



民政事務局  
Home Affairs Bureau



家庭議會  
Family Council  
www.familycouncil.gov.hk



2015/16

# 家庭友善做得到 老闆伙計齊得益

FAMILY-FRIENDLY  
WIN-WIN FOR ALL



家庭友善僱主  
FAMILY-FRIENDLY EMPLOYERS

2015/16

## 簡介

### 家庭議會

家庭議會是一個政府諮詢組織，提供高層次的平台，研究與家庭相關的政策，並向市民大眾推廣愛家人的文化。家庭議會的主要工作，是提倡重視家庭觀念，推廣家庭核心價值，包括「愛與關懷」、「責任與尊重」及「溝通與和諧」，作為促進社會和諧的原動力，以鞏固親密和睦的家庭關係。

### 家庭友善僱傭政策及措施

僱主近年日益關注家庭友善僱傭政策及措施。有關政策及措施有助僱員在工作與家庭生活之間取得平衡，從而帶來提升士氣、促進僱傭關係、減少僱員流失等好處，令僱主及僱員同樣得益。

家庭友善僱傭政策及措施範圍廣泛，大致可分為以下四大類別：

► **與工作相關的家庭友善僱傭政策及措施：**

讓僱員能妥善運用時間，履行家庭責任，例如彈性工作時間、彈性工作地點、靈活工作安排、靈活編更制度、職位共享等。

► **關顧僱員及家庭的安排：**

顧及僱員的家庭狀況，對他們的家庭生活帶來正面影響的關顧安排，例如提供子女託管及長者照顧服務、恩恤假、優於法例規定的產假／侍產假、關顧家庭假、員工輔導服務、職業安全和健康措施等。

► **關顧僱員和家庭的福利和支援：**

為僱員及其家庭所提供的福利及支援，對他們的家庭生活帶來正面影響，例如員工子女獎學金、惠及員工家人的保險計劃、免費或以優惠價選購公司產品或服務、緊急財政支援等。

► **工作以外的家庭友善僱傭政策及措施：**

推廣平衡生活和家庭核心價值的政策及措施，例如公司旅行、社交聚會、特別家庭活動（如：親子講座、家庭同樂日及安排員工家人參觀公司／機構）等。

## 目標

- ▶ 喚起僱主對家庭核心價值重要性的關注，攜手締造有利家庭的文化和環境。
- ▶ 表揚重視家庭友善精神的僱主，鼓勵他們推行家庭友善僱傭政策及措施。

## 參選資格

### 公司

- ▶ 根據《商業登記條例》(第 310 章) 登記或根據《公司條例》(第 622 章) 或在《公司條例》(第 622 章) 生效日期前以《前身條例》(即舊《公司條例》(第 32 章)) 註冊的公司，均符合資格參加獎勵計劃。

### 機構<sup>1</sup>

- ▶ 非政府機構和社會企業。

### 政府政策局／政府部門

- ▶ 可以參與「2015/16 年度支持母乳餵哺獎」。



<sup>1</sup> 這類機構的例子包括教育機構、醫療機構、慈善機構、社會服務機構、社會企業、法定團體、商會及專業團體。有關機構的最終參加資格將由籌備委員會決定。

## 申請／提名

- ▶ 每間公司／機構只可提交一份報名表格。如公司／機構以集團形式經營，其母公司／機構及所屬的子公司／機構亦應分別遞交報名表格，以參選本獎勵計劃。
- ▶ 公司／機構可直接提交報名表格，參選本獎勵計劃。另外，公司／機構亦可被提名參選本獎勵計劃，提名人資格不限。獲提名之公司／機構亦須另行提交報名表格。
- ▶ 各政府政策局／政府部門<sup>2</sup> 可以提交一份報名表格，參選「2015/16 年度支持母乳餵哺獎」。

## 參選組別

### 公司

- ▶ 企業組（在香港聘用 100 名或以上僱員的公司）
- ▶ 中小企組（在香港聘用少於 100 名僱員的公司）

### 機構<sup>3</sup>

- ▶ 機構組（非政府機構和社會企業）

### 政府政策局／政府部門

- ▶ 可以參與「2015/16 年度支持母乳餵哺獎」

<sup>2</sup> 每個政府政策局／政府部門只可就「2015/16 年度支持母乳餵哺獎」提交一份報名表格。報名表格須由總部提交，分區辦事處或個別單位提交之報名表格將不獲受理。

