

主辦機構 Organiser

 勞工處
Labour Department

簡介及參加表格

Introduction and Enrolment Form

僱

好僱主約章

GOOD EMPLOYER CHARTER 2024

主題 Theme



關愛僱員 Caring for Employees

工作與家庭 / 個人生活平衡 Work-family / life Balance

僱員福利 Employee Benefits

良好勞資溝通 Good Communication

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。



人力資源是企業其中一項重要的資產，而僱員亦日益重視工作與家庭生活平衡，各行業僱主採納良好人事管理措施已經成為招聘及留住人手的重要一環。承接《好僱主約章》2020推動企業採納良好人事管理及家庭友善僱傭措施，《好僱主約章》2024以「為你『家』『友』好僱主」為主題，繼續鼓勵僱主推行及優化以僱員為本的家庭友善僱傭措施，將心比己體諒僱員兼顧工作及家庭的責任，營造家庭友善的工作環境。實施家庭友善僱傭措施既可減輕僱員兼顧工作及家庭的壓力，增加僱員對公司的歸屬感，更可提升僱員工作效率以增加企業競爭力，締造勞資雙贏。

此外，如**連續三屆**（即《好僱主約章》2018、《好僱主約章》2020及《好僱主約章》2024）**獲確認為合資格簽署機構**，今屆獲授權使用的約章標誌將提升為**星級約章標誌**，以表揚其多年來持續推行良好人事管理措施。

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 capital is one of the most important assets of an enterprise. As employees are attaching increasing importance to work-family balance, adopting good human resource management practices is essential to recruiting and retaining manpower in various trades and industries. To continue cultivating the good human resource management and family-friendly employment practices promoted by the Good Employer Charter (GEC) 2020, GEC 2024 features the theme of “**Supportive Family-friendly Good Employer**”. Employers are encouraged to adopt and enhance employee-oriented family-friendly employment practices, putting themselves in the employees’ shoes in discharging both work and family obligations, so as to create a family-friendly working environment. The adoption of family-friendly employment practices helps relieve pressure on employees shouldering both work and family responsibilities. It can also foster employees’ sense of belonging to the company and enhance their efficiency which in turn will boost the competitiveness of the company, leading to a win-win situation for all.

Besides, for an organisation **accredited as the signatories of the Good Employer Charter for three consecutive terms** (i.e. GEC 2018, GEC 2020 and GEC 2024), its charter logo will be upgraded to a **premium logo**, in recognition of their continuous efforts to implement good human resource management practices over the years.

目的 Objective

《好僱主約章》2024旨在持續推動各行業及不同規模（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 GEC 2024 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、公司註冊證明書或其他證明），以供核實身份。主辦機構有權決定有關機構的參加資格。

如欲成為《好僱主約章》2024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「為你『家』『友』好僱主」標誌，亦須提交實施家庭友善僱傭措施的詳情及成效的相關資料。

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 2024, 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 **“Supportive Family-friendly Good Employer”** logo, they have to submit relevant information on the details and effectiveness of the adopted family-friendly employment practices.

為何要參加? Why do you need to join?

評審團確認為合資格簽署機構可獲：

- ▶ 頒發《好僱主約章》2024證書；
- ▶ 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（如**連續三屆**（即《好僱主約章》2018、《好僱主約章》2020及《好僱主約章》2024）**獲確認為合資格簽署機構**，今屆獲授權使用的約章標誌將提升為**星級約章標誌**）；及
- ▶ 《好僱主約章》2024專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「為你『家』『友』好僱主」標誌，為期兩年。



《好僱主約章》2024的合資格簽署機構亦有機會被邀在報章、刊物、社交平台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 GEC 2024;
- ▶ authorised to use GEC 2024 logo in their letterheads, publications and promotional materials for two years (for an organisation **accredited as the signatories of the Good Employer Charter for three consecutive terms** (i.e. GEC 2018, GEC 2020 and GEC 2024), its charter logo will be upgraded to a **premium logo**); and
- ▶ listed in the signatory list of GEC 2024's thematic website for public access.

Besides,

- ▶ apart from the charter logo, organisations can also be authorised to use the **“Supportive 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.

Signatories of GEC 2024 may be invited to share their successful experience on adopting good human resource management and family-friendly employment practices at newspapers, publications, social media platforms 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

2024年第三季

The third quarter of 2024

評審團 Panel of Judges

于健安先生, BBS, JP
Mr Emil Yu Chen On, BBS, JP

勞工顧問委員會委員
Member, Labour Advisory Board

譚金蓮女士
Ms Jenny Tam Kam Lin

勞工顧問委員會委員
Member, Labour Advisory Board

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主任
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

孔子人先生
Mr Lawrence Hung Yu Yun

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)



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



2024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



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 2024

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



查詢 Enquiries



如有任何查詢，歡迎致電3165 1664或電郵至gec@labour.gov.hk。計劃內容及參加表格亦可於《好僱主約章》2024網頁 (www.gec.labour.gov.hk) 下載。

For any enquiry, please call 3165 1664 or email to gec@labour.gov.hk. The campaign information and enrolment form can also be downloaded from GEC 2024's thematic website (www.gec.labour.gov.hk).

