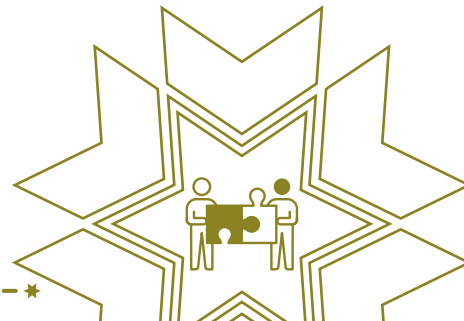


員工關係及發展

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屬的機構文化。作為一間廣受大眾認同的慈善機構，東華三院所得的成就及卓越聲譽，實為員工團結一致和群策群力的成果。本院竭力滿足員工的個別發展需求，以關愛把員工與機構緊緊相連。在董事局及管理層的積極參與及關懷下，員工將這份關愛推而廣之，用心守護和服務受眾。

東華三院致力為員工帶來「家」的感覺，提高他們的工作快樂水平，全年舉辦各類型的員工訓練及福利活動，例如員工聖誕聯歡會、主題樂園兩天遊、興趣班、員工周年聯歡晚會、行政人員聚餐等，以加強員工對機構的歸屬感和工作熱誠，並推動跨部門合作與共融。

營造良好的溝通環境

東華三院深明有效的溝通能促進管理層與員工的相互交流，從而提高工作效率。因此，本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，鼓勵員工向管理層積極表達意見及提出建議，務求優化各項現行措施。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交流意見，並在他們所屬的專業領域上提出寶貴建議。

Nurturing a Caring Corporate Culture

TWGHs adopts a staff-orientated strategy in human resources management and is committed to nurturing a caring and loving corporate culture which cares for its employees and their family members. As a well-recognised charitable organisation in Hong Kong, the Group owes its success and reputation to the solidarity and collective teamwork of 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 proactive involvement of the Board and senior management, staff members will spread the caring spirit and embrace the community with heart and soul.

TWGHs strives to create a sense of being “Home” and enhance the level of happiness-at-work for its staff members. A wide variety of staff trainings and welfare activities were organised throughout the year, such as Staff Christmas Party, 2-day theme park tours, interest classes, Staff Annual Dinner, Executive Lunch-and-Learn Gatherings, etc., to strengthen their sense of belonging and work enthusiasm, and to promote cross-departmental cooperation and integration.

Providing an Enabling Environment for Communication

TWGHs understands that effective communication can facilitate an interactive bonding between the management and staff members so as to enhance work efficiency. Therefore, 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 encourage staff members to express their opinions and make suggestions actively to excel current measures. Apart from these Committees, staff members can express their views and voice their concerns in their field of expertise through opinion boxes and other formal or casual sharing sessions.

社交媒體的發展瞬息萬變，本院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和花絮等資訊。另外，亦設立「東華·家」YouTube頻道，上載與人力資源相關的新短片，以增加員工之間的凝聚力。

為加強員工的歸屬感，東華三院自2011年起定期發布員工電子通訊《東華·家》，讓員工回顧活動的精彩時刻和掌握人力資源資訊，內容涵蓋機構成就、人事管理、培訓及發展計劃、員工關係及福利活動。

本院因應員工編制增長，於本年度再次檢討及修訂長期服務旅遊評選獎勵計劃，以資助更多得獎員工與親友同遊；連同一系列的長期服務獎、榮譽退休獎及員工榮休旅遊獎，合共頒發超過2,000個獎項，以表揚長期服務及工作表現良好的員工。

With the rapid development of social media, TWGHs has proactively explored and applied diversified communication channels to disseminate the updated information of TWGHs, including social media platforms. For instance, the Staff Facebook Page "Tung Wah +" was set up to share latest intelligence on staff relations and welfare activities, festival greetings, useful tips for healthy lifestyle and well-being as well as recap of staff activities. In addition, 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.

With an aim of enhancing staff members' sense of belonging, a staff e-Newsletter titled *Tung Wah +* has been disseminated to staff members on a regular basis since 2011 so as to share activity highlights and keep them posted on the latest human resources information such as corporate achievements, personnel management, training and development programmes, staff relations and welfare activities.

In consideration of the increase in staff establishment, the Long Service Travel Panel Award Scheme was reviewed this year again to sponsor more staff members to travel with family members or friends. Together with a series of Long Service Awards, Retirement Awards and Travel Award for Staff on Retirement, over 2,000 awards were granted in appreciation of the loyalty and commendable service of a group of outstanding staff members at TWGHs.