<sup>3</sup> 這類機構的例子包括教育機構、醫療機構、慈善機構、社會服務機構、社會企業、法定團體、商會及專業團體。有關機構的最終參加資格將由籌備委員會決定。

## 獎項

頒發獎項包括：

- ▶「2015/16 年度傑出家庭友善僱主」－ 頒予在推行家庭友善僱傭政策及措施表現傑出，並積極推廣家庭核心價值的公司／機構。
- ▶「2015/16 年度家庭友善僱主」－ 頒予符合家庭友善僱主獎勵計劃要求的公司／機構。
- ▶「2015/16 年度特別嘉許 (金獎)」－ 頒予在 2011 年及 2013/14 年度同時獲得「家庭友善僱主」的 2015/16 年度得獎公司／機構。
- ▶「2015/16 年度特別嘉許」獎－ 頒予在 2011 年或 2013/14 年度曾獲得「家庭友善僱主」的 2015/16 年度得獎公司／機構。
- ▶「2015/16 年度家庭友善創意獎」－ 頒予運用創新意念，為僱員制訂家庭友善僱傭政策及措施，或推廣家庭核心價值的公司／機構。
- ▶「2015/16 年度支持母乳餵哺獎」－ 頒予為正在餵哺母乳的僱員，提供一個合適、友善的環境，讓她們在工作間擠母乳以繼續餵哺孩子的公司／機構／政府政策局／政府部門。



## 流程及時間表



## 評審準則

(a) 「2015/16 年度傑出家庭友善僱主」及「2015/16 年度家庭友善僱主」

評審標準	分數
<b>甲部：家庭友善僱傭政策及措施</b>	<b>50</b>
<ul style="list-style-type: none"> <li>▶ 公司／機構實施與工作相關及／或工作以外的家庭友善僱傭政策及措施，讓僱員能妥善運用時間，履行家庭責任，促進和諧家庭生活。</li> <li>▶ 公司／機構因應僱員家庭狀況，為僱員及其家庭提供的關顧安排、福利及支援，對僱員的家庭生活帶來正面影響。</li> <li>▶ 家庭友善僱傭政策及措施的概念、設計及／或執行範疇均融入創新元素，而這些元素對於該公司／機構、業界、或香港而言都是嶄新的。</li> </ul>	40 10
<b>乙部：對公司／機構及僱員的好處</b>	<b>35</b>
<ul style="list-style-type: none"> <li>▶ 家庭友善僱傭政策及措施對公司／機構及僱員帶來正面影響。</li> <li>▶ 公司／機構能透過一個個案研究／事例／感人故事，闡明其致力促進和諧家庭生活及建立關愛家庭的文。</li> </ul>	15 20
<b>丙部：推行家庭友善僱傭政策及措施的理念及管理層的承諾</b>	<b>15</b>
<ul style="list-style-type: none"> <li>▶ 公司／機構推行家庭友善僱傭政策及措施的理念清晰。</li> <li>▶ 公司／機構管理層致力推廣有利家庭的文及工作環境。</li> </ul>	15
總分	<b>100</b>

(b) 「2015/16 年度家庭友善創意獎」

評審標準	分數
<ul style="list-style-type: none"> <li>▶ 家庭友善僱傭政策及措施的概念、設計及／或執行範疇均融入創新元素，而這些元素對於該公司／機構、業界、或香港而言都是嶄新的。</li> </ul>	10
總分	<b>10</b>

(c) 「2015/16 年度支持母乳餵哺獎」

評審標準
<p>公司／機構／政府政策局／政府部門為正在餵哺母乳的僱員提供一個合適、友善的環境，讓僱員在工作間擠母乳以繼續餵哺孩子。當中包括以下三項措施：</p> <ul style="list-style-type: none"> <li>▶ 容許僱員於分娩後一年內，利用授乳時段擠母乳（以每天工作八小時計算，給予僱員兩節，每節約三十分鐘或合共一小時的授乳時段）；</li> <li>▶ 提供具私隱的空間、合適的座椅及桌子，以及電插座（用於連接母乳泵）；及</li> <li>▶ 提供雪櫃存放母乳（茶水間的雪櫃亦可）。</li> </ul>



