

員工關係及發展

Employee Relations and Development



人力資源管理策略

Strategies of Human Resources Management

培養關愛的機構文化

東華三院的人力資源管理策略以員工為本，致力培養關顧員工及其家庭的機構文化。作為一間廣受全港大眾認同的慈善機構，東華三院所得的非凡成就及卓越聲譽，實為員工團結一心和努力不懈的成果。本院竭力滿足員工的個別發展需求，以關愛將員工與機構緊緊相連。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，造福服務受眾。

營造良好的溝通環境

為鼓勵員工向管理層積極表達意見和促進相互交流，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，務求優化內部措施。除諮詢機制外，員工亦可透過意見收集箱及其他正式或非正式的分享會表達意見，並在他們所屬的專業領域上提出寶貴建議。

本院與時並進，積極開拓及善用多元化的溝通渠道，透過不同的社交平台發放東華三院的最新資訊，包括設立「東華·家」員工臉書專頁，與同事分享最新的員工關係及福利活動、節慶祝賀、生活小貼士及員工活動相片及花絮等資訊。另外，亦設立「東華·家」YouTube頻道，分享人力資源最新動態的短片，以增加凝聚力。

Nurturing a Caring Corporate Culture

TWGHs adopts a staff-oriented strategy in human resources management and is committed to nurture a caring corporate culture which cares for its employees as well as their families. As a well-recognised charitable organisation in Hong Kong, the Group owes its success and reputation to the solidarity and endeavor of the staff members. TWGHs strives to be more agile and adept in addressing individual staff development needs and engaging them to work with passion and feel a profound connection to the organisation. With the care and involvement of the Board and senior management, staff members will spread the love to the public and embrace the needy.

Providing an Enabling Environment for Communication

In order to encourage staff members to express their opinions and maintain an interactive bonding with the management, TWGHs has developed a well-established staff consultative mechanism, including the Staff Consultative Committee, the Staff Welfare Committee and the Staff Retirement Schemes Management Committee, to improve internal policies. Other than these Committees, staff members can express their views and contribute advice on their professions through opinion boxes and other formal or casual sharing sessions.

Advancing with times, TWGHs has proactively explored and made use of diversified communication channels to disseminate the updated information of TWGHs, including social media platforms. For instance, the staff facebook page "Tung Wah+" was setup to share latest intelligence on staff relations and welfare activities, festival greetings, useful life tips and recap of staff activities. The "Tung Wah +" YouTube Channel was also created to share TWGHs' latest human resources related videos in order to enhance the bonding amongst staff members.

東華三院自2011年起會定期發布員工電子通訊《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、人事動向、培訓及發展計劃、員工關係及福利活動。各式各樣的溝通渠道已成功加強員工的凝聚力及歸屬感。

東華三院致力為員工帶來「家」的感覺，營造良好的工作環境，年中舉辦各類型的員工培訓及福利活動，例如員工聖誕聯歡會、短線旅行團、興趣班、員工周年聯歡晚會及行政人員聚餐等，以增強員工對機構的歸屬感和熱誠，並推動跨部門合作與共融。本院亦藉「員工工作快樂指數意見調查」，收集員工對工作環境、員工關係及福利活動或計劃的意見，以便制訂適當的員工福利及服務。本院因應員工編制增長，於本年度檢討長期服務旅遊評選獎勵計劃，資助更多得獎員工與親友同遊；並加上一系列的長期服務獎及榮譽退休獎，合共頒發超過1,950個獎項，以表揚長期服務及工作表現良好的員工。



員工電子通訊《東華·家》
Staff e-Newsletter "Tung Wah +"



員工工作快樂指數意見調查
Staff Survey on Happiness-at-work

員工心繫東華三院，以成為其中一分子而深感自豪，在工作中找到熱誠和意義，自能成為關愛文化的倡導者，與機構同步成長，向著共同目標邁進。作為一個關愛僱主，東華三院致力成為員工的第二個家，照顧員工在不同人生階段的需要。同時，本院以東華精神鼓勵員工推己及人，對待服務受眾猶如至親，提供優質貼心服務。

To promote the sense of belonging and enhancing staff engagement, a staff e-Newsletter titled "Tung Wah +" has been disseminated to staff members on a regular basis since 2011 so as to keep them posted on the latest human resources information such as 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.

