



## Green Office Awards Labelling Scheme (GOALS) Green Office Best Practice Criteria Checklist

### Extracted Version

**Do not complete – Full version will be sent to participants**

#### **Requirements:**

SMEs are required to fulfill at least **25** Green Office Best Practice Criteria, including

- 10 Level 1 criteria
- 10 Level 2 criteria; and
- 5 Level 3 criteria

Large Corporations are required to fulfill at least **30** Green Office Best Practice Criteria, including

- 12 Level 1 criteria
- 12 Level 2 criteria; and
- 6 Level 3 criteria

# Level 1

## Category 1: Energy Conservation (EC)

<b>EC2</b>	<b>2. Lighting</b>		
<input type="checkbox"/> Clear light zoning diagram was established for the ease of control of lighting <input type="checkbox"/> Particular staff were assigned to control the turning on and off of light before and after office hours <input type="checkbox"/> Shared portable individual lights were available for individual use during non-office hours <input type="checkbox"/> Lightings were well maintained to keep clean <input type="checkbox"/> Implementation of switch off light policy was monitored daily <input type="checkbox"/> Affix stickers as a reminder to encourage staff switch off lighting after not in use			
Total number of ✓ : ____		At least 3 actions effectively implemented	/6

<b>EC4</b>	<b>4. Office Appliances</b>		
<input type="checkbox"/> Refrigerator, cool water dispenser and/ or dehumidifier was kept away from sunlight and well ventilated <input type="checkbox"/> Insulation of refrigerator and/ or cool water dispenser was well maintained <input type="checkbox"/> Unwanted materials and thick frost were regularly cleared and defrosted from refrigerator <input type="checkbox"/> Particular staff were assigned to control the turning on and off of appliances before and after office hours <input type="checkbox"/> Implementation of switching off appliance policy was monitored daily <input type="checkbox"/> Energy-saving mode was compulsorily activated (within 15 minutes)			
Total number of ✓ : ____		At least 3 actions effectively implemented	/6

<b>EC10</b>	<b>10. Awareness and Education</b>		
<input type="checkbox"/> Staff were encouraged to prevent unnecessary prolonged use of office's appliances <input type="checkbox"/> Staff were encouraged to switch on their individual equipment only when use and switch off before leaving office <input type="checkbox"/> Staff were encouraged to activate auto energy-saving mode (activate within 15 minutes) <input type="checkbox"/> Staff were encouraged to activate energy-saving mode or switch off monitors during lunch hour <input type="checkbox"/> Staff were encouraged to dress light to minimize the use of air-conditioning <input type="checkbox"/> Staff were encouraged to switch off light after the use of a room <input type="checkbox"/> Staff were encouraged to switch off light during lunch hour <input type="checkbox"/> Staff were encouraged to switch off its individual take light before leaving for a long time (> 15 minutes) <input type="checkbox"/> Staff were encouraged to switch off air-conditioning after the use of a room <input type="checkbox"/> Staff were encouraged to switch off air-conditioning during lunch hour <input type="checkbox"/> Staff were encouraged to switch off its individual air-conditioning before leaving for a long time <input type="checkbox"/> Staff were encouraged to use reflectors when there was excessive sunlight			
Total number of ✓ : ____		At least 6 actions effectively implemented	/13

## Category 2: Water Conservation (WC)

WC1	11. Water Policy and Plan		
<div><div><input type="checkbox"/> Documented Water Policy was established and made available to staff</div><div><input type="checkbox"/> Water Plan had at least 1 annual objective with implementation approach</div></div>			
Total number of ✓: ____		At least 1 action effectively implemented	/2

WC6	16. Awareness and Education		
<div><div><input type="checkbox"/> Staff were encouraged to save water by avoiding prolonged water use or overuse</div><div><input type="checkbox"/> Staff were encouraged to drink up all water or beverages in containers before washing</div><div><input type="checkbox"/> Staff were encouraged to shut water taps after use</div><div><input type="checkbox"/> Staff were encouraged to reuse wastewater for irrigation, etc., where applicable</div><div><input type="checkbox"/> cleaning staff or drivers were encouraged to clean with wet mop or cloth instead of flushing</div><div><input type="checkbox"/> Staff were encouraged to clean the cleaning mop and cloth in a container instead of under running water</div></div>			
Total number of ✓ : ____		At least 3 actions effectively implemented	/6