### 遞交提名表格

截止日期：二零一六年三月十四日（星期一）

### 遞交報名表格

截止日期：二零一六年四月十四日（星期四）

請循下列其中一個途徑，將提名表格及報名表格遞交至獎勵計劃秘書處：

郵寄： 2015/16 年度家庭友善僱主獎勵計劃秘書處  
香港黃竹坑業興街11號南匯廣場B座16樓

電郵： info@familyfriendlyemployers.gov.hk

傳真： 3104 1443

網上報名： [www.familycouncil.gov.hk/2015\\_16family-friendlyemployers](http://www.familycouncil.gov.hk/2015_16family-friendlyemployers)

### 查詢

如有任何查詢，歡迎閣下於星期一至五（公眾假期除外）上午九時至下午六時，循下列途徑與獎勵計劃秘書處聯絡：

獎勵計劃查詢熱線	電話: 3104 1994
陳佩雯女士 — 行政主任	電話: 2774 8529
馬森沂女士 — 高級經理	電話: 2774 8579

電郵：info@familyfriendlyemployers.gov.hk

### 參選／提名須知

1. 參選公司／機構／政府政策局／政府部門須確保於報名表格中提交的資料真確無誤。
2. 如報名表格資料不全或失實，家庭議會會保留是否接受有關申請之權利。
3. 參選公司／機構／政府政策局／政府部門在評審過程中，須向主辦單位提供所需協助。
4. 參選公司／機構／政府政策局／政府部門須應主辦單位要求，補充所需資料及文件，以供核實。
5. 參選公司／機構／政府政策局／政府部門或提名人所提供的個人資料，將由民政事務局用作有關本獎勵計劃之通訊及推廣的用途。如參選公司／機構／政府政策局／政府部門或提名人欲取得或更改個人資料，請致電3509 7045聯絡家庭議會秘書處。
6. 評判團保留最終決定權。
7. 得獎公司／機構／政府政策局／政府部門須積極參與和獎勵計劃相關的推廣活動，並分享其家庭友善僱傭措施。
8. 得獎公司／機構可將「家庭友善僱主」的標誌用於文具、宣傳資料以及廣告上，例如公司名片、公司信紙、招聘廣告。惟得獎公司／機構不得利用該標誌，明示或暗示其產品及服務獲家庭議會認可；否則，家庭議會會保留取消其使用該標誌之權利。
9. 家庭議會可全權處理終止或修改標誌使用權限之事宜；如有任何爭議，則以家庭議會的決定為最終決定，並受其約束。

## Introduction

### Family Council

The Family Council is an advisory body to the Government. It provides a high-level platform for examining family-related policies and promoting a culture of loving families in the community. The Family Council advocates cherishing the family and promotes the family core values of “Love and Care”, “Respect and Responsibility”, and “Communication and Harmony” as a main driver for social harmony, so as to forge a closer and harmonious relationship amongst family members.

### Family-friendly Employment Policies and Practices

Family-friendly employment policies and practices have, in recent years, become increasingly popular with employers. These policies and practices are intended to help employees balance their work and family lives, thereby bringing benefits to both employers and employees, and in turn resulting in improved morale, enhanced working relationships and reduced staff turnover.

The policies and practices can be broadly classified into the following four categories:

- ▶ **Job-related Family-friendly Employment Policies and Practices** which allow employees to manage their time to take into account their family commitment, e.g. flexi-working hours, flexi-working place, flexi-working arrangement, flexi-rostering, job sharing, etc.
- ▶ **Employee and Family Care Arrangements** that take into consideration the family situation of the employees and have a positive impact on their family life, e.g. child care or elderly care arrangement, compassionate leave, maternity leave/paternity leave that is over and above statutory requirements, family care leave, employee counseling services, occupational safety and health measures, etc.
- ▶ **Employee and Family Care Benefits and Support** offered to employees and/or their family members with a positive impact on their family life, e.g. scholarships for employees' children, insurance coverage for family members, complimentary/discount on corporate goods or services, emergency financial support, etc.
- ▶ **Outside-the-workplace Family-friendly Employment Policies and Practices** which promote work-life balance and family core values, e.g. company trips, social gatherings, special family engagement events, such as parenting seminars, family recreational activities and “Bring-your-family-to-work” day, etc.