TWGHs takes a proactive stance on creating a sense of "Home" and a better work environment for its staff members. A wide variety of staff training and welfare activities were organised throughout the year, such as Staff Christmas Party, outings, interest classes, Staff Annual Dinner, Executive Lunch-and-Learn Gatherings, etc. to strengthen their sense of belonging and enthusiasm, and to promote cross-departmental cooperation and integration. A Staff Survey on Happiness-at-work was conducted this year to gauge the level of staff satisfaction on their working environment and capture their feedback on staff relations and welfare activities or schemes, so that the management can develop appropriate benefits and services based on the findings. In consideration of the increase in staff establishment, the Long Service Travel Panel Award Scheme was reviewed this year to sponsor more staff members to travel with family members or friends. Together with a series of Long Service Awards and Retirement Awards, over 1,950 awards were granted in appreciation of the loyalty and commendable service of outstanding TWGHs staff members.



香港浸會大學歷史系助理教授鄭智文博士於行政人員午餐聚會活動中，分享東華三院的珍貴歷史檔案及本院在日據時期的運作情況。

Dr. KWONG Chi Man, Assistant Professor of the Department of History of Hong Kong Baptist University, shared the Historical Archives of TWGHs and presented how TWGHs sustained its services during the Japanese occupation period at the Executive Lunch-and-Learn Gathering.

員工培訓及發展計劃

Staff Training and Development Plans

To create strong bonding and build up a sense of pride for each TWGHs staff member, helping them to discover the meaning and enthusiasm at work will transform them to advocate the caring culture and thus share the same goal with TWGHs. TWGHs is a caring and loving employer that acts as the second home, and takes care of employees' unique development needs in their different stages of life. Staff members are nurtured with Tung Wah Spirit, which encourages them to provide quality service by treating service users like their next of kin – effectively putting themselves into others' shoes.

「凝聚·東華·新力量」

為展示東華三院為新一代提供機會及發展其潛能的承諾，本院推出了「凝聚·東華·新力量」系列首部曲—「衝出·新夢想」。片中記敘「八十後」中醫師兼本院龍舟隊成員之一的譚蘇珊小姐於東華三院工作的樂趣。譚小姐實現了幫助他人的夢想，發揮東華精神，以仁心仁術治療病人，從而找到工作的意義。



「凝聚·東華·新力量」—「衝出·新夢想」
YouTh PoWer – “Paddle for Dream”

承先啟後 繼往開來

為了深化東華精神，人力資源處的員工訓練組於2018年1月15日舉辦了參觀活動，走訪本院屬下3座極具歷史意義的建築物，包括文武廟、馬棚先難友紀念碑和廣福祠，以提高員工對東華三院歷史、檔案和文物保管的認識，從而推廣企業文化及加強員工的歸屬感。

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，同時亦盡心盡力提升他們的人際及溝通技巧。年內，人力資源處的員工訓練組共舉辦了兩個團隊訓練工作坊，第一個是為總部行政人員、校長及服務單位主管而設的「跨團隊協作」團隊訓練，目的是提升管理人員對溝通障礙的洞察力和應對能力，從而建立一支效率更高的團隊。另一個是為文職人員、秘書及前線員工而設的共同創造微型森林[®]團隊訓練，透過創新的訓練活動，激發正能量，鼓勵員工將正向思維延伸至工作間。

本院不斷因應機遇和挑戰而改進，以便在競爭激烈的營商環境中保持競爭力，各科/處/辦公室亦經常攜手協作制定培訓需求，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的目標。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、提升個人及團隊的工作效益、促進員工的心理健康和工作生活平衡，以及提高員工的環保意識。

YouTh PoWer

To show TWGHs' commitment in providing the new generation with opportunities and nurturing young talent, the first video under *YouTh PoWer* series - “Paddle for Dream” was launched this year. Ms. Susan TAM, a “Post-80s” Chinese Medicine Practitioner and a member of the Staff Dragon Boat Team, shared her happy working moments in TWGHs. With a dream to help the needy, Ms. Tam served her patients in Tung Wah Spirit with benevolent mind and heart and found the meaning of her career in TWGHs.

Inheriting the Past and Creating the Future

In a bid to deepen the Tung Wah Spirit, a visit to 3 historical buildings of TWGHs, including Man Mo Temple, Race Course Fire Memorial and Kwong Fook Tsz, was organised by Staff Training Unit of the Human Resources Branch on 15 January 2018. This activity enhanced the staff members' understanding of the Group's history, archives and relics, which in turn promoted the corporate culture and strengthened their sense of belonging.