資深精神科專家曾繁光醫生於行政人員午餐聚餐暨主題講座中，與百多名行政人員分享如何有效處理壓力及抱持正面思維。
Dr. TSANG Fan Kwong, a notable psychiatric specialist, shared how to deal with pressure effectively and embrace positive thinking with more than 100 executives at the Executive Lunch-and-Learn Gathering cum Theme Seminar.



「東華·家」員工臉書專頁
Staff Facebook Page "Tung Wah +"



生活小貼士
Useful tips for healthy lifestyle
and well-being

員工培訓及發展計劃

Staff Training and Development Plans

員工心繫東華三院，以成為其中一份子而深感自豪，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，提供優質貼心的服務。

強化團隊溝通技巧

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邀請了著名主持人暨企業培訓師陳芷菁女士舉辦一系列工作坊，與近百位行政總部的行政人員、校長及服務單位主管分享及講解專業禮儀與形象、思維導圖及擔任司儀的要訣。員工透過不同主題的培訓，提升其職場上的人際關係、表達能力及溝通技巧，從而提升工作表現。另外，為加強前線員工處理投訴的能力，員工訓練組為文職人員、秘書及前線員工舉辦了兩場「處理投訴」工作坊，透過真實工作案例分享及分析技巧應用，協助同事更有效地處理投訴。

To create strong bonding and instill a sense of pride into each TWGHs staff member, helping them to discover the meaning and passion at work will transform their mindset into one that advocates the caring culture and thus shares 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.

Reinforcing Communication Skills for Team Members

TWGHs is dedicated to nurturing staff members to excel not only at work, but also in interpersonal and communication skills. During the year, the Staff Training Unit of the Human Resources Branch invited Ms. CHAN Tsz Ching, Astrid, a renowned master of ceremonies and corporate trainer, to conduct a series of workshops for nearly 100 executives of the Administration Headquarters, principals and supervisors of service units, sharing with skills and tips for capturing the essence of professional etiquette and image, mind mapping and master of ceremonies. Through the trainings on a range of topics, staff members were able to strengthen their interpersonal relationships, presentation and communication skills at workplace so as to enhance their work performance. In addition, to uplift the ability in handling complaints, the Staff Training Unit of the Human Resources Branch organised 2 "Complaint Handling" Workshops for clerical, secretarial and frontline staff members. With real cases shared and analytic techniques introduced, the Workshops equipped the participating staff members with skills to handle complaints effectively.



著名主持人暨企業培訓師陳芷菁女士於「專業禮儀與形象」工作坊分享自我形象管理的要訣。

Ms. CHAN Tsz Ching, Astrid, a renowned master of ceremonies and corporate trainer, shared her know-how on self-image management at the "Professional Etiquette and Image" Workshop.



文職人員、秘書及前線員工於「處理投訴」工作坊學習處理投訴的要訣。
Clerical, secretarial and frontline staff members learnt the key skills to handle complaints at the "Complaint Handling" Workshop.

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下保持競爭力，各科/處/辦公室亦經常攜手制定培訓需求，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。東華三院全年舉行各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。

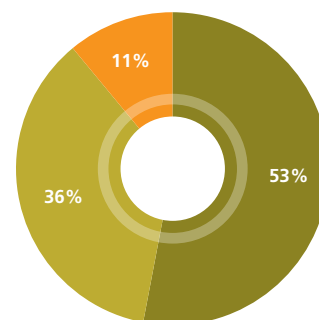
The Group continuously transforms itself in anticipation of opportunities and challenges to remain competitive in the business environment. Divisions/Branches/Office have made concerted efforts to identify staff training needs and review staff training and development policies, to become a learning organisation that facilitates team learning and cross-departmental synergy. Throughout the year, various training programmes and activities have been organised for staff members to develop their professional and managerial competencies, strengthen service skills, enhance personal and team effectiveness, improve their psychological wellness and work-life balance, as well as enhance their awareness of environmental protection.

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	10,944
☀ 適用於各職級人員培訓 Suitable for all levels training	7,586
☀ 一般/前線人員培訓 General/frontline level training	2,258

出席人次 Staff Attendance 20,788

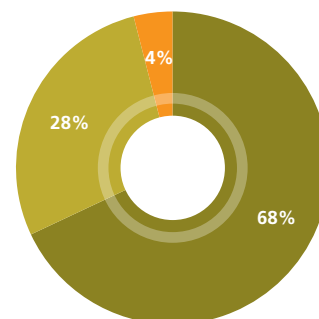


非醫院員工培訓及發展支出

● Training and Development Expenditure for Non-hospital Staff

☀ 內部培訓 Internal training	\$9,444,400
☀ 外部培訓 External training	\$3,917,500
☀ 正規課程/專業團體會員考試 Formal courses/membership examination of professional bodies	\$513,800