## Objectives

- To raise awareness of the employers of the importance of family core values, and to foster a pro-family culture and environment.
- To give recognition to employers that demonstrate a family-friendly spirit and encourage them to implement family-friendly employment policies and practices.

## Eligibility

### Companies

- Companies registered under the Business Registration Ordinance (Chapter 310) or incorporated under the Companies Ordinance (Chapter 622) or the predecessor Ordinance (i.e. the old Companies Ordinance (Chapter 32)) are eligible to participate in the Award Scheme.

### Organisations<sup>1</sup>

- Non-governmental organisations and social enterprises.

### Government Bureaux/Government Departments

- For the Awards for Breastfeeding Support 2015/16.



<sup>1</sup> Examples in this category include educational institutions, healthcare institutions, charitable institutions, social service organisations, social enterprises, statutory bodies, chambers of commerce and professional bodies. The participating organisation's final eligibility will be decided by the Organising Committee.

## Application/Nomination

- Each company/organisation may submit one application. If the company/organisation operates as a group, the holding company/organisation and its subsidiaries should submit separate applications.
- A company/organisation may enter the Award Scheme directly by submitting an application form. Alternatively, a company/organisation can be nominated as a candidate for the Award Scheme. There is no restriction on the eligibility of nominator. The company/organisation being nominated is required to submit the application form.
- Each government bureau/government department<sup>2</sup> may submit one application for the Awards for Breastfeeding Support 2015/16.

## Award Categories

### Companies

- Corporations Category (companies with 100 or more employees in Hong Kong)
- Small and Medium Enterprises (SMEs) Category (companies with less than 100 employees in Hong Kong)

### Organisations<sup>3</sup>

- Organisations Category (non-governmental organisations and social enterprises)

### Government Bureaux/Government Departments

- For the Awards for Breastfeeding Support 2015/16

<sup>2</sup> Each government bureau/government department may submit one application for the Awards for Breastfeeding Support 2015/16. The application should be submitted by the headquarters. An application submitted by a district office or an individual unit will not be accepted.

<sup>3</sup> Examples in this category include educational institutions, healthcare institutions, charitable institutions, social service organisations, social enterprises, statutory bodies, chambers of commerce and professional bodies. The participating organisation's final eligibility will be decided by the Organising Committee.