人力資源處帶領員工走訪馬棚先難友紀念碑。

The Human Resources Branch organised a cultural visit of Race Course Fire Memorial for staff members.

Creating Cross-departmental Team Building Experience

TWGHs is dedicated to nurturing staff members to excel, not only in their work, but also in interpersonal and communication skills. The Staff Training Unit of the Human Resources Branch organised 2 team building training workshops during the year. With the theme of “Cross Team Collaboration”, the first one targeted headquarters executives, school heads and centre heads to promote team bonding by strengthening their communication and problem solving skills for building a high performance team. Themed “Effective Communication” with the use of Greenery MicroForests[®], the second one was organised for clerical, secretarial and frontline staff. Through innovative tasks, the participants were enlightened with positive energy and encouraged to spread positive thinking in the workplace.

The Group continuously transforms itself in anticipation of opportunities and challenges to remain competitive in the business environment. Divisions/ Branches/ Office have made concerted efforts to identify staff training needs and review staff training and development policies. Throughout the year, various training programmes were organised for staff members to develop their professional and managerial competencies, strengthen service skills, enhance personal and team effectiveness, improve their psychological well-being and work-life balance, and enhance their awareness of the importance of environmental protection.

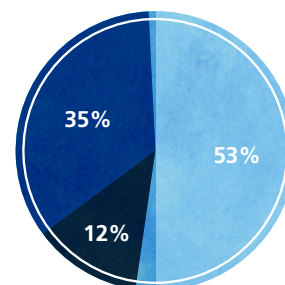


文職人員、秘書及前線員工透過創新而令人放鬆的團隊訓練活動，運用創造微型森林®建立有效的溝通技巧。
Through innovative and relaxing team-building activities with the use of Greenery MicroForests®, clerical, secretarial and frontline staff built up effective communication skills.

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	10,831
● 適用於各職級人員培訓 Suitable for all levels training	6,976
● 一般／前線人員培訓 General / frontline level training	2,494

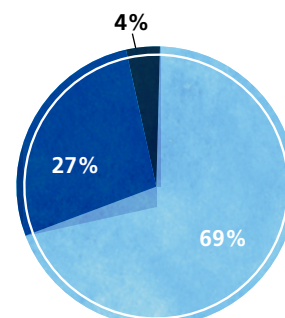


出席人次 **Staff Attendance** 20,301

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	\$8,328,100
● 外部培訓 External training	\$3,263,400
● 正規課程／專業團體會員考試 Formal courses / membership examination of professional bodies	\$525,000



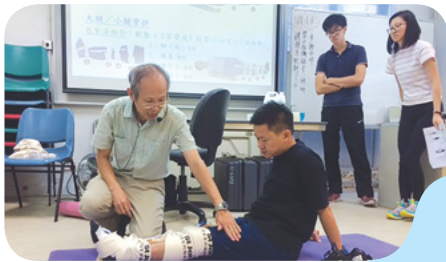
合共 **Total** \$12,116,500

於2017/2018年度完成的員工培訓及發展計劃

Staff Training and Development Programmes Completed in 2017/2018

- 非醫院員工培訓及發展項目概要：附錄ER1
Highlights of Non-hospital Staff Training and Development Programmes : Appendix ER1
- 醫院員工發展及研究（由東華三院董事局資助）：附錄ER2
Hospital Staff Development and Research Programmes (Sponsored by the Board of TWGHs) : Appendix ER2
- 教師培訓及發展項目概要：附錄ER3
Highlights of Teaching Staff Training and Development Programmes : Appendix ER3
- 社會服務科員工培訓及發展項目概要：附錄ER4
Highlights of Staff Training and Development Programmes for the Community Services Division : Appendix ER4

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。因此，人力資源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、《職業安全及健康條例》、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/辦公室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。



理論與實踐並重的急救培訓課程。
First-aid training course combined theory with practice.

提升及鞏固員工職業安全知識

東華三院為員工裝備急救知識及技巧，以應付在活動舉行期間或辦公室中發生意外時，可提供即時協助。本院員工訓練組與香港聖約翰救護機構不時合辦急救訓練及急救訓練重溫課程，以提高員工的危機意識和應對技能。

Enhancing Work Safety Knowledge

TWGHs offered first-aid training to equip staff members with knowledge and skills to cope with accidents happened in office or during events. The Staff Training Unit regularly hosted in-house first-aid training courses and refresher courses in collaboration with the Hong Kong St. John Ambulance to strengthen staff members' emergency awareness and coping skills.