合共 Total \$13,875,700



於2019/2020年度完成的員工培訓及發展計劃

● Staff Training and Development Programmes Completed in 2019/2020

- 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 TWGHs Board of Directors): 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

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

東華三院重視珍貴的人力資源，致力改善及提高員工工作環境的安全及健康管理狀況。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各部門舉辦內部培訓活動，務求裝備員工應付日常工作所需。

優化工傷個案管理

東華三院就處理社會服務單位的工傷個案設立工作小組，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，本院亦已聘請一家復康管理公司，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

東華三院為員工裝備急救知識及技巧，以便在活動舉行期間或辦公室內遇上意外時，可即時提供協助。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。

TWGHs treasures its valuable workforce and strives to ensure a safe and healthy work environment for all staff members. Staff members were nominated to attend workshops organised 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 Ordinance*, OSH for office workers, stress management as well as preventive measures of muscle strain. Based on the needs of individual Divisions/Branches/Office, staff training sponsorships were also granted for organising in-house training programmes to equip staff members with relevant knowledge and skills to address issues that might arise in daily operation.

Enhancing Work Injury Management

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

Enhancing and Reinforcing Staff Members' Knowledge on Work Safety

TWGHs offered first-aid training to equip staff members with knowledge and skills to cope with accidents in office or during events. On a regular basis, the Staff Training Unit jointly organised in-house first-aid training course and refresher course with the Hong Kong St. John Ambulance to strengthen staff members' emergency awareness and coping skills.

★
理論與實踐並重的職業安全與健康
工作坊
An Occupational Safety and Health
Workshop which combined theory
with practice



★ 關懷員工 Caring about Employees

東華三院深信充滿活力及敬業樂業的員工會全心全意投入工作，並能從中體會到服務社會的意義和樂趣。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廣生活與工作平衡。管理層秉持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。

延長半天生日假至一天

自2016年9月1日起，本院為非學校及幼稚園員工增設半天生日假，這項福利措施深受員工讚賞。為推展機構的關愛文化，提升員工的凝聚力，本處檢視現行的生日假政策後，獲董事局主席批准，將非學校及幼稚園員工的生日假由半天延長至一天，並於2020年1月1日起生效，以迎接東華三院踏入150周年，與員工一同分享本院的成就和喜悅。

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 as well as 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 exemplifying its commitment to the corporate social responsibility. To this end, TWGHs endeavours to grow into a second home where employees are willing to serve with ceaseless dedication.

Extension of Birthday Leave from Half-day to Full-day

Effective from 1 September 2016, TWGHs introduced a half-day birthday leave for eligible non-school and kindergarten staff members. This welfare policy was well received by staff members. With a view to fostering the Group's caring culture and strengthening staff cohesiveness, the Branch conducted a review on its existing birthday leave policy, and received approval from the Chairman of the Board of Directors to extend the birthday leave from half-day to full-day for non-school and kindergarten staff members. The full-day birthday leave policy was scheduled to take effect from 1 January 2020, embracing TWGHs 150th Anniversary as well as sharing the joy and achievements of the Group with our staff members.

與東華三院共建快樂大家庭

東華三院關顧員工的身心健康，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2019年10月舉辦「生活與工作平衡月」，以「擁抱生活，樂在東華」為主題，內容包括派發「東華·家」環保遮袋、迷你版環保袋及經鄧明慧副主席特意引薦、由余德淳博士撰寫的情緒和壓力管理叢書，又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，本院亦安排「柔韌有瑜」慢活瑜伽、「畫出我心」曼陀羅彩繪擴香杯墊及「賞茶樂」茶道等工作坊，員工反應熱烈。另外，本年度的「員工同樂雪糕大放送」於東華三院行政總部及東華三院方樹泉社會服務大樓舉行，由蔡榮星主席、人力資源委員會主任委員譚鎮國副主席、人力資源委員會副主任委員晏紫總理及高級職員親自派發軟雪糕及不同種類的雪糕產品，在炎夏中與眾同樂。



東華三院生活與工作平衡月
2019董事局宣傳短片
Promotional video featuring
Board of Directors for the
Work-Life Balance Month 2019



雪糕日
Ice-cream Day

員工東華三院的重要資產，因此本院推出多項計劃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，本院連續第七年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，以及面對人生轉變及突發事件的小貼士，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。此外，在符合現行香港法例下，本院將部分員工福利延展至不同性傾向的員工及其家屬，進一步推廣和諧共融的關愛文化。