## Category 3: Waste Reduction (WR)

WR3	19. Waste Electrical and Electronic Equipment (WEEE)		
<div><div><div><input type="checkbox"/> Computers or office's electrical and electronic equipment were well maintained to prolong life span</div><div><input type="checkbox"/> Recycle the computers or office's electrical and electronic equipment by EPD assigned recyclers (e.g. Computer Recycling program)</div><div><input type="checkbox"/> Staff were encouraged to reuse the computers or office's electrical and electronic equipment by donating to other organization or individual</div><div><input type="checkbox"/> Staff were encouraged to reuse the electrical &amp; electronic products by donating to other organization or individual</div><div><input type="checkbox"/> Staff were encouraged to recycle the electrical &amp; electronic wastes through EPD assigned recyclers (e.g. Computer Recycling program, Waste Electrical and Electronic Equipment (WEEE) Recycling program, Fluorescent Lamp Recycling program, Rechargeable Battery Recycling program)</div></div></div>			
Total number of ✓ : ____		At least 2 actions effectively implemented	/5

<b>WR6</b>	<b>22. Other Office Wastes</b>	
<input type="checkbox"/> Waste coffee capsules were collected for recycling <input type="checkbox"/> Used clothes were recycled or donated to charitable organization <input type="checkbox"/> Promotion banners or materials were reuse or recycled <input type="checkbox"/> Glass bottles were collected for recycling		
Total number of ✓ : ____	At least 2 actions effectively implemented	/4

<b>WR9</b>	<b>25. Awareness and Education</b>	
<input type="checkbox"/> Staff were encouraged to prepare their own drinks with their own cups at office <input type="checkbox"/> Staff were encouraged to buy snacks in bulk instead of individual package <input type="checkbox"/> Staff were encouraged to buy electrical & electronic equipment and batteries only when necessary <input type="checkbox"/> Staff were encouraged to reuse stationeries, e.g. paper clips, folders, binders, envelopes <input type="checkbox"/> 3-color recycling bin including paper, metal and plastic were available at office		
Total number of ✓ : ____	At least 2 actions effectively implemented	/5

#### Category 4: Paperless / Paper Reduction (PL)

<b>PL1</b>	<b>26. Paperless Policy and Plan</b>	
<input type="checkbox"/> Documented Paperless Policy was established and made available to staff <input type="checkbox"/> Paperless Plan had at least 1 annual objective with implementation approach		
Total number of ✓ : ____	At least 1 action effectively implemented	/2

<b>PL5</b>	<b>30. Multiple Function Device Setting</b>	
<input type="checkbox"/> Printers were well maintained to prevent waste of papers <input type="checkbox"/> Staff were encouraged to use single-sided paper for printing <input type="checkbox"/> Staff were encouraged to set economic mode as default for printing		
Total number of ✓ : ____	At least 1 action effectively implemented	/3

PL8	33. Awareness and Education		
<div><div><input type="checkbox"/> Staff were encouraged to reuse the single-sided paper</div><div><input type="checkbox"/> Staff were encouraged to recycle waste paper</div><div><input type="checkbox"/> Staff were encouraged to save tissue, napkins and paper towel</div><div><input type="checkbox"/> Staff were encouraged to preview and print carefully</div><div><input type="checkbox"/> Staff were encouraged to use double-sided or duplex printing</div><div><input type="checkbox"/> Staff were encouraged to use space efficiency formats</div><div><input type="checkbox"/> Staff were encouraged to use email instead of fax</div><div><input type="checkbox"/> Staff were encouraged to use single-sided paper for printing</div><div><input type="checkbox"/> Staff were encouraged to prevent the receipt of junk fax</div><div><input type="checkbox"/> Staff were encouraged to prevent unnecessary and wrong printing</div></div>			
Total number of ✓ : ____		At least 5 actions effectively implemented	/10

## Category 5: Green Procurement (GP)

GP2	35. Purchasing Need Control		
<div><div><input type="checkbox"/></div><div>Staff were encouraged to review their need and stock available before request for purchasing</div></div> <div><div><input type="checkbox"/></div><div>Staff were encouraged to purchase in bulk to minimize resources utilization in transportation</div></div> <div><div><input type="checkbox"/></div><div>staff were encouraged to purchase in bulk to minimize packaging wastes generated in transportation</div></div>			
Total number of ✓ : ____		At least 2 actions effectively implemented	/3

GP3	36. Suppliers and Subcontractors Selection		
<div><div><input type="checkbox"/> Staff were encouraged to select green suppliers (e.g. certified with ISO 14001, other green awards related to energy saving)</div><div><input type="checkbox"/> Staff were encouraged to purchase product manufactured in Hong Kong or Asia area</div><div><input type="checkbox"/> Staff were encouraged to purchase product delivered by road or sea transportation, rather than air</div><div><input type="checkbox"/> Staff were encouraged to select green suppliers (e.g. certified with ISO 14001, other green awards related to water saving)</div><div><input type="checkbox"/> Staff were encouraged to select green suppliers for papers</div><div><input type="checkbox"/> Staff were encouraged to select suppliers with good compliance of environmental legal requirements</div><div><input type="checkbox"/> Staff were encouraged to select suppliers with good compliance of contractual requirements related to environmental issues</div><div><input type="checkbox"/> Staff were encouraged to select suppliers with environmental policy established</div><div><input type="checkbox"/> Staff were encouraged to select suppliers with environmental training provided to staff</div></div>			
Total number of ✓ : ____		At least 4 actions effectively implemented	/9

## Category 6: Integrated Environmental Management (IEM)

<b>IEM1</b>	<b>40. Transport and Travel</b>
<input type="checkbox"/> Staff were encouraged to walk, use public transport or electrical vehicle <input type="checkbox"/> Staff were encouraged to consider the shortest routing <input type="checkbox"/> Office location was accessible by public transport (within 0.5 km walking distance) <input type="checkbox"/> Catering was available within 0.5 km walking distance <input type="checkbox"/> Management was encouraged to employ staff living nearby <input type="checkbox"/> Staff were encouraged to combine visits of business travel <input type="checkbox"/> Staff were encouraged to prevent unnecessary overseas business travel <input type="checkbox"/> Staff were encouraged to select hotel near to working location <input type="checkbox"/> Staff were encouraged to share hotel room if possible <input type="checkbox"/> Visitors were encouraged to walk, use public transport or electrical vehicle	
Total number of ✓ : ____	At least 5 actions effectively implemented /10

<b>IEM2</b>	<b>41. Greenhouse Gases Management</b>
<input type="checkbox"/> Staff was educated about greenhouse gases and its consequences <input type="checkbox"/> Staff was encouraged to adopt measure to mitigate greenhouses gases emission <input type="checkbox"/> Fire-extinguishing chemicals of lower greenhouse gas emission factor were used (e.g. powder agent) <input type="checkbox"/> Refrigerants of lower greenhouse gas emission factor were used;	
Total number of ✓ : ____	At least 2 actions effectively implemented /4

<b>IEM4</b>	<b>43. Carbon Footprint Management</b>
<input type="checkbox"/> Staff was educated about carbon footprint and its consequences <input type="checkbox"/> Staff was encouraged to adopt measure to mitigate carbon footprint <input type="checkbox"/> <10% carbon footprint was offset	
Total number of ✓ : ____	At least 1 action effectively implemented /3