關懷員工

Caring about Employees

東華三院深信活力十足及敬業樂業的員工可全心全意投入工作，並能從中體會服務社會的意義。在「以員工為本」的原則下，本院致力培養關愛的機構文化及推動生活與工作平衡。管理層抱著營造愉快工作間的理念，提升員工的快樂指數和歸屬感，不但有助提高機構的生產力，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，令員工樂意長期服務。

與東華三院共建快樂大家庭

東華三院積極建設「開心工作間」，致力向員工推廣生活與工作平衡的重要性。本院今年繼續響應社商賢匯，於2017年10月舉行「生活與工作平衡月」，以「擁抱生活·樂在東華」為主題，內容包括舉辦「香薰肩頸淋巴按摩」工作坊、派發「東華·家」旅行收納袋及健康茶換領券、發放健康生活小貼士、鼓勵同事準時下班及舉行便服月。此外，東華三院亦安排了3個工作坊，包括「尋找自我」工作坊、「踏出色彩」工作坊及「點墨成趣」工作坊，

TWGHs believes that an energetic and engaged workforce will devote themselves to and take pleasure in the meaningful mission of serving the community. The Group has taken the staff-oriented approach and aspires to cultivate a caring corporate culture and promote work-life balance in the workplace. The management is committed to maintaining a pleasant working environment that creates happiness and a sense of belonging, thus enhancing the organisation's productivity and corporate social responsibility. To this end, TWGHs endeavours to grow into a second home where employees are willing to serve with ceaseless dedication.

Building a Happy Family with TWGHs

Committed to creating a happy workplace and promoting the importance of work-life balance to its staff members, TWGHs continued to support the Community Business in organising a "Work-life Balance Month" throughout October 2017. This year's theme "Embrace Your Life, Rejoice in Tung Wah" advocated a balance of work and life. The series of initiatives included an "Aromatherapy Massage Workshop", distribution of "Tung Wah+" travel toiletry bags and healthy drink coupons, dissemination of e-tips, the "Lights off on Time" campaign and a casual wear month. Three work-life balance workshops on mindfulness, shoe painting for stress reduction and Chinese calligraphy were organised with positive feedback. This year, the "Ice-cream Day" was extended to TWGHs Wong Cho Tong Social

員工反應熱烈。另外，東華三院更將「員工同樂雪糕大放送」擴展至東華三院黃祖棠社會服務大樓。主席李銑麟博士太平紳士、蔡榮星副主席、曾慶芸總理及高級職員親自為行政總部及服務大樓的同事製作雞蛋仔、格仔餅及分發雪糕，讓同事在炎炎夏日之中享用小食，與眾同樂。



「員工同樂雪糕大放送2017」 -
東華三院黃祖棠社會服務大樓
“Ice-cream Day 2017” -
TWGHs Wong Cho Tong Social Service Building

員工是東華三院的重要資產，因此本院推出多項計劃以保障他們的身心健康，包括免費流感疫苗注射計劃，以減少員工感染流感及降低流感傳播的機會。此外，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，提供包括面談、24小時個人諮詢及輔導服務熱線，以及工作生活平衡指導服務等，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。東華三院又透過關懷咭，為住院員工送上慰問和祝福，並以電郵定期向員工發放生活與工作平衡資訊，以及面對人生轉變和突發事件的小貼士，陪伴員工走過人生的不同階段，提升他們的抗逆力。作為家庭友善僱主，東華三院積極響應衛生署的「母乳餵哺政策」及加入聯合國兒童基金會的「母乳育嬰齊和應」運動，並推行有利母乳餵哺的措施，為正在餵哺母乳的員工提供一個合適及友善的環境，藉以表達對在職媽媽的關懷，支持她們於產後返回工作崗位後繼續授乳。