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、服務獎勵、福利津貼與借貸、購物優惠及文娛康樂活動。

Cultivating a Happy Family with TWGHs

Committed to taking good care of our staff members' mental and physical health and promoting the importance of work-life balance to them, TWGHs continued to support the Community Business in organising a "Work-life Balance Month" throughout October 2019. Our theme this year, "Embrace your Life, Rejoice in Tung Wah", advocated a balance of work and life. The series of initiatives included distribution of "Tung Wah +" environmental friendly umbrella sheaths, mini recycle bags and a set of emotion and stress management books written by Dr. Charles YU, which was specially referred by Ms. TANG Ming Wai, Mandy, Vice-Chairman. E-tips on healthy lifestyle, the "Lights off on Time" campaign and a casual wear month were also disseminated. A number of work-life balance workshops on yoga, Mandala and Teism were organised with overwhelming response. The "Ice-cream Day" was held at TWGHs Administration Headquarters and TWGHs Fong Shu Chuen Social Service Building this year. Dr. TSOI Wing Sing, Ken, the Chairman, Mr. TAM Chun Kwok, Kazaf, Vice-Chairman cum Chairman of the Human Resources Committee (HRC), Ms. YAN Zi, Director cum Vice-Chairman of the HRC, and senior staff distributed soft ice-cream, and various ice-cream products to staff members, allowing them to enjoy refreshing desserts together in the hot summer.

Staff members are valuable assets and various programmes were launched to take good 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 for the seventh consecutive year. The Programme provided emotional support for all non-hospital staff members including face-to-face counselling sessions, a round-the-clock personnel consultation and counselling service hotline and Work-Life Balance coaching service by experienced social workers, counsellors as well as 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 emailed 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 joins "Say Yes to Breastfeeding" Campaign organised by UNICEF. To show our care and support to our breastfeeding staff members, measures have been implemented to provide a better breastfeeding-friendly workplace, so that the staff members can continue breastfeeding their babies after returning to work. In addition, some of the staff welfare benefits were extended to staff members of different sexual orientations under existing laws of Hong Kong to further promote the harmonious and inclusive caring culture.

TWGHs cares about its staff members and strives to optimise their fringe benefits in 5 major areas, including medical and dental benefits, service awards, grants and loans, preferential discounts as well as social and recreational activities.

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。

鼓勵員工與家人共享愉快時光

為鼓勵員工在工餘時間與家人享受天倫之樂及紓緩工作壓力，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，同時達到生活與工作平衡。

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，讓員工可於本院及外間商號享有多元化折扣，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。

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朝氣的機構，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、興趣班等。

東華三院龍舟隊於沙田龍舟競賽及長洲全港龍舟邀請大賽等賽事勇奪兩項亞軍、兩項季軍及4項殿軍的殊榮。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三屆足球賽」，並與香港滙豐銀行進行友誼賽，透過切磋球技擴闊社交圈子，彰顯團隊精神。

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 and external team events. The wide variety of sports activities aims to build team spirit and strengthen staff members' physical fitness.

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 relief work stress in spare time 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 actively explores opportunities for diversified preferential staff discounts. Staff members can enjoy various offers provided by TWGHs as well as external department stores and companies, covering 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 and interest classes.

The TWGHs Dragon Boat Team won 2 first runner-ups, 2 second runner-ups and 4 third runner-ups in various competitions including the Shatin Dragon Boat Race and Hong Kong Dragon Boat Race at Cheung Chau. This year, the TWGHs Staff Football Team gained invaluable experiences by participating in the third "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 a friendly match with the Hong Kong and Shanghai Banking Corporation to broaden the team members' social network and build up team spirit through the matches.



東華三院足球隊參加外間機構賽事，擴闊隊員的社交圈子。

TWGHs Football Team participated in matches organised by other associations and institutions, broadening the social network of the team members.



東華三院龍舟隊在本年度勇奪8項大獎。

Tung Wah Dragon Boat Team won 8 awards in the year.



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 Recreation and Welfare Activities

活動 Activities	舉辦 Date
員工足球隊比賽與相關活動 Staff Football Team Competitions and Related Activities	4/2019-3/2020
龍舟競賽與相關活動 Dragon Boat Races and Related Activities	5-12/2019
感謝日 Thankful Day	29/5/2019
員工保齡球比賽 Staff Bowling Tournament	1/6/2019
傳統老婆餅工作坊 Traditional Sweetheart Cake Workshop	23/6/2019
廚餘再生工作坊 Green Tour 2019	28/6/2019
員工歌唱比賽 Staff Singing Competition	6/7/2019
皮革工作坊 Leather Workshop	10/8/2019
月餅展銷會 Moon Cake Promotion Booth	13/8/2019
員工同樂雪糕大放送 Staff Ice-cