Employee Relations and Development

員工關係及發展

人力資源管理策略
Strategies for Human Resources Management

推動殘疾人士就業

自二〇〇九年起，東華三院已制定推動殘疾人士就業的政策，並鼓勵各服務單位採取適當步驟，盡可能在招聘及採用外判服務時，優先考慮殘疾人士申請者及聘任殘疾人士的供應商。東華三院一直監察轄下非醫院部分殘疾人士的就業進展，按二〇一五／二〇一六年度的統計，東華三院轄下各服務單位共聘用一百六十六名殘疾人士，其中一百五十七名任職於社會服務單位，九名受聘於學校及其他服務單位。受僱的殘疾人士佔整體實職僱員人數百分之二點一五。有關過去四年的數據可參照附錄ER1。在可行的情況下，東華三院行政總部及轄下服務單位致力將其日常外判服務，如訂購餐飲服務、蔬果和食物、製作紀念品和宣傳橫額、印刷和清潔服務，交由有僱用殘疾人士的企業承辦。

培養關愛的機構文化

東華三院致力培養關懷員工及家庭的機構文化。作為全港其中一個最大的慈善機構，東華三院所得的成就及源源不絕的動力，全是員工共同合作和奮鬥的成果。本着「以愛連繫」和「用心溝通」的宗旨，本院竭力滿足

Promoting the employment of people with disabilities

Since 2009, TWGHs has established a corporate policy for the employment of people with disabilities. All operating units are encouraged to promote the employment of people with disabilities by taking reasonable steps to give higher consideration to their applications in the recruitment process and engaging outsourcing operators which directly employ people with disabilities. Arrangements have been made to monitor the progress of the overall employment situation of disabled persons in the non-hospital section of TWGHs. In 2015/2016, a total of 166 disabled persons were employed by TWGHs,157 in community service centres and 9 in schools and other service centres. People with disabilities contribute to 2.15% of TWGHs total staff on strength under the substantive establishment. The figures for the past 4 years are shown in Appendix ER1. For daily outsourcing operations such as procurement of food catering service, ordering of fruit, vegetables and other food supplies, souvenir and banner production, and printing and cleaning service, TWGHs Administration Headquarters and its service centres strive to outsource, whenever practicable, to business operators that provide open employment for people with disabilities.

Nurturing a caring corporate culture

TWGHs nurtures a caring corporate culture, which cares for the employees and their families. As one of the largest charitable organizations in Hong Kong, the Group owes its success and vibrancy to the teamwork of its staff members. With the engagement of "Connecting with love" and

員工的發展需求，用關愛將員工與本院緊緊相連。在董事局及高級管理層的參與及關懷下，員工將這份關愛推而廣之，為服務受眾護航。

營造良好的溝通環境

為促進員工間的相互交流，並鼓勵他們向管理層表達意見及提出可行的建議，東華三院設有一套完善的員工諮詢機制，包括員工諮詢委員會、員工福利委員會及員工退休計劃管理委員會。除員工諮詢機制外，員工亦可透過意見收集箱及其他正式或非正式的分享會交流意見，以及就他們的工作知識或經驗提出寶貴建議。本院致力開拓更多元化的溝通渠道，於多個社交平台發放東華三院的最新資訊，如設有「東華．家」員工Facebook專頁與同事分享最新的員工關係及福利活動、東華三院的有趣數據及生活小貼士；又設有同名YouTube頻道，上載活動短片及花絮；並定期發放員工電子通訊《東華．家》，讓員工掌握最新及最貼心的人力資源資訊，內容涵蓋機構成就、人事管理、培訓及發展、福利及活動，從而加強員工的凝聚力和歸屬感。

「東華．家」員工Facebook專頁及員工敬業度調查

Staff Facebook Page "Tung Wah +" and Staff Survey on Employee Engagement

東華三院致力為員工帶來「家」的感覺。為增強員工對機構的歸屬感和熱愛，本院全年舉辦各類型的員工訓練及福利活動，如員工周年聯歡晚會、行政人員聚餐等，以促進各部門的合作與共融。透過進行員工敬業度調查，收集員工對敬業度、員工關係及福利活動／計劃的意見，聆聽他們的心聲，從而提供適切的員工服務。員工敬業度以五分為滿分，本院員工的平均分為四點四二分，比全港的敬業度平均分為高，員工的敬業精神讓東華三院引以為傲。今年，本院檢討及修訂長期服務旅遊評選獎勵計劃，資助獲獎員工與親友同遊；並推出員工獎勵計劃，勉勵員工繼續以心服務；同時亦增設四十年長期服務獎，連同一系列的長期服務獎及榮譽退休獎，本院合共頒發超過一千四百九十個獎項，以表揚長期服務及工作表現良好的員工。