## Category 7: Education and Awareness (EA)

<b>EA1</b>	<b>45. Management</b>		
<input type="checkbox"/> Written management commitment, e.g. environmental policy, was established <input type="checkbox"/> Management was active to communicate to the organization the importance of environmental protection <input type="checkbox"/> Management was active to review the environmental performance of the organization <input type="checkbox"/> Management was active to show up during environmental functions			
Total number of ✓ : ____		At least 2 actions effectively implemented	/4

<b>EA4</b>	<b>48. Customers, Visitors, Community and Public</b>		
<input type="checkbox"/> Written management commitment, e.g. environmental policy, was transparent to various parties			
Total number of ✓ : ____		Effectively implemented	/1

## Category 8: Green Innovation (GI)

<b>GI1</b>	<b>49. Third-Party Certification and Other Green Awards</b>		
<input type="checkbox"/> HKAAE Certificate of Merit within 3 years prior to the date of application for this programme <input type="checkbox"/> HKGIA Certificate of Merit within 3 years prior to the date of application for this programme <input type="checkbox"/> Hong Kong Green Organization within 2 years prior to the date of application for this programme			
Total number of ✓ : ____		At least 1 action effectively implemented	/3

<b>GI4</b>	<b>52. Cooperation with Charitable Green Group</b>		
<input type="checkbox"/> Participation in environmental related activities with green groups e.g. upcycling workshop, beach cleaning, environmental related seminar, training, eco-tour, etc. for at least 1 instance within 1 year prior to the date of application for this programme <input type="checkbox"/> Participation in volunteer work to support green groups for at least 1 instance within 1 year prior to the date of application for this programme			
Total number of ✓ : ____		At least 1 action effectively implemented	/2

## Level 2

### Category 1: Energy Conservation (EC)

EC2	2. Lighting
<input type="checkbox"/> Light zoning allowed the switching off of light according to the pattern of work and presence of staff <input type="checkbox"/> Timer or plug load controller was widely adopted to control the turn on and off of light before and after office hours <input type="checkbox"/> Natural light, LED, T5 or compact fluorescent lamp with energy label (EMSD's Grade 1 and 2 or equivalent) was adopted besides no tungsten filament lamp was used <input type="checkbox"/> LED emergency exit signage were adopted <input type="checkbox"/> Electronic ballast (EMSD's Grade 1 and 2 or equivalent) was adopted <input type="checkbox"/> Innovative reflectors were adopted <input type="checkbox"/> Lux level of general lighting was around 300 to 500 lux <input type="checkbox"/> Lighting inventory list (with energy consumption data) is maintained <input type="checkbox"/> Delamping campaign to reduce unnecessary light fixtures	
Total number of ✓ : ____	At least 4 actions effectively implemented /9

EC4	4. Office Appliances
<input type="checkbox"/> Refrigerating appliance with energy label (EMSD's Grade 1 and 2 or equivalent) was adopted <input type="checkbox"/> Dehumidifiers with energy label (EMSD's Grade 1 and 2 or equivalent) were adopted <input type="checkbox"/> Television with energy label (EMSD's Grade 1 and 2 or equivalent) was adopted <input type="checkbox"/> Storage type electric water heaters with energy label (EMSD's Grade 1 and 2 or equivalent) was adopted <input type="checkbox"/> Induction cooker with energy label (EMSD's Grade 1 and 2 or equivalent) was adopted <input type="checkbox"/> Timer or plug load controller was adopted to control the turning on and off of cool water dispenser before and after office hours <input type="checkbox"/> Timer or plug load controller was adopted to control the turning on and off of boiler and hot water dispenser before and after office hours <input type="checkbox"/> Timer or plug load controller was adopted to control the turn on and off of individual office equipment before and after office hours <input type="checkbox"/> Timer or plug load controller was adopted to control the turn on and off of common office equipment before and after office hours <input type="checkbox"/> Temperature of boiler and hot water dispenser were well conserved (no feel of heat from external) <input type="checkbox"/> Boiler with thermostat set at 35 °C or below after boil <input type="checkbox"/> Hand dryer with timer or plug load controller set for each use	
Total number of ✓ : ____	At least 5 actions effectively implemented /13