Staff members are valuable assets and various programmes were launched to take care of their physical and mental well-being, including an Influenza Vaccination Programme to protect staff members from seasonal influenza and reduce the risk of workplace influenza transmission. Four Dimensions Consulting Limited was commissioned to organise “The Love Life, Live Smart” employee assistance programme that provided emotional support to all non-hospital staff members. The Programme included professional face-to-face counselling sessions, round-the-clock telephone hotline service and Work-life Balance coaching service by experienced social workers, counsellors and clinical psychologists. Caring cards were sent to hospitalised staff members to express the Group’s sympathy and blessings, while e-tips on work-life balance, advices on life events and self-care measures during emergencies and traumatic incidents were regularly disseminated to staff members to help them ride out the storms of life. As a family-friendly employer, TWGHs proactively applies the Breastfeeding Policy published by the Department of Health and joined the “Say Yes to Breastfeeding” Campaign organised by UNICEF. To show our care and support to our breastfeeding staff members, various measures were developed to provide a breastfeeding-friendly workplace, so that the staff can continue breastfeeding their babies after returning to work.

員工福利

Staff Welfare and Benefits

東華三院關心員工的生活，致力優化5個範疇的員工福利，包括醫療與牙科服務、表現獎勵、福利津貼與貸款、購物優惠及文娛康樂活動。

為合資格員工增設新福利計劃

為推動機構對員工及其家屬的關愛文化，東華三院由2017年4月1日起為合資格員工增設兩個福利項目，包括「員工添孫之喜賀儀計劃」，祝賀員工的孫/外孫誕生；以及「員工榮休旅遊獎」，表揚為機構盡心服務超過20年的退休員工。本院管理層會繼續積極探討各項可行措施，努力營造關懷和支持員工及其家庭的工作環境。

鼓勵團隊運動 促進健康人生

為鼓勵員工積極參與本院舉辦的球賽和其他公開隊際賽事，本年度繼續舉辦多種球類比賽及「員工自行參與隊際運動比賽資助計劃」，讓同事從中建立團隊精神，鍛鍊強健體魄。

TWGHs cares about its staff members and strives to optimise their 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.

Introducing New Welfare Schemes to Eligible Staff Members

TWGHs introduced 2 new welfare schemes to eligible staff members with effect from 1 April 2017 to promote the corporate caring culture including “Grandma and Grandpa Gratuities” to share the joy and congratulate staff members on becoming a grandparent; and the “Travel Award for Staff on Retirement” to recognise the dedication of retiring staff members who have served the Group for more than 20 years. The management will continue to proactively explore practical measures to foster a work environment of sustaining care and support for staff members and their families.

Promoting Healthy Lifestyle and Team Spirit

TWGHs continued to launch a series of sports tournaments as well as the “Sponsorship for Self-arranged Sports Programme” this year to encourage staff members to actively participate in sports activities organised by the Group as well as external team events. The wide variety of ball games aims to build team spirit and strengthen staff members’ physical fitness.

鼓勵員工與家人共享愉快時光

為鼓勵員工與家人享受天倫之樂及舒緩工作壓力，本年度繼續舉辦兩天遊活動，讓員工與親友暢遊不同的主題樂園及景點，享受親子時光，同時達致生活與工作平衡。

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不同折扣優惠，讓員工可於東華三院及外間商號享有多元化折扣，優惠種類涵蓋保健醫療產品、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。

與東華三院共創愉快難忘經歷

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，東華三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、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2018年1月21日舉行的「渣打馬拉松2018」賽事，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等賽事勇奪1項冠軍、1項亞軍、4項季軍、3項殿軍、1項第五名及1項優異獎的殊榮。東華三院員工足球隊今年參加了由中國銀行（香港）及香港中國企業協會青年委員會合辦的「中銀香港盃中企青委第一屆足球賽」，並與香港交易所、佳能香港有限公司及中國銀行（香港）進行多場友誼賽，透過切磋球技擴闊社交圈子，彰顯團隊精神。

Encouraging Quality Time with Family Members

TWGHs continued to organise 2-day tours to different local theme parks and scenic spots so as to encourage staff members to spend quality time with family and relieve work stress through sightseeing with family members, treasuring the precious moments with parents and children, and achieving work-life balance.

Exploring a Wide Variety of Preferential Discounts for Staff Members' Diverse Needs

TWGHs has actively explored opportunities to obtain diversified preferential staff discounts. Staff members can enjoy various offers provided by TWGHs as well as external department stores and companies, including healthcare and medical products, dining, travelling and leisure activities, fashion and lifestyle, electronic technology, as well as financial and insurance services. Staff members are regularly kept informed of updates on preferential discounts via circulars and newsletters.

