



2017/18 Family-Friendly Employers Award Scheme



民政事務局
Home Affairs Bureau



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



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.

FAMILY-FRIENDLY EMPLOYMENT POLICIES AND PRACTICES

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

MORE FAMILY-FRIENDLY, LESS ANXIETY



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

(a) Work-related Policies and Practices

that allow employees to manage their time with due regard to their family commitments, e.g. flexi-working hours, flexi-working place, flexi-working arrangement, flexi-rostering, job sharing, etc.

(b) Employee and Family Care Arrangements

that accommodate the family or personal situation of the employees, e.g. child care or elderly care arrangement, compassionate leave, maternity leave/paternity leave beyond statutory requirements, family care leave, employee counselling services, occupational safety and health measures, etc.

(c) Employee and Family Benefits and Support

that bring direct and/or material benefits or assistance to employees and/or their family members, e.g. scholarships for employees' children/grandchildren, insurance coverage for family members, complimentary offer of/discount on corporate goods or services, emergency financial support, etc.

(d) Employee Activities

that 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.

(e) Breastfeeding Policies and Practices

for breastfeeding employees to express breastmilk in the workplace in order to continue breastfeeding their children.

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 Companies Ordinance (i.e. the old Companies Ordinance (Chapter 32)).¹

Organisations

- ▶ Non-governmental organisations and social enterprises.²

Government Bureaux/Departments

- ▶ Government bureaux/departments are eligible to participate in the “Outstanding Family-Friendly Employment Practices 2017/18” and “Awards for Breastfeeding Support 2017/18”.³

1. Participating companies are required to provide Business Registration Certificates together with the online Application Form.

2. This category includes **educational institutions, healthcare institutions, charitable institutions, social service organisations, social enterprises, statutory bodies, chambers of commerce and professional bodies**. Participating organisations are required to provide supporting document together with the online Application Form to verify its non-governmental organisation or social enterprise status. The participating organisation's final eligibility will be decided by the Organising Committee.

3. Each government bureau/department may submit one application for the “Outstanding Family-Friendly Employment Practices 2017/18” and/or “Awards for Breastfeeding Support 2017/18”. The application should be submitted by the headquarters. An application submitted by a district office or an individual unit will not be accepted.

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

- ▶ Organisations Category

Government Bureaux/Departments

- ▶ For the “Outstanding Family-Friendly Employment Practices 2017/18”
and “Awards for Breastfeeding Support 2017/18”

Awards and Recognition

The following awards will be presented:

“Family-Friendly Employers - Grand Award 2017/18”

will be awarded to companies/organisations which consistently receive “Distinguished Family-Friendly Employers” awards and have remarkable achievements in introducing new or innovative family-friendly employment policies and practices and/or extending the coverage of beneficiaries of the policies and practices.

“Meritorious Family-Friendly Employers 2017/18”

will be awarded to companies/organisations that have adopted impressive family-friendly employment policies and practices and demonstrated commitment in the implementation of the policies and practices.

“Family-Friendly Employers 2017/18”

will be awarded to companies/organisations that have fulfilled the basic requirements on adoption of the family-friendly employment policies and practices.

“Special Mention 2017/18 (Gold)”

will be awarded to awardees of the 2017/18 Award Scheme which have been awarded the “Family-Friendly Employers” thrice since the 2011 Award Scheme.

“Special Mention 2017/18”

will be awarded to awardees of the 2017/18 Award Scheme which have been awarded the “Family-Friendly Employers” twice since the 2011 Award Scheme.

“Outstanding Family-Friendly Employment Practices 2017/18”

will be awarded to companies/organisations/government bureaux/departments that have adopted exceptionally meritorious family-friendly practices.

“Awards for Breastfeeding Support 2017/18”

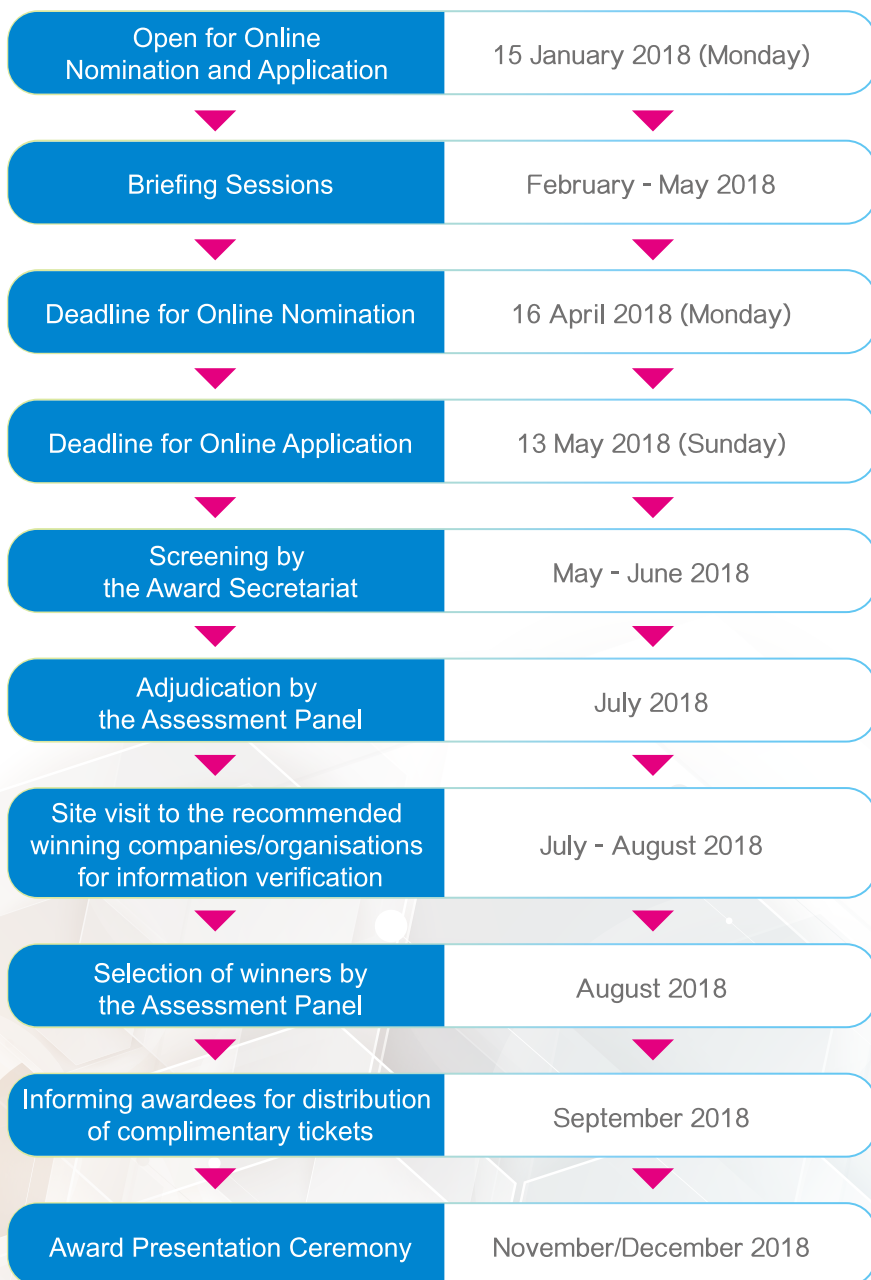
will be awarded to companies/organisations/government bureaux/departments that have adopted a breastfeeding friendly workplace policy for their employees.

Prizes



The Award Presentation Ceremony of the 2017/18 Family-Friendly Employers Award Scheme will be held at a theme park in Hong Kong. Complimentary admission tickets to the theme park on the same day will be given to awardees of “Family-Friendly Employers – Grand Award 2017/18”, “Meritorious Family-Friendly Employers 2017/18”, “Special Mention 2017/18 (Gold)” and “Outstanding Family-Friendly Employment Practices 2017/18” for distribution to their employees and family members.

Procedure and Schedule



Assessment Criteria



For Corporations / Small and Medium Enterprises (SMEs) / Organisations Categories

Assessment Criteria	Points
Section 1: Family-friendly Employment Policies and Practices	50
The company/organisation's family-friendly employment policies and practices cover:	
(a) Work-related policies and practices that allow employees to manage their time with due regard to their family commitments;	8
(b) Employee and family care arrangements that accommodate the family/personal situation of the employees;	8
(c) Employee and family benefits and support that bring direct and/or material benefit or assistance to employees and/or their family members;	8
(d) Employee Activities that promote work-life balance and family core values; and	8
(e) Breastfeeding policies and practices that provide an appropriate and friendly environment for their breastfeeding employees to continue breastfeeding their children. ⁴	8
The company/organisation has introduced new and/or enriched the content of its family-friendly employment policies and practices, and/or extended the coverage of beneficiaries of its policies and practices since April 2016.	10
Section 2: Best Practices Sharing	20
The company/organisation's family-friendly employment policies and practices are:	10
(a) innovative in concept, design and/or implementation; and/or	
(b) exemplary in the concerned industry; and/or	
(c) flexible in design and/or implementation that best meet the needs of the employees and demonstrate the employer's care to the employees.	
The company/organisation demonstrates clear commitment in implementing the above best practices and fostering a culture of loving family through a real case example.	10
Section 3: Benefits to the Company/Organisation and Employees	15
The policies and practices have a positive impact on the company/organisation and the employees.	
Section 4: Rationale Behind the Implementation of Family-friendly Employment Policies and Practices and Management Commitment	15
(a) The rationale behind the implementation of the policies and practices is well-defined; and	
(b) The management is committed to promoting a pro-family culture and work environment.	
Total	100

4 Please see detailed assessment criteria at Section (2) on the next page.

Assessment Criteria

For Government Bureaux / Departments

Assessment Criteria	Points
Section 1: Best Practices Sharing	20
<p>The government bureau/department's family-friendly employment policies and practices are:</p> <p>(a) innovative in concept, design and/or implementation; and/or</p> <p>(b) exemplary in the concerned aspect; and/or</p> <p>(c) flexible in design and/or implementation that best meet the needs of the employees and demonstrate the management's care to the employees.</p>	10
<p>The government bureau/department demonstrates clear commitment in implementing the above best practices and fostering a culture of loving family through a real case example.</p>	10
Total	20
Section 2: Breastfeeding Policies and Practices	
<p>The government bureau/department has provided an appropriate and friendly environment for their breastfeeding employees to continue breastfeeding their children. The measures should comprise the following:</p> <p>(a) Allowing lactation breaks for employees to express breastmilk for at least one year after childbirth, and to adopt a flexible approach thereafter. The lactation breaks can be flexibly arranged and in general, comprise about two 30-minute lactation breaks or an hour in total for an eight-hour working day;</p> <p>(b) Providing a space with comfortable chair(s) and electric outlet(s) for operating the breast pump; and</p> <p>(c) Providing refrigerating facilities for safe storage of expressed breastmilk (a pantry refrigerator will do).</p> <p>(d) (Optional) Other measures to support breastfeeding employees to continue breastfeeding their children.</p>	



Online Application

- ▶ The Award Scheme only accepts online application : www.ffeas.hk
- ▶ There are two sets of online application forms as follows:
 - ▶ Online Application Form for Corporations/SMEs/Organisations Categories
 - ▶ Online Application Form for Government Bureaux/Departments

For Corporations / Small and Medium Enterprises (SMEs) / Organisations Categories

Each company/organisation may submit one online application. For subsidiaries operating under a group, they may choose to either submit separate applications or join the holding company or organisation to submit a joint application.

The Online Application Form for Corporations/SMEs/Organisations Categories comprises the following sections:

- Section 1: Details of the Company/Organisation
- Section 2a: Family-friendly Employment Policies and Practices
- Section 2b: Best Practices Sharing
- Section 2c: Benefits to the Company/Organisation and Employees
- Section 2d: Rationale Behind the Implementation of Family-friendly Employment Policies and Practices and Management Commitment
- Section 3: Declaration

Participating companies/organisations of the **“Meritorious Family-Friendly Employers 2017/18”** are required to complete **all** the above Sections. They will be automatically be eligible for consideration of the awards of **“Family-Friendly Employers - Grand Award 2017/18”** (five awards in each of the categories of “Corporations”, “SMEs” and “Organisations”), and **“Outstanding Family-Friendly Employment Practices 2017/18”** (a total of ten awards covering also the category of Government Bureaux/Departments).