## Category 2: Water Conservation (WC)

<b>WC2</b>	<b>12. Water Saving Devices or Practices</b>		
<input type="checkbox"/> Grade 1 (Voluntary Water Efficiency Labelling Scheme) water taps were adopted <input type="checkbox"/> Grade 1 (Voluntary Water Efficiency Labelling Scheme) urinal equipment were adopted <input type="checkbox"/> Grade 1 (Voluntary Water Efficiency Labelling Scheme) shower heads equipment were adopted <input type="checkbox"/> Water taps with automatic open or close device or automatic closing mechanism were adopted <input type="checkbox"/> Water strainers or aerator were widely adopted <input type="checkbox"/> Dual flush cistern was widely adopted for toilet			
Total number of ✓ : ____		At least 2 actions effectively implemented	/6

<b>WC3</b>	<b>13. Water Reuse and Recycling</b>		
<input type="checkbox"/> Water recycling system installed for downgraded water reuse (e.g. greywater for flushing or cleaning, HVAC condensate recovery for irrigation) <input type="checkbox"/> Rainwater harvesting system was installed for rain water reuse			
Total number of ✓ : ____		At least 1 action effectively implemented	/2

## Category 3: Waste Reduction (WR)

<b>WR2</b>	<b>18. Disposal of Plastic Materials</b>		
<input type="checkbox"/> Reusable containers and utensils were prepared at office and ready for use <input type="checkbox"/> Reusable stirrer or straw were prepared at office and ready for use <input type="checkbox"/> Biodegradable containers and utensils were used <input type="checkbox"/> Biodegradable umbrella bags replaced conventional umbrella bags			
Total number of ✓ : ____		At least 1 action effectively implemented	/4

<b>WR4</b>	<b>20. Food Wastes</b>		
<input type="checkbox"/> Staff were encouraged to bring the surplus food to nearby food banks <input type="checkbox"/> Staff were encouraged to select restaurant implemented recycling of food wastes <input type="checkbox"/> Staff were encouraged to select restaurant partnered with food banks <input type="checkbox"/> Staff were encouraged to bring their own lunch boxes or eat outside instead of take-away <input type="checkbox"/> Staff were encouraged to take remaining food away for later enjoyment <input type="checkbox"/> Staff were encouraged to order appropriate amount and type of food when dining with clients and visitors			
Total number of ✓ : ____		At least 3 actions effectively implemented	/6

## Category 4: Paperless / Paper Reduction (PL)

<b>PL1</b>	<b>26. Paperless Policy and Plan</b>		
<input type="checkbox"/> Documented Paperless Policy was established and made available to staff <input type="checkbox"/> Paperless Plan had at least 1 annual objective with implementation approach			
Total number of ✓ : ____		At least 1 action effectively implemented	/2

<b>PL3</b>	<b>28. Use of Electronic Supporting Medium for External Communication and Promotion</b>		
<input type="checkbox"/> E-fax were fully adopted without fax printing <input type="checkbox"/> E-procurement system was fully adopted			
Total number of ✓ : ____		At least 1 action effectively implemented	/2

<b>PP7</b>	<b>32. Publications e.g. Promotion leaflet, Annual Report, ESG Report and Sustainability Report, etc.</b>		
<input type="checkbox"/> FSC or PEFC certified paper was used for promotion leaflets <input type="checkbox"/> FSC or PEFC certified paper was used for published reports			
Total number of ✓ : ____		At least 1 action effectively implemented	/2

## Category 5: Green Procurement (GP)

<b>GP1</b>	<b>34. Green Procurement Policy and Plan</b>		
<input type="checkbox"/> Green Procurement Plan had at least 2 annual objectives (among which at least 1 quantitative performance indicator) with implementation approaches <input type="checkbox"/> Monitoring and review on the achievement of annual objectives was conducted			
Total number of ✓ : ____		At least 1 action effectively implemented	/2

<b>GP6</b>	<b>39. End of Life Management</b>		
<input type="checkbox"/> Support was provided by supplier to prolong product lifespan <input type="checkbox"/> Agreement with the supplier to recollect spent product for proper disposal			
Total number of ✓ : ____		At least 1 action effectively implemented	/2