"Communicating with heart" in the workplace, staff members are inspired to become passionate advocates of the caring culture. TWGHs strives to be more agile and adept in addressing individual staff development needs and engages them to work with passion and feel a profound connection with the organization. With the care and involvement of the Board and senior management, the TWGHs staff members are encouraged to share the love with the public and always be here for the community.

Providing an enabling environment for communication

Communication within TWGHs is facilitated by a well-established staff consultative mechanism, which maintains interactive bonding with staff members. They are encouraged to express their opinions and give suggestion to management in areas where they have valuable knowledge or working experience through discussions in the Staff Consultative Committee, the Staff Welfare Committee and the Staff Retirement Schemes Management Committee, as well as opinion boxes and other formal or casual sharing sessions. TWGHs is devoted to developing diversified communication channels, especially through social media platforms. For instance, the Staff Facebook Page "Tung Wah+" provides the latest information on staff relations and welfare activities, as well as interesting figures about TWGHs and useful life tips. Besides, "Tung Wah+" YouTube Channel provides various videos showing happy moments during staff activities, and the staff e-newsletter of the same title is sent to staff members on a regular basis to keep them posted on the latest human resources information like corporate achievements, personnel issues, training and development programmes, staff relations and welfare activities. The wide spectrum of communication channels has enhanced staff commitment and promoted their sense of belonging.

The Group takes a proactive stance to cultivate a sense of "Home" within the organization. In a bid to strengthen the staff's sense of belonging and mutual understanding through closer interpersonal relationship, TWGHs organized a wide array of staff training and welfare activities throughout the year, such as Staff Annual Dinner, Executive Lunch-and-Learn Gatherings etc. A Staff Survey on Employee Engagement was conducted this year to gauge the level of staff satisfaction on employee engagement and capture their feedback on staff relations and welfare programmes/schemes. The average mark of TWGHs staff members was 4.42 out of 5, which is higher than the average for Hong Kong employees. The Group is proud to see its staff members enjoy their jobs and working at TWGHs. Long Service Travel Panel Award Scheme was reviewed this year for sponsoring awardees to travel with family members or friends. Staff Award Scheme was conducted to encourage staff members to continuously serve with dedication and passion. During the year, 40 Years Long Service Award was established. Together with a series of Long Service Awards and Retirement Awards, over 1,490 awards were granted in appreciation of the loyalty and commendable service of a group of outstanding TWGHs staff members.

資深精神科醫生曾繁光醫生（右一）於行政人員午餐聚會與總部行政人員分享工作間的情緒管理及減壓方法。

Dr. TSANG Fan Kwong (right 1), an experienced psychiatrist, shared his insights about managing stress in the workplace with Headquarters executives at the Executive Lunch-and-Learn Gathering.

員工心繫東華三院，便會引發強大的工作動力。當員工在工作中找到意義並感到自豪，就能培育他們成為熱愛東華三院關愛文化的倡導者。作為一個關懷員工的僱主，東華三院努力成為員工的第二個家，希望能照顧員工生活上的需要。另一方面，本院鼓勵員工推己及人，對待服務受眾猶如至親，提供優質服務。

東華三院員工凝聚力　源自一個「家」字

歷時約一分鐘的《東華無限故事由「家」開始》四合一短片已於去年推出，備受外界讚賞，亦成功推廣「東華精神」—— 以關愛之心為社會提供優質服務。為了向公眾推廣東華三院不斷向新一代給予機會的形象，本院於今年開拍《凝聚・東華・新力量》系列的第一篇，主角是兩位來自資訊科技處的年青員工。他們在短片中分享其夢想、志向及對事業前景的看法，帶出本院是一間「快樂機構」，而且不吝惜給予年青人無限的支持和鼓勵。

承先啟後　繼往開來

為了讓東華三院員工深入體會東華精神，員工訓練組於二〇一六年一月舉辦參觀東華義莊活動。該活動不但令員工了解香港歷史和東華三院歷史的關係，還讓員工對東華精神有更深入的了解，增加員工對工作的投入感和使命感。

創造跨部門團隊協作體驗

東華三院不僅致力推動員工在個人服務崗位上盡展所長，精益求精，同時亦盡心提升他們的人際及溝通技巧。本年度員工訓練組共舉辦了兩個團隊訓練工作坊：為總部行政人員、校長及服務單位主管而設的「踏出正能量」團隊訓練，及為文職人員及秘書而設的「如何做個快樂的團隊成員」團隊訓練。前者讓管理人員體驗如何透過有效的溝通，增加團隊凝聚力及解難能力，從而建立一支效率更高的團隊；後者透過需要群策群力的活動激發正能量，並鼓勵員工將正向思維帶到工作間，感染每位共事者。

團隊成員不斷因應機遇和挑戰而提升自己以保持競爭力，各科、處亦經常一起共同協作制定培訓需求，檢討員工培訓及發展政策，以邁向成為一個利於團隊學習和跨部門協作的學習型機構。東華三院全年舉行多項多元化的課程及活動，以發展員工的專業和管理能力、強化員工的服務技巧和個人及團隊的

Employee engagement is an important motivator for improved business performance. As TWGHs staff members develop a sense of pride in TWGHs and see the meaning in serving the community, they can become passionate advocates of the TWGHs caring culture. As the second home of its staff, TWGHs is a caring and loving employer, taking care of employees' work-life issues. At the same time, employees are nurtured to provide quality service by treating clients like their next of kin – putting themselves into other people's shoes.

Employee bonding in TWGHs originates from "Home"

A compilation of the four titles in 1 minute (i.e. 4-in-1 video) was launched last year. It was well-received and successfully aroused the public's understanding of the "Tung Wah spirit" of providing quality services to the community with love and care. This year, a new video series "You**T**h Po**W**er" was filmed. It features 2 young and energetic staff members from the Information Technology Branch, showing TWGHs' commitment to nurturing young talents and giving them a bright future. Through the sharing of the main characters' dreams, ambitions and their views on career path, the image of TWGHs as a happy organization offering unlimited support to the young generation is successfully projected.

Inheriting the past and creating the future

In a bid to deepen staff understanding of the Tung Wah Spirit, a visit to the Tung Wah Coffin Home was organized in January 2016. The visit helped explain the linkage between TWGHs and the history of Hong Kong, and nuture a greater sense of engagement and ownership towards the Group.

參觀東華義莊，讓員工對東華精神有更深入的了解。
A cultural visit to the Tung Wah Coffin Home was organized to deepen staff understanding of the Tung Wah Spirit.

Creating cross-departmental team-building experience

TWGHs is dedicated to nurturing staff members to excel not only in their respective scopes of work, but also develop good interpersonal and communication skills. The Staff Training Unit organized 2 team-building training workshops during the year. The first, themed "Pedal for Power", was for headquarters executives, school heads and centre supervisors, to promote team bonding by strengthening their communication and problem solving skills for building a high performance team. The second, themed "How to Be a Happy Team Member", was organized for clerical and secretarial staff. Through intensive cooperation tasks, the participants were enlightened with positive thinking and encouraged to spread a positive attitude in the workplace.

Gearing towards a learning organization that facilitates team learning and cross-department synergy, the Group continuously transforms itself in anticipation of opportunities and challenges to remain competitive in the business environment.

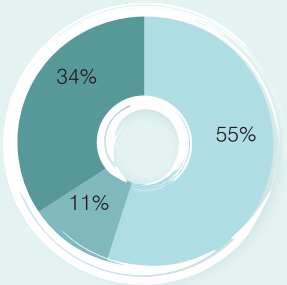
工作效益、促進員工的心理健康和工作生活平衡，以及提高員工的環境保護意識。

Divisions/Branches have made concerted efforts to identify staff training needs and review staff training and development policies from time to time. Throughout the year, various training programmes were organized for staff members to develop their professional and managerial competencies, strengthen service skills build personal and team effectiveness, improve psychological wellness and work-life balance, and enhance their awareness of the importance of environmental protection.