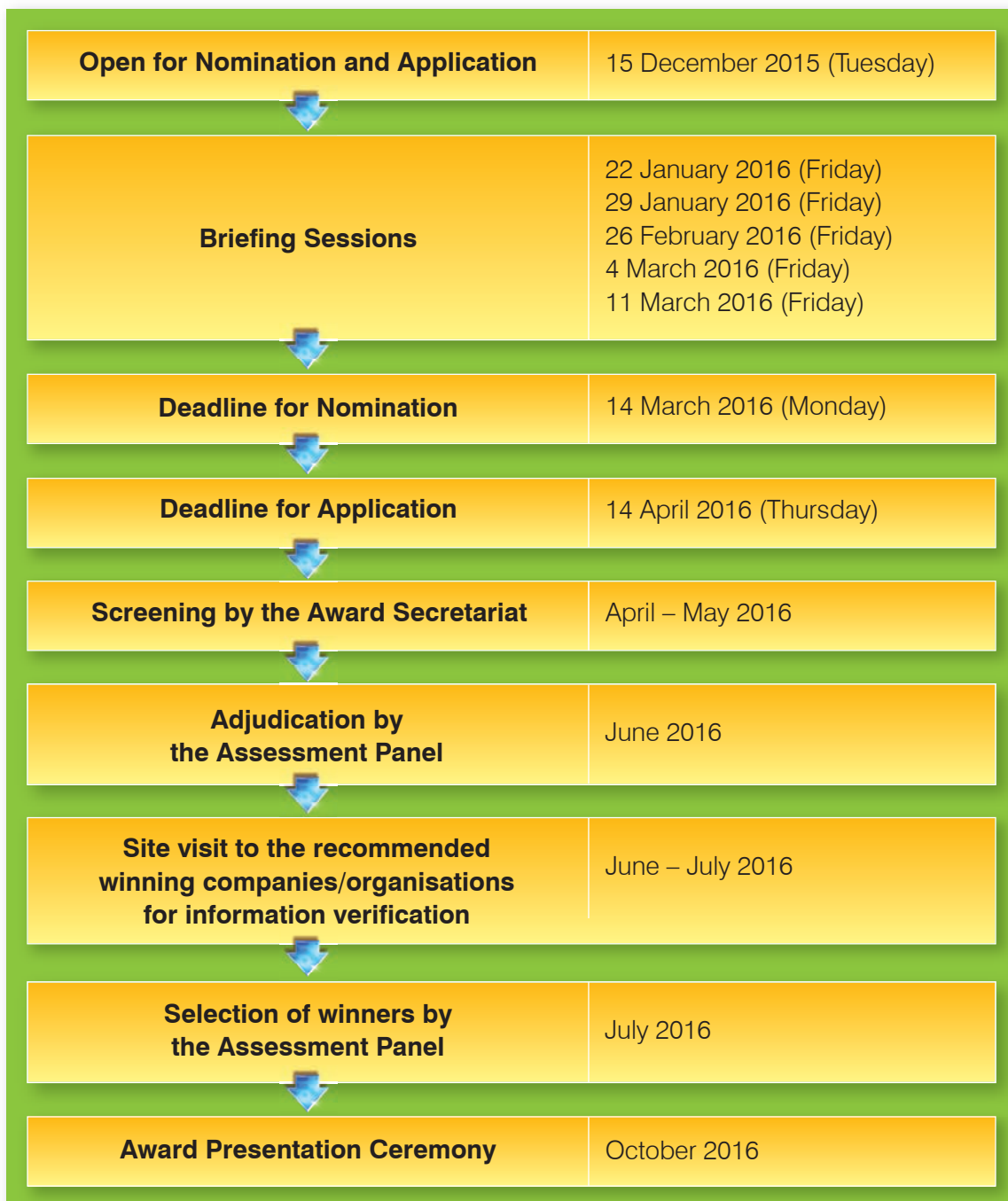
## Awards

The following awards will be awarded:

- **“Distinguished Family-Friendly Employers 2015/16”** will be awarded to companies/organisations demonstrating impressive practices in the implementation of family-friendly employment policies and practices and in the promotion of family core values.
- **“Family-Friendly Employers 2015/16”** will be awarded to companies/organisations fulfilling the family-friendly requirements of the Award Scheme in 2015/16.
- **“Special Mention 2015/16 (Gold)”** will be awarded to awardees of the 2015/16 Award Scheme which have also been awarded the “Family-Friendly Employers” in 2011 and 2013/14.
- **“Special Mention 2015/16”** will be awarded to awardees of the 2015/16 Award Scheme which have also been awarded the “Family-Friendly Employers” either in 2011 or 2013/14.
- **“Awards for Innovation 2015/16”** will be awarded to companies/organisations demonstrating innovative ideas in formulating family-friendly employment policies and practices for their employees or in the promotion of family core values.
- **“Awards for Breastfeeding Support 2015/16”** will be awarded to companies/organisations/government bureaux/government departments providing an appropriate and friendly environment for their breastfeeding employees to express breastmilk in the workplace in order to continue breastfeeding their children.



## Procedure and Schedule



## Assessment Criteria

### (a) “Distinguished Family-Friendly Employers 2015/16” and “Family-Friendly Employers 2015/16”

Assessment Criteria	Point Values
<b>Section 1: Family-friendly Employment Policies and Practices</b>	<b>50</b>
<ul style="list-style-type: none"> <li>▶ The company/organisation has adopted various job-related and/or outside-the-workplace family-friendly employment policies and practices that enable employees to manage their time to undertake their family commitment and balance family life.</li> <li>▶ The company/organisation has provided employee and family care arrangements, benefits and support which take into consideration the employees' family situation and have a positive impact on their family life.</li> <li>▶ The policies and practices are innovative in their concept, design and/or implementation and are new to the company/organisation, or to the industry, or to Hong Kong.</li> </ul>	40 10
<b>Section 2: Benefits to the Company/Organisation and Employees</b>	<b>35</b>
<ul style="list-style-type: none"> <li>▶ The policies and practices have a positive impact on the company/organisation and the employees.</li> <li>▶ The company/organisation has clearly demonstrated its commitment to family life and fostering a culture of loving family through a case study/an example/a touching story.</li> </ul>	15 20
<b>Section 3: Rationale Behind the Implementation of Family-friendly Employment Policies and Practices and Management Commitment</b>	<b>15</b>
<ul style="list-style-type: none"> <li>▶ The rationale behind the implementation of the policies and practices is well-defined.</li> <li>▶ The management is committed to promoting a pro-family culture and work environment.</li> </ul>	15
<b>Total</b>	<b>100</b>

