorities
- e. 订定雇员在恶劣天气及「极端情况」下工作安排 Make work arrangements in times of adverse weather and "extreme conditions"
 - 书面形式落实有关安排 (如：雇佣合约、员工手册、通告)
Implement the arrangement in writing (e.g. employment contract, staff handbook, notice)
 - 为返回工作地点当值的雇员提供足够的安全设施及个人防护装备
Provide adequate safety facilities and equipment to employees who report for duty at workplaces
 - 不扣减未能按时上班或及时复工雇员的工资及假期 Do not deduct the wages and leaves of employees who are unable to report for duty at workplaces or resume work timely
 - 发放津贴予返回工作地点当值的雇员
Grant duty allowance to employees who report for duty at workplaces

- f. 业务欠佳时，采取另外的措施，尽量避免减薪或裁员 Adopting alternatives to wage reductions or retrenchments as far as possible during poor business
- g. 优化工作环境 / 设备 Improving work condition / equipment
- h. 紧急财政支援 Emergency financial support
- i. 参与劳工处为协助不同就业需要的求职人士而推行的就业计划¹ Participating in the employment programmes¹ of the Labour Department for assisting job seekers with different employment needs
- j. 参与劳工处为推广职业安全及健康所举办的活动 Participating in the publicity activities of the Labour Department for promoting occupational safety and health
- k. 订立职业安全及健康守则和提供相应个人防护装备 Establishing occupational safety and health rules and providing related personal protective equipment
- l. 工作间提供各类员工设施（如：休息室、员工餐厅、康乐室等） Facilities in workplace (e.g. rest room, staff canteen, recreation room, etc.)
- m. 兴趣班、义工队、体育及休闲活动（如：旅行、聚餐） Interest classes, voluntary service teams, sports and recreational activities (e.g. travel, meal gathering)
- n. 节日或生日庆祝（如：礼物、祝贺电邮） Festival or birthday celebration (e.g. gifts, email greetings)
- o. 压力或情绪辅导服务 Stress or emotional counselling services

3. 优于法例的雇员福利 Employee benefits that are better than statutory requirements

- a. 按雇员需要给予的特别假期，如：Special leaves to cater for employees' needs, e.g.:
 - 生日假 Birthday leave
 - 进修假 Study leave
- b. 优于法例规定的假期福利，如：Leave benefits better than statutory requirements, e.g.:
 - 年假 Annual leave
 - 病假 Sick leave
 - 工伤病假 Sick leave for work injuries
 - 放取公众假期 Entitlement of public holidays
- c. 旅游津贴 Travel allowance
- d. 进修津贴 Study allowance
- e. 退休保障计划 / 雇主额外强积金供款 Retirement protection scheme / employer's additional contribution for Mandatory Provident Fund
- f. 其他额外离职补偿金/退休金 Other extra compensation / payment for termination of employment / retirement
- g. 医疗保险 Medical insurance
- h. 优于法例规定的工伤补偿金额 Employees' compensation benefits for work injuries which are better than statutory requirements

4. 与雇员或其组织有良好沟通 Good communication with employees or their organisation(s)

- a. 正式的沟通协商机制（如：常设委员会） Formal communication and consultation mechanism (e.g. standing committee)
- b. 非正式的沟通协商机制（如：茶聚倾谈） Informal communication and consultation mechanism (e.g. tea gathering)
- c. 赞赏 / 奖励雇员表现及贡献 Recognising / awarding employees' performance and contribution
- d. 定期与工会或雇员组织举行会议 Regular meeting with trade union(s) or employees' organisation(s)
- e. 定期向员工发放机构资讯（如：员工通讯、电邮） Disseminating company information to employees regularly (e.g. staff newsletter, email)
- f. 雇员就机构政策表达意见的途径（如：意见箱、雇员意见调查、员工谘询会议） Channel for employees to express their views on company policies (e.g. opinion box, employee opinion survey, staff consultation meeting)
- g. 奖赏雇员发表意见 Encouraging employees to express their views with incentives
- h. 更改工作或雇佣事宜前，先谘询受影响的雇员 Consulting affected employees before making any changes in work or employment matters
- i. 雇员行为守则 Employees' code of conduct
- j. 公开的雇员表现管理 / 晋升制度 Transparent performance management / promotion system
- k. 公开的申诉 / 纪律程序 Transparent grievance / disciplinary procedures