## Category 6: Integrated Environmental Management (IEM)

IEM1	40. Transport and Travel
<input type="checkbox"/> Flexi-working hours was allowed to avoid heavy traffic commutes <input type="checkbox"/> Carpooling was widely adopted <input type="checkbox"/> High speed train was used to replace flight whenever available <input type="checkbox"/> Green hotel was selected whenever available <input type="checkbox"/> Video conference equipment was available <input type="checkbox"/> Euro 5 vehicle was adopted <input type="checkbox"/> Public transport information to access the company's premises was provided and updated by the company	
Total number of ✓: ____	At least 3 actions effectively implemented /7

IEM5	44. Low Carbon and Green Diet
<input type="checkbox"/> Monetary or in-kind support was provided to facilitate taking away surplus food in company event (e.g. covering the expense in acquiring containers in restaurants) <input type="checkbox"/> Company abstained from using disposable utensils in company event <input type="checkbox"/> Shark fins and fat choy was not provided in company's event or entertainment <input type="checkbox"/> Low carbon and green diet menu were introduced to staff or stakeholders	
Total number of ✓: ____	At least 1 action effectively implemented /4

## Category 7: Education and Awareness (EA)

EA2	46. Staff
<input type="checkbox"/> Training plan was established for environmental training and program <input type="checkbox"/> Green tips were regularly delivered through emails, bulletin boards, newsletter, intranet and other passive means <input type="checkbox"/> Task force meeting was arranged regularly to monitor & evaluate progress of environmental program and environmental performance	
Total number of ✓: ____	At least 1 action effectively implemented /3

EA3	46. Subcontractors
<input type="checkbox"/> Environmental requirements were included to service contract for subcontractors <input type="checkbox"/> Particular staff were assigned to monitor the subcontractors work on-site <input type="checkbox"/> Environmental performance of subcontractors was regularly reviewed	
Total number of ✓: ____	At least 1 action effectively implemented /3

## Category 8 Green Innovation (GI)

<b>GI3</b>	<b>50. Green Products Design</b>		
<input type="checkbox"/> Awarded in HKAEE Productwise Certificate in Good Class <input type="checkbox"/> Continuous improvement on environmental impact from production or delivery due to change of product design was observed			
Total number of ✓: ____		At least 1 action effectively implemented	/2

<b>GI4</b>	<b>51. Cooperation with Charitable Green Group</b>		
<input type="checkbox"/> Participation in environmental related activities with green groups e.g. upcycling workshop, beach cleaning, environmental related seminar, training, eco-tour, etc. for at least 2 instances within 1 year prior to the date of application for this programme <input type="checkbox"/> Participation in volunteer work to support green groups for at least 2 instances within 1 year prior to the date of application for this programme			
Total number of ✓: ____		At least 1 action effectively implemented	/2

## Level 3

### Category 1: Energy Conservation (EC)

EC1	1. Energy Policy and Plan		
<div><div><input type="checkbox"/></div><div>Energy Plan had at least 3 annual objectives (among which at least 1 quantitative performance indicator) with implementation approaches</div></div> <div><div><input type="checkbox"/></div><div>All annual objectives were achieved and monitoring and review was conducted to explore improvement potential</div></div>			
Total number of ✓ : ____		At least 1 action effectively implemented	/2

EC3	3. Heating, Ventilation, and Air Conditioning (HVAC)		
<div><div><input type="checkbox"/> Windows could be open and good enough for natural air ventilation without air-conditioning for at least autumn and winter</div><div><input type="checkbox"/> Alternative ventilation systems, e.g. fans, were available and good enough for normal air ventilation without air-conditioning for at least autumn and winter</div><div><input type="checkbox"/> Double layered external windows or innovative insulators were widely adopted</div><div><input type="checkbox"/> Air-conditioning zoning allowed the switching off of air-conditioning according to the pattern of work and presence of staff</div><div><input type="checkbox"/> Ventilation system was good enough to ensure no excessive clothes was necessary for anyone at office</div><div><input type="checkbox"/> Heat pump for integrated heating and cooling was adopted</div><div><input type="checkbox"/> Underfloor air distribution system was adopted</div></div>			
Total number of ✓ : ____		At least 2 actions effectively implemented	/7