**(b) “Awards for Innovation 2015/16”**

Assessment Criteria	Point Values
<ul style="list-style-type: none"> <li>➤ The policies and practices are innovative in their concept, design and/or implementation and are new to the company/organisation, or to the industry, or to Hong Kong.</li> </ul>	10
<b>Total</b>	<b>10</b>

**(c) “Awards for Breastfeeding Support 2015/16”**

Assessment Criteria
<p>The company/organisation/government bureau/government department has provided an appropriate and friendly environment for their breastfeeding employees to express breastmilk in the workplace in order to continue breastfeeding their children. The following three measures should be in place:</p> <ul style="list-style-type: none"> <li>➤ Allowing lactation breaks for employees to express breastmilk within a year after delivery (two 30-minute lactation breaks or an hour in total for an eight-hour working day).</li> <li>➤ Providing a space with privacy, an appropriate chair, a table and an electrical socket for connecting breastmilk pumps.</li> <li>➤ Providing a refrigerator for storing breastmilk (a pantry refrigerator will do).</li> </ul>



### Submission of Nomination Form

Deadline for Nomination: 14 March 2016 (Monday)

### Submission of Application Form

Deadline for Application: 14 April 2016 (Thursday)

All Nomination Forms and Application Forms shall be submitted to the Award Secretariat by one of the following channels:

Mail: The Secretariat, 2015/16 Family-Friendly Employers Award Scheme  
16/F, Tower B, Southmark, 11 Yip Hing Street, Wong Chuk Hang, Hong Kong  
Email: [info@familyfriendlyemployers.gov.hk](mailto:info@familyfriendlyemployers.gov.hk)  
Fax: 3104 1443  
Online submission: [www.familycouncil.gov.hk/2015\\_16family-friendlyemployers](http://www.familycouncil.gov.hk/2015_16family-friendlyemployers)

### Enquiries

For enquiries, you are welcome to contact the Award Secretariat between 9am and 6pm from Monday to Friday (excluding public holidays):

Telephone enquiry helpline:	Tel: 3104 1994
Ms Astred Chan, Executive Officer	Tel: 2774 8529
Ms Sunnie Ma, Senior Manager	Tel: 2774 8579

Email: [info@familyfriendlyemployers.gov.hk](mailto:info@familyfriendlyemployers.gov.hk)

### Notes

1. Participating companies/organisations/government bureaux/government departments shall ensure that all information provided in the application form is true and accurate.
2. The Family Council may reject an application in case information provided in the application form is incomplete or inaccurate.
3. Participating companies/organisations/government bureaux/government departments shall provide required assistance to the organiser throughout the adjudication process.
4. Additional information and supporting documents shall be provided for verification upon request.
5. Personal data provided by participating companies/organisations/government bureaux/government departments or nominators will be used by the Home Affairs Bureau for the purpose of communication and promotion related to the Award Scheme. Should the participating companies/organisations/government bureaux/government departments or nominators wish to access or correct the data, please contact the Family Council Secretariat at 3509 7045.
6. The decision of the Assessment Panel is final.
7. The winning companies/organisations/government bureaux/government departments shall actively participate in all award and publicity activities and be willing to share their practices.
8. Awardees may use the "Family-Friendly Employers" Logo on stationery, promotional literature and in advertising e.g. business cards, company letterhead, recruitment advertisements. In using the Logo, the companies/organisations must not implicitly or explicitly state that the Family Council approves their products or services. Otherwise, the Family Council may withdraw the right of awardees to use the Logo.
9. The Family Council reserves the sole right to terminate or modify the right of awardees to use the Logo. In the event of dispute, the decision of the Family Council shall be final and binding.



**家庭友善僱主**  
**FAMILY-FRIENDLY EMPLOYERS**  
**2015/16**



民政事務局  
Home Affairs Bureau



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