¹ 劳工处推行的就业计划包括「大湾区青年就业计划」、「就业展才能计划」、「中高龄就业计划」、「展翅青见计划」、「工作试验计划」及「再就业津贴试行计划」。

¹ The employment programmes of the Labour Department include the Greater Bay Area Youth Employment Scheme, the Work Orientation and Placement Scheme, the Employment Programme for the Elderly and Middle-aged, the Youth Employment and Training Programme, the Work Trial Scheme and the Re-employment Allowance Pilot Scheme.

第三部分 Part 3

► 附加资料 (可选择性填写) Additional Information (Optional)

请另用纸以不多于 500 字阐述上述或其他良好人事管理措施及 / 或成功个案（包括措施的目的和内容、推行时期、投放的资源、所达致的成果等）。

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

第四部分 Part 4

► 声明 Declaration

本人谨代表机构 —

On behalf of our Organisation, I —

- 声明以上所填报及附加的资料全属真确无误；declare that all the details and additional information given are true and correct to the best of my knowledge;
- 确认本机构已遵守相关的劳工法例；affirm that our Organisation has complied with relevant labour legislation;
- 承诺会致力成为一个以雇员为本的雇主，并已经实施本表格上填报的良好人事管理措施及支持 / 参与劳工处有关的服务 / 活动；pledge to be an employee-oriented employer and has adopted the good human resource management practices filled out in this form and has supported / participated in related services / activities of the Labour Department;
- 同意劳工处于报章、刊物、社交平台及其他途径发布载有机构名称的《好雇主约章》2026签署机构名单；give consent to the Labour Department to publish the Signatories List of Good Employer Charter 2026 containing the name of our Organisation through newspapers, publications, social media platforms and other channels;
- 同意劳工处及评审团对《好雇主约章》2026参与机构的一切决定均为最终决定，并具约束力；agree to abide by the decisions of the Labour Department and Panel of Judges, which are final and binding on all matters relating to the Good Employer Charter 2026;
- 明白参与雇主有机会被邀在报章、刊物、社交平台或劳工处举办的宣传推广活动作分享，推动劳资协作；及understand that our Organisation may be invited to share in newspapers, publications, on social media platforms or through promotional activities organised by the Labour Department, with a view to promoting workplace cooperation; and
- 同意劳工处使用参加表格内的资料（个人资料[#]除外）用作执行及推广《好雇主约章》2026和劳工处举办的其他宣传活动，并用作劳工政策研究、谘询及分析用途。agree that the information provided in this enrolment form (except personal data[#]) will be used by the Labour Department for implementation and promotion of Good Employer Charter 2026, and other publicity activities organised by the Labour Department, and also for labour policy study, consultation and analysis purposes.

本人(机构代表)同意上述声明

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

机构代表姓名：

Name of representative of the Organisation :

先生 Mr

女士 Ms (中) _____ (Eng) _____

(请在适当方格划上✓号 Please put a ✓ in the appropriate box)

电话 Tel no. : _____ 电邮 Email : _____

职衔 Post title : _____ 日期 Date : _____

[#] 参与机构所提供的个人资料，将由劳工处及其委托的服务公司用作有关《好雇主约章》2026的通讯及推广。如机构欲取得或更改所提供的个人资料，请致电3165 1664联络劳工处。

[#] Personal data provided by participating organisations will be used by the Labour Department and its contracting service provider for communication and promotion related to the Good Employer Charter 2026. Should the organisations wish to access or correct the data, please contact the Labour Department at 3165 1664.