《好僱主約章》 2024參加表格

Good Employer Charter 2024 Enrolment Form

機構名稱* : (中) _____

Name of Organisation* : (Eng) _____

* 請提供相關證明文件副本（如商業登記證、公司註冊證明書或其他證明），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)

地址 : (中) _____

Address : (Eng) _____

機構網頁 :
Website of Organisation : _____

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 營運年期
Local Employment Size : _____ Year (s) of Operation : _____ (年 year(s))

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

如機構獲確認為以下《好僱主約章》合資格簽署機構，請在相應方格劃上✓號：
If the Organisation was accredited as signatory(ies) of the following Good Employer Charter, please put a ✓ in the appropriate box(es):

《好僱主約章》2018
Good Employer Charter 2018

《好僱主約章》2020
Good Employer Charter 2020

聯絡人姓名 : 先生 Mr
Contact Person : 女士 Ms (中) _____ (Eng) _____

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

職銜 :
Post title : (中) _____ (Eng) _____

電話 : 傳真 :
Tel. no. : _____ Fax no. : _____

電郵 :
Email : _____

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及支持 / 參與勞工處有關的服務 / 活動：

The Organisation makes a pledge to be an employee-oriented employer and has adopted the following good human resource management practices of different areas and has supported / participated in related services / activities of the Labour Department:

(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. 交錯工作時間 Staggered working hours
- c. 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)
- d. 五天工作周 Five-day work week
- e. 盡量避免超時工作，並在有需要超時工作時為僱員提供補償
Avoid working overtime and provide overtime compensation to employees if needed
- f. 靈活編更制度 Flexi-rostering g. 彈性工作地點 Flexi-working place
- h. 居家或遙距辦公 Work from home or remote work
- i. 安排合適崗位 / 工作環境給中高齡人士 Arranging suitable position / work for the elderly and middle-aged 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《颱風及暴雨情況下工作守則》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. 提供兼職 / 半職職位以釋放勞動力 (包括婦女及長者)
Offering part-time / split jobs to unleash labour force (including women and the elderly)
- q. 參與勞工處為協助不同就業需要的求職人士而推行的就業計劃¹
Participating in the employment programmes¹ of the Labour Department for assisting job seekers with different employment needs
- r. 參與勞工處為推廣職業安全及健康所舉辦的活動
Participating in the publicity activities of the Labour Department for promoting occupational safety and health
- s. 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 rules and providing related personal protective equipment
- t. 業務欠佳時，採取另外的措施，盡量避免減薪或裁員
Adopting alternatives to wage reductions or retrenchments as far as possible during poor business

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.:
- 授乳室 Lactation 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

¹ 勞工處推行的就業計劃包括「大灣區青年就業計劃」、「就業展才能計劃」、「中高齡就業計劃」、「展翅青見計劃」及「工作試驗計劃」。

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 and the Work Trial Scheme.

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. 其他額外離職補償金 / 退休金
Other extra compensation / payment for termination of employment / retirement
- g. 醫療保險 Medical insurance
- h. 優於法例規定的工傷補償金額
Employees' compensation benefits for work injuries which are better than statutory requirements
- i. 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, email)
- 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「為你『家』『友』好僱主」標誌所需資料 (可選擇性填寫)

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

請闡述三項已推行並最惠及僱員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（列明全職 / 兼職）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「為你『家』『友』好僱主」標誌的重要因素。如機構沒有提交此部分的資料，機構將被視作自動放棄使用「為你『家』『友』好僱主」標誌的資格。

Please elaborate **three** most effective family-friendly employment practices adopted by the Organisation (**must include details of the practices, implementation period, number of employees (please specify full-time or part-time employees) benefited and how the policies assisted the employees in discharging their family responsibilities**) in **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 “Supportive Family-friendly Good Employer” logo**. If the Organisation does not submit the required information under this section, the Organisation will be assumed to have forfeited the eligibility for using the **“Supportive Family-friendly Good Employer” logo**.

措施一 Practice 1	
措施內容： Details of the practice :	
推行時間： Implementation period :	已實施超過_____年_____月 Over _____ year(s) and _____ month(s)
受惠僱員人數： Number of employees benefited:	全職：約_____名僱員 Full-time: Approximately _____ employee(s) 兼職：約_____名僱員 Part-time: Approximately _____ employee(s)
措施如何協助僱員履行家庭責任： How the policy assisted the employees in discharging their family responsibilities:	
措施二 Practice 2	
措施內容： Details of the practice :	
推行時間： Implementation period :	已實施超過_____年_____月 Over _____ year(s) and _____ month(s)
受惠僱員人數： Number of employees benefited:	全職：約_____名僱員 Full-time: Approximately _____ employee(s) 兼職：約_____名僱員 Part-time: Approximately _____ employee(s)
措施如何協助僱員履行家庭責任： How the policy assisted the employees in discharging their family responsibilities:	

措施三 Practice 3

措施內容： Details of the practice :	
推行時間： Implementation period :	已實施超過_____年_____月 Over _____ year(s) and _____ month(s)
受惠僱員人數： Number of employees benefited:	全職：約_____名僱員 Full-time: Approximately _____ employee(s) 兼職：約_____名僱員 Part-time: Approximately _____ employee(s)
措施如何協助僱員履行家庭責任： How the policy assisted the employees in discharging their family responsibilities:	

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;
- ▶ 同意勞工處於報章、刊物、社交平台及其他途徑發布載有機構名稱的簽署機構名單；
give consent to the Labour Department to publish the list of signatories containing the name of the Organisation through newspapers, publications, social media platforms and other channels;
- ▶ 同意勞工處及評審團對《好僱主約章》2024參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 2024 ; and
- ▶ 同意勞工處使用參加表格內的資料（個人資料* 除外）用作執行及推廣《好僱主約章》2024 和勞工處舉辦的其他宣傳活動，以及用作勞工政策研究、諮詢及分析用途。
agree that the information provided in this enrolment form (except personal data*) to be used by the Labour Department for implementation and promotion of the Good Employer Charter 2024 and other publicity activities organised by the Labour Department, and also for labour policy study, consultation and analysis purposes.

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

女士 Ms (中) _____ (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》2024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 2024. Should the organisations wish to access or correct the data, please contact the Labour Department at 3165 1664.