文職人員及秘書積極投入團隊訓練活動，為團隊注滿正能量。
Clerical and secretarial staff actively participated in team-building activities, injecting positive energy into the team.

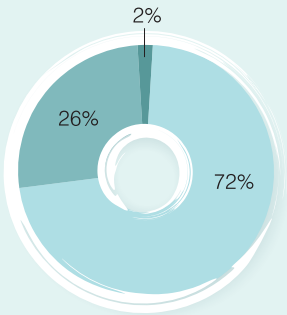
非醫院員工學習及發展機會
Learning and Development Opportunities for Non-hospital Staff

管理／專業人員培訓 Managerial / professional level training	11,311
一般／前線人員培訓 General / frontline level training	2,220
適用於各職級人員培訓 Suitable for all levels training	6,928
出席人次 Staff Attendance	**20,459**



非醫院員工培訓及發展支出
Training and Development Expenditure for Non-hospital Staff

內部培訓 Internal training	$7,056,000
外部培訓 External training	$2,490,300
正規課程／專業團體會員考試 Formal courses / membership examination of professional bodies	$200,000
合共 Total	**$9,746,300**



二〇一五／二〇一六年度完成的員工培訓及發展項目
Staff Training and Development Programmes Completed in 2015/2016

- 非醫院員工培訓及發展項目概要：附錄ER2
  Highlights of Non-hospital Staff Training and Development Programmes: Appendix ER2
- 醫院員工發展及研究（由東華三院董事局資助）：附錄ER3
  Hospital Staff Development and Research Programmes (Sponsored by the Board of TWGHs): Appendix ER3
- 教師培訓及發展項目概要：附錄ER4
  Highlights of Training and Development Programmes for Teaching Staff: Appendix ER4
- 社會服務科員工培訓及發展項目概要：附錄ER5
  Highlights of Staff Training and Development Programmes for Community Services Division: Appendix ER5

建立健康及安全工作間
Building a Healthy and Safe Workplace

東華三院致力改善工作環境，提高企業安全管理水平，從而保障寶貴的人力資源。為此，本處提名員工參加由職業安全健康局舉辦的工作坊，提高他們對職業安全及健康的認識，如基本急救知識、職業安全健康局條例、辦公室僱員職業安全與健康、壓力管理、預防肌肉勞損方法等。針對個別科／處在不同崗位上的特定需要，東華三院亦撥款資助部門舉辦內部培訓活動，務求裝備員工以應付日常工作所需。

東華三院就處理社會服務單位的工傷個案設有工作小組，以優化工傷個案的管理。工作小組定期舉行會議，檢視工傷個案的進度。另外，本院亦已聘請一間復康管理公司，為受傷員工提供適切及優質的復康服務。

提升及鞏固員工職業安全知識

提升員工對職業安全及健康的認識，實有助預防因不正確的工作姿勢而引致的勞損或其他更嚴重的健康問題，故本院員工訓練組舉辦辦公室僱員的職業安全與健康工作坊，邀請專業註冊物理治療師講解預防肌肉勞損的方法。另外，本院亦繼續與香港聖約翰救護機構合辦急救訓練重溫課程，以提高員工的危機意識和應對技能。

TWGHs treasures its valuable workforce and strives to ensure a safe and healthy work environment for all staff members. Staff were nominated to attend workshops organized by the Occupational Safety and Health (OSH) Council in order to enhance their awareness on the relevant OSH issues, such as first-aid knowledge, OSH regulations, OSH for office workers, stress management, and preventive measures for muscle strain etc. Based on the needs of individual Divisions/Branches, staff training sponsorships were granted for organizing in-house training programmes to equip staff members with relevant knowledge and skills for addressing issues that might arise within service-related working environment.

For better management of work injury cases, TWGHs has set up a task force on work injury management for the community service centres. The task force convened meetings regularly to review the progress of work injury cases. Moreover, a rehabilitation management company has been appointed to provide proper and quality rehabilitation services for the injured staff members.

Enhancing staff's work safety awareness

Enriching staff members' OSH knowledge helps prevent strains and other serious health issues caused by inappropriate work posture. In this regard, a course on the OSH for office staff was organized by the Staff Training Unit with an experienced registered physiotherapist, explaining how to prevent muscle strain. An in-house refresher course on first-aid was also organized in collaboration with the Hong Kong St. John Ambulance to enhance staff's emergency awareness and coping skills.