### Category 2: Water Conservation (WC)

WC2	12. Water Saving Devices or Practices		
<div><div><input type="checkbox"/></div><div>Grade 1 (Voluntary Water Efficiency Labelling Scheme) water taps were fully adopted</div></div> <div><div><input type="checkbox"/></div><div>Grade 1 (Voluntary Water Efficiency Labelling Scheme) urinal equipment were fully adopted</div></div> <div><div><input type="checkbox"/></div><div>Grade 1 (Voluntary Water Efficiency Labelling Scheme) shower heads equipment were fully adopted</div></div> <div><div><input type="checkbox"/></div><div>Water usage in cooling tower was monitored and reviewed</div></div>			
Total number of ✓ : ____		At least 1 action effectively implemented	/4

WC6	16. Awareness and Education		
<div><div><input type="checkbox"/></div><div>Incentives were provided to staff to report leaks &amp; drips</div></div> <div><div><input type="checkbox"/></div><div>Incentives were provided to staff to achieve water savings</div></div>			
Total number of ✓ : ____		At least 1 action effectively implemented	/2

### Category 3: Waste Reduction (WR)

WR5	21. Chemical Wastes and Hazardous Wastes		
<div><div><input type="checkbox"/> Rechargeable batteries with toxic chemicals (e.g. cadmium) were not used</div><div><input type="checkbox"/> Company explored and adopted environmental friendly alternatives for lead acid battery</div><div><input type="checkbox"/> Chemical wastes and hazardous wastes were handled by registered waster processor to prevent leakage</div></div>			
Total number of ✓ : ____		At least 1 action effectively implemented	/3

WR6	22. Other Office Wastes		
<div><div><input type="checkbox"/> Coffee machine did not use disposable capsules or generate small disposable packages</div><div><input type="checkbox"/> Company provided a platform for staff or stakeholders to exchange their unwanted materials</div><div><input type="checkbox"/> Monitor the office wastes and share the record and progress to staff or stakeholders</div></div>			
Total number of ✓ : __		At least 1 action effectively implemented	/3

### Category 4: Paperless / Paper Reduction (PL)

PL2	27. Use of Electronic Supporting Medium for Internal Communication and Operation		
<div><div><input type="checkbox"/> Cloud computing system was available for access of documents with mobile devices</div><div><input type="checkbox"/> Enterprise resources planning system was available (no paper necessary for internal operation)</div></div>			
Total number of ✓ : ____		At least 1 action effectively implemented	/2

PL5	30. Multiple Function Device Setting		
<div><div><input type="checkbox"/></div><div>Printing with security confirmation check (e.g. NFC activation on printer) was fully adopted to prevent mis-printing</div></div> <div><div><input type="checkbox"/></div><div>Tray of single-sided paper was set as default tray for printing</div></div> <div><div><input type="checkbox"/></div><div>Printing quota was established for each individual to monitor paper printing</div></div>			
Total number of ✓ : ____		At least 1 action effectively implemented	/3

### Category 5: Green Procurement (GP)

GP2	35. Purchasing Need Control		
<div><div><input type="checkbox"/></div><div>Green purchasing requirements (carbon footprint) were embedding in purchasing approval system</div></div> <div><div><input type="checkbox"/></div><div>Green purchasing requirements (ecological footprint) were embedding in purchasing approval system</div></div>			
Total number of ✓ : ____		At least 1 action effectively implemented	/2