Creating Joyful and Memorable Experiences with TWGHs

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

The TWGHs Marathon team that comprised of Board Members, staff members with their families and friends, students and residents and members from service centres, took part in the "Standard Chartered Hong Kong Marathon 2018" held on 21 January 2018, fully demonstrating the Group's team spirit and perseverance. The TWGHs Dragon Boat Team also won a champion, a first runner-up, 4 second runner-ups, 3 third runner-ups, a fourth runner-up and a merit award in various competitions including the Shatin Dragon Boat Race and Hong Kong Dragon Boat Race held at Cheung Chau. This year, the TWGHs Staff Football Team gained invaluable experiences by participating in the first 11-a-side Soccer Competition co-organised by the Bank of China (Hong Kong) and the Youth Committee of the Hong Kong Chinese Enterprise Association as well as various friendly matches with the HKEX, Canon Hongkong and the Bank of China (Hong Kong) to broaden the team members' social network and build up team spirit through the matches.



東華三院足球隊與多間機構進行友誼賽，擴闊隊員的社交圈子。
Friendly matches with other organisations were held to broaden the social network of members of TWGHs Staff Football Team.



員工乒乓球比賽參賽者全情投入，為觀眾帶來精彩刺激的賽事。
Participants of the Staff Table Tennis Tournament enjoyed the game and excited the audiences.



為員工及其親友舉辦本地兩天團，共享悠閒歡樂時光。
A 2-day local tour was organised for staff members who enjoyed a relaxing and joyful vacation with families and friends.

員工康樂及福利活動

Staff Recreational and Welfare Activities

活動 Activity	舉辦日期 Date
員工足球隊比賽與相關活動 Staff Football Team Competitions and Related Activities	4/2017-3/2018
龍舟競賽與相關活動 Dragon Boat Race and Related Activities	5-9/2017
母親節特式手工皂工作坊 Mother's Day Soap Making Class	6 & 7/5/2017
母親節天然香薰手部護理工作坊 Mother's Day Aromatherapy Hand Treatment Class	10/5/2017
感謝日 Thankful Day	5/6/2017
父親節麵包製作工作坊 Father's Day Baking Class	3 & 10/6/2017
員工保齡球比賽 Staff Bowling Tournament	24/6/2017
香港迪士尼本地兩天團 Hong Kong Disneyland Local 2-day Tour	8-9/7/2017
員工歌唱比賽 Staff Singing Contest	22/7/2017
員工聯歡自助聚餐 Staff Cuisine Gathering	28/7/2017
員工乒乓球比賽 Staff Table Tennis Tournament	6/8/2017
員工同樂雪糕大放送 Staff Ice-cream Day	14/8 & 1/9/2017
中秋節月餅製作班 Mid-autumn Mooncake Baking Class	24/9/2017
生活與工作平衡月 Work-life Balance Month	1-31/10/2017
員工小型足球比賽 Staff Mini-football Tournament	21/10 & 4/11/2017
員工聯歡中菜聚餐 Staff Traditional Chinese Cuisine Gathering	17/11/2017
甜品製作班 Dessert Cooking Class	26/11/2017
聖誕節烹飪班 Christmas Cooking Class	16/12/2017
聖誕聯歡會 Christmas Parties	19/12/2017
渣打馬拉松2018 Standard Chartered Marathon 2018	21/1/2018
元氣日 Cheer Day	31/1/2018
手工藝班 Handicraft Interest Class	27/1/2018
遠足高球康樂遊 Hiking Leisure Tour	3/3/2018
員工聯歡聚餐 Staff Cuisine Gathering	5/3/2018
員工周年聯歡晚會 Staff Annual Dinner	23/3/2018

舉辦員工康樂及福利活動：30項

Staff recreational and welfare activities organised: 30

參與員工及家屬人次：超過20,000人次

Staff member and family attendances: Over 20,000

批核員工福利計劃及津貼申請：約6,800個

Staff welfare schemes and grants applications processed: About 6,800 applications

員工福利費用：約9,282,400元

Provision for staff welfare: About \$9,282,400

個人諮詢及輔導服務用量：約1,000次

Usage of professional personal consultation and counselling services: About 1,000 times

員工福利支出

Staff Welfare Expenses

● 康樂活動 Recreational Activities	\$4,730,000
● 服務獎勵／福利津貼 Awards / Grants	\$3,832,400
● 牙科保健 Dental Benefits	\$720,000