關懷員工
Caring about Employees

東華三院深信充滿活力及正能量的員工必然是全情投入工作的高效員工。在「以員工為本」的原則下，本院致力培養機構的關愛文化及推動生活與工作平衡。管理層抱着營造開心的工作環境為理念，啟發員工找尋工作的意義。這樣不但能提高生產力，亦有助機構實踐社會責任。為此，東華三院竭力發展成為員工的第二個家，令員工樂意長期為東華三院服務。

與東華三院共建第二個家

東華三院積極建設愉快的工作環境，致力推廣生活與工作平衡的模式，本院今年繼續響應社商賢匯，並把「生活與工作平衡周」延展至「生活與工作平衡月」。此項為期一個月的關懷員工活動於二〇一五年十月一至三十一日舉行，主題為「擁抱生活．樂在東華」，內容包括舉行肩頸保健按摩工作坊、派發「東華．家」旅行插頭及鮮果汁換領券、鼓勵同事準時下班及舉行便服周。此外，本院亦安排三場工作坊，分別邀請

TWGHs believes that an energetic and cheerful workforce is a highly engaged, productive workforce. With its staff-oriented approach, the Group aspires to cultivate a caring culture in the workplace and support employees in their pursuit of a work-life balance. Management is committed to creating a pleasant working environment that motivates staff members to find and experience meaning in their work, thus enhancing the organization's productivity and contributing to its implementation of corporate social responsibility. To this end, TWGHs endeavours to grow into a second home where employees serve with ceaseless dedication.

Building a Second Home at TWGHs

Committed to creating a happy workplace and helping staff members lead a work-life balanced life, TWGHs continued to support the Community Business in expanding "Work-Life Balance Week" to "Work-Life Balance Month" from 1 to 31 October 2015. The month-long scheme, themed "Embrace your work, Rejoice in Tung Wah", was to advocate a balance of work and life. The series of programmes included a neck and shoulder massage workshop, distribution of "Tung Wah+" travel adaptors and juice coupons to all staff members, the "Lights off on Time" campaign and a casual wear week. Work-life balance workshops on sound therapy, sleep quality enhancement and anti-stress colouring were also organized with numerous positive feedback. An "Ice-cream Day" was organized for the second time this year, with Ms. Maisy HO, the Chairman, Mr. Vinci WONG, Vice-

Sound Therapy Hong Kong專業聲音治療師主講「茶・樂・道」工作坊、適健中心註冊催眠師主講「我要瞓得好」優質睡眠講座，及樂融整合心理治療中心的專業心理治療師主講「塗色靜觀減壓工作坊」，員工反應踴躍。另外，本院今年再度舉行「員工同樂雪糕大放送」，由何超蘑主席、王賢誌副主席及高級職員分發雪糕予行政總部同事，在炎夏中享用消暑雪糕，與眾同樂。

東華三院亦非常重視員工的健康，為減少員工感染流感及降低流感傳播機會，本院推出免費流感疫苗注射計劃。在精神健康方面，本院委託富達盟信顧問有限公司提供名為「精明人生促進計劃」的員工支援服務，包括面談、二十四小時個人諮詢及輔導服務熱線，及工作生活平衡教練服務等，由資深社工、輔導員及臨床心理學家為非醫院員工提供情緒支援。東華三院亦透過關懷咭，為住院員工及其家屬送上慰問和祝福，並以電郵定期向員工發放生活與工作平衡資訊及面對人生轉變和突發事件的小貼士，陪伴員工走過人生不同階段，提升員工的抗逆力。

何超蘑主席（右三）、王賢誌副主席（左二）、馮少雲總理（左一）與高級職員親自為行政總部員工舀雪糕。

Ms. Maisy HO (right 3), the Chairman, Mr. Vinci WONG (left 2), Vice-Chairman, Ms. FUNG Siu Wan, Stella (left 1), Director, and senior staff turned into ice-cream attendants to serve staff members of the Administration Headquarters on the Ice-cream Day.

生活與工作平衡月2015

Work-Life Balance Month 2015

Chairman, and senior staff serving ice-cream to staff members at the Administration Headquarters, allowing them to enjoy refreshing dessert together on a hot summer day.