Participating companies/organisations of the **“Family-Friendly Employers 2017/18”** are required to complete Sections 1, 2a and 3 only.

Winners of the **“Awards for Breastfeeding Support 2017/18”** will be selected from among all participating companies/organisations.

Application and Nomination

For Government Bureaux / Departments

Each government bureau/department may submit one online application for the “Outstanding Family-Friendly Employment Practices 2017/18” and/or “Awards for Breastfeeding Support 2017/18”.

The online application form for government bureaux/departments comprises the following sections:

- Section 1: Details of the Government Bureau/Department
- Section 2a: Best Practices Sharing
- Section 2b: Breastfeeding Policies and Practices
- Section 3: Declaration

Participating government bureaux/departments of the “**Award for Breastfeeding Support 2017/18**” and “**Outstanding Family-Friendly Employment Practices 2017/18**” are required to complete all the above Sections.

Participating government bureaux/departments of the “**Awards for Breastfeeding Support 2017/18**” are required to complete **Sections 1, 2b and 3 only**.

Guidelines for Online Application



- ▶ Before filling in the online application form, please download and read the “Online Application Guide” from www.ffeas.hk. Please follow the “Online Application User Guide” to complete the required sections of the online application form.
- ▶ If you cannot complete all the sections required in one attempt, you can use the ‘SAVE and EXIT’ button in each section to save the parts you have input. By clicking the ‘SAVE and EXIT’ button before logging off, a Reference Code will be generated by the system for each application form and will be sent to you by email. You can retrieve the information saved with the Reference Code for continuation of the application.
- ▶ Once submitted, the online application form cannot be modified, replaced or cancelled. Companies/ Organisations/ Government bureaux/ departments are advised to save a copy of the application form before submission.
- ▶ Please fill in and submit the online application form at or before 11:59 p.m. on 13 May 2018 (Sunday). Late submission will be not considered.

Application Deadline
13 May 2018

Online Nomination

- ▶ The Award Scheme only accepts online nomination: www.ffeas.hk
- ▶ A company/organisation may be nominated as a candidate for the Award Scheme. The completed online nomination form should be submitted at or before 11:59 p.m. on 16 April 2018 (Monday). Late submission will be not considered. There is no restriction on the eligibility of nominator. The company/organisation being nominated is required to submit an online application form by the Application Deadline at or before 11:59 p.m. on 13 May 2018 (Sunday).

Enquiries

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

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|--|----------------|
| ▶ Telephone enquiry helpline: | Tel: 3104 1443 |
| ▶ Ms Astred Chan, Senior Executive Officer | Tel: 2774 8529 |
| ▶ Ms Krystal Yeung, Executive Officer | Tel: 2774 8547 |
| ▶ Ms Sunnie Ma, Senior Manager | Tel: 2774 8579 |

Email: ffea@hkma.org.hk

Fax: 2365 1000



1. Participating companies / organisations / government bureaux / departments shall ensure that all information provided in the online application form is true and accurate.
2. Additional information and supporting documents shall be provided for verification upon request.
3. The Family Council may reject an application in case information provided in the application form is incomplete or inaccurate.
4. Participating companies / organisations / government bureaux / departments shall provide required assistance to the organiser throughout the adjudication process.
5. The decision of the Assessment Panel is final.
6. The winning companies / organisations / government bureaux / departments shall actively participate in all award and publicity activities and be willing to share their practices.
7. Awardees may use the “Family-Friendly Employers” Logo on stationery, promotional literature and for advertising e.g. business cards, company letterhead, recruitment advertisements. When 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.
8. 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.
9. Personal data provided by participating companies / organisations / government bureaux / departments or nominators will be used by the Family Council for the purpose of communication and promotion related to the Award Scheme. Should the participating companies / organisations / government bureaux/ departments or nominators wish to access or correct the data, please contact the Award Scheme Secretariat at 3104 1443 or the Family Council Secretariat at 3509 7045.