GP3	36. Suppliers and Subcontractors Selection		
<div><div><input type="checkbox"/> Supplier’s and subcontractor’s compliance with environmental regulation was reviewed and verified throughout the selection process</div><div><input type="checkbox"/> Thresholds for disqualification of suppliers and subcontractors due to environmental violation were well documented, communicated and implemented</div><div><input type="checkbox"/> Mechanism to requalify disqualified suppliers and subcontractors by reviewing environmental performance was well documented, communicated and implemented</div></div>			
Total number of ✓ : ____		At least 1 action effectively implemented	/3

## Category 6: Integrated Environmental Management (IEM)

IEM1	40. Transport and Travel		
<div><div><input type="checkbox"/> VPN (virtual private network) was available for working outside office</div><div><input type="checkbox"/> Work from home was allowed</div><div><input type="checkbox"/> Euro 6 vehicle was adopted</div><div><input type="checkbox"/> Full electric vehicle was adopted</div><div><input type="checkbox"/> Entire fleet was hybrid or full electric vehicles</div></div>			
Total number of ✓ : ____		At least 2 actions effectively implemented	/5

IEM5	44. Low Carbon and Green Diet		
<div><div><input type="checkbox"/></div><div>Only accredited sustainable seafood products (e.g. wild caught seafood certified to the Marine Stewardship Council standard, farmed seafood certified to the Aquaculture Stewardship Council standard, products from AFCD accredited Fish Farm Scheme) were consumed in company events</div></div> <div><div><input type="checkbox"/></div><div>Documented policy and guideline in guiding the choice of seafood in regard of species and source was provided and adhered to</div></div> <div><div><input type="checkbox"/></div><div>Low carbon cooking method (typically cooking method with less energy demand) was prioritized in company events</div></div>			
Total number of ✓ : ____		At least 1 action effectively implemented	/3

## Category 7: Education and Awareness (EA)

EA1	45. Management		
<div><div><input type="checkbox"/> Infrastructure was provided to support the environmental initiatives</div><div><input type="checkbox"/> Financial resources were provided to support the environmental initiatives</div></div>			
Total number of ✓: ____		At least 1 action effectively implemented	/2

EA2	46. Staff		
<div><div><input type="checkbox"/> Training plan was well implemented</div><div><input type="checkbox"/> Environmental awareness was continuously raised through workshop, program and other means in which staff could actively participate</div><div><input type="checkbox"/> Regular consultation for feedback on environmental issues and follow up of feedback in a timely manner</div><div><input type="checkbox"/> Appreciation or award the participation of staff</div><div><input type="checkbox"/> Progress and results of green initiatives were proactively communicated to staff</div></div>			
Total number of ✓ : ____		At least 2 actions effectively implemented	/5

## Category 8: Green Innovation (GI)

GI3	51. Green Products Design		
<div><div><input type="checkbox"/> Electronic channels were widely adopted for advertising purposes</div><div><input type="checkbox"/> FSC paper or PEFC paper or vegetable oil based inks were widely adopted for newsletter/ annual report/ PR purposes</div><div><input type="checkbox"/> FSC paper or PEFC paper or vegetable oil based inks were widely adopted for advertising purposes</div><div><input type="checkbox"/> Environmental footprint of product was regularly updated and available to consumers and the public</div><div><input type="checkbox"/> Product responsibility system was established and financially supported by the company</div><div><input type="checkbox"/> Awarded HKAEE Productwi\$e Certificate in Excellence Class</div><div><input type="checkbox"/> Continuous improvement on environmental impact during application or disposal due to change of product design was observed</div></div>			
Total number of ✓ : ____		At least 2 actions effectively implemented	/7

GI4	52. Cooperation with Charitable Green Group		
<div><div><input type="checkbox"/></div><div>Participation in environmental related activities with green groups e.g. upcycling workshop, beach cleaning, environmental related seminar, training, eco-tour, etc. for at least 3 instances within 1 year prior to the date of application for this programme</div></div> <div><div><input type="checkbox"/></div><div>Participation in volunteer work to support green groups for at least 3 instances within 1 year prior to the date of application for this programme</div></div>			
Total number of ✓ : ____		At least 1 action effectively implemented	/2

End of Extracted Criteria Checklist