TWGHs values the health of staff members. An Influenza Vaccination Programme was launched for protecting staff from seasonal influenza and reducing the risk of workplace flu transmission. “The Love Life, Live Smart” employee assistance programme was also organized, offering professional face-to-face counselling sessions, a round-the-clock telephone hotline service and Work-Life Balance coaching service for all non-hospital staff by experienced social workers, counsellors as well as clinical psychologists. Caring cards were sent to hospitalized staff and their family members while e-tips on work-life balance, advice on life events and self-care measures during emergencies and traumatic incidents were disseminated to staff regularly to help them ride out the storms of life.

員工福利
Staff Welfare and Benefits

東華三院關心員工的職場團隊生活，同時亦視員工親友為東華三院的一份子。作為一個關愛員工的僱主，本院提供五大員工福利，包括醫療與牙科服務、服務獎勵、福利津貼與借貸、購物優惠及文娛康樂活動。

關懷員工家庭

東華三院積極推行家庭友善政策，透過推行不同的計劃以照顧員工及其家庭生活上的需要，致力成為員工的第二個家。本年度優化的項目包括：

- 東華三院修訂員工子女學業成績優異獎勵計劃，以表揚員工子女努力學習。
- 東華三院檢討修訂員工及家屬住院津貼金額，藉以表達對員工及家人的關心。

TWGHs emphasizes the teamwork in the workplace and, at the same time, treats the family and friends of staff as members of TWGHs family. As such, the Group provides staff members with fringe benefits in 5 major areas including medical and dental benefits, performance awards, grants and loans, preferential discounts, as well as social and recreational activities.

Caring about the families of the staff members

TWGHs has actively implemented family-friendly policies and various schemes to take care of the needs of the staff and their family members as part of our effort to become a second home for our staff. Enhanced programmes for the staff members during the year are as follows:

- TWGHs reviewed the Academic Excellence Incentive Scheme for Children of Staff Members which shows appreciation for children who have studied hard.
- TWGHs reviewed the hospitalization benefit to show the care for the staff members and their families.

搜羅多元化優惠　讓員工盡享生活樂趣

東華三院為員工搜羅多元化折扣優惠，讓員工可於本院及外間商號享有近百項折扣，優惠種類涵蓋保健醫療、餐飲禮遇、旅遊消閒、時尚生活、電器科技及理財保險。員工可透過通告和優惠快訊掌握最新情報，盡享生活樂趣。

美好時光在東華

東華三院是一個充滿活力與動感的機構，為帶領員工走進生活與工作平衡的健康模式，本院全年舉辦多項不同類型的文娛康樂活動，例如體育競賽、聚餐、聯歡會、消閒活動及興趣班等。

由董事局成員、員工及親友、學生、院友及會員組成的東華三院馬拉松隊，一起參與在二〇一六年一月十七日舉行的「渣打馬拉松2016」賽事，東華三院更連續第九年獲得此項國際賽事的「最鼎力支持大獎」，充份展現東華三院的堅持與毅力。而東華三院龍舟隊則於沙田龍舟競賽及長洲全港龍舟邀請大賽中，先後勇奪兩項冠軍、四項亞軍、三項季軍及兩項殿軍殊榮。東華三院員工足球隊今年除了參與工商機構運動會2016十一人足球比賽外，亦與醫院管理局港島西聯網進行友誼賽，互相切磋球技。

為鼓勵員工積極參與多元化活動，東華三院設有「員工自行參與隊際運動比賽資助計劃」，並於本年度增設「員工自行組織創意活動資助計劃」，讓員工從中建立團隊精神，並為生活增添趣味和歡樂。

東華三院龍舟隊於本年度勇奪九項大獎。
TWGHs Dragon Boat Team won 9 awards in 2015/2016.

Exploring a wide variety of preferential discounts for staff members' diverse needs

TWGHs has actively explored opportunity to obtain diversified preferential staff discounts. Staff members now enjoy around 100 different opportunities to obtain discounts and offers, provided by TWGHs as well as department stores and companies, covering health care and medical products, dining, travelling and leisure activities, fashion and lifestyle, electronic technology as well as financial and insurance services. From time to time, staff members are kept informed of updates on preferential discounts through circulars and newsletters.

Having a wonderful time at TWGHs

As a vibrant and energetic organization, TWGHs endeavours to help staff members maintain a healthy work-life balance life by organizing various social and recreational activities such as sports competitions, social gatherings, parties, leisure tours and special interest classes.

The TWGHs Marathon team, comprising of Board Members, staff members with their families and friends, students as well as members of service centres, took part in the "Standard Chartered Hong Kong Marathon 2016" held on 17 January 2016. TWGHs was awarded the "Most Supportive Group Award" for the 9th consecutive year, fully demonstrating the persistence and perseverance of the Group. The TWGHs Dragon Boat Team also won 2 Champions, 4 1st runner-ups, 3 2nd runner-ups and 2 3rd runner-ups in the Shatin Dragon Boat Race and Hong Kong Dragon Boat Race on Cheung Chau. The TWGHs Staff Football Team also gained invaluable experience in the 11-a-side Soccer Competition of Corporate Games 2016 and a friendly match with the Hong Kong West Cluster of the Hospital Authority.

In addition to the "Sponsorship for Self-arranged Sports Programme", TWGHs launched the "Sponsorship for Self-arranged Creative Activities" this year to encourage staff members to actively participate in diversified activities, through which they can build team spirit and introduce more fun and happiness in their life.

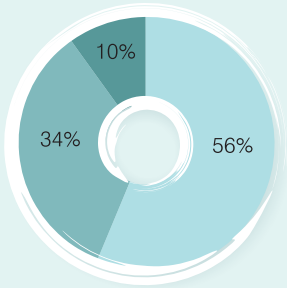
董事局成員為員工小型足球比賽參加者打氣。
Board Members supported the participants of the Staff Mini-football Tournament.

董事局成員、嘉賓及員工一同享受打保齡球的樂趣。
Board Members, guests and staff members enjoyed the fun of bowling.

員工康樂及福利活動
Staff Recreational and Welfare Activities

活動 Activity	日期 Date
員工足球隊與相關活動 Staff Football Team Competitions and Related Activities	4/2015-3/2016
母親節創意花藝班 Mother's Day Floral Jamming Class	3/5/2015
珠海（橫琴）長隆海洋王國玩樂兩天團 Zhuhai Chimelong Ocean Kingdom 2-day Tour	16-17/5/2015
龍舟競賽與相關活動 Dragon Boat Race and Related Activities	5-9/2015
暢遊大澳、東涌古城一天遊 Tung Chung and Tai-O 1-day Tour	5/7/2015
員工保齡球比賽 Staff Bowling Tournament	18/7/2015
員工懷舊菜式聯歡聚餐 Staff Traditional Chinese Cuisine Gathering	31/7/2015
員工同樂雪糕大放送 Staff Ice-cream Day	25/8/2015
員工羽毛球比賽 Staff Badminton Tournament	29/8/2015
員工歌唱比賽 Staff Singing Competition	3/10/2015
員工小型足球比賽 Staff Mini-football Tournament	10 &17/10/2015
生活與工作平衡月 Work-Life Balance Month	1-31/10/2015
員工聯歡聚餐 Staff Cuisine Gathering	6/11/2015
聖誕大餐製作班 Christmas Cooking Workshop	5 &12/12/2015
聖誕聯歡會 Christmas Parties	11-18/12/2015
渣打馬拉松2016 Standard Chartered Marathon 2016	17/1/2016
新春南生圍親親大自然之旅 Chinese New Year Eco-tour	27/2/2016
員工周年聯歡晚會 Staff Annual Dinner	18/3/2016

舉辦員工康樂及福利活動：二十五項
Staff recreational and welfare activities organized: 25 activities
參與員工及家屬人次：超過二萬人次
Staff member and family attendances: Over 20,000 attendances
批核員工福利計劃及津貼申請：約五千八百個
Staff welfare schemes/grants applications processed: About 5,800 applications
員工福利費用：約六百五十二萬九百元
Provision for staff welfare: About $6,520,900
個人諮詢及輔導服務使用量：約七百次
Usage of professional personal consultation and counselling services: About 700 times

員工福利支出
Staff Welfare Expenses

康樂活動 Recreational activities	$3,666,100
服務獎勵／福利津貼 Awards / grants	$2,203,800
牙科保健 Dental benefits	$651,000
合共 Total	**$6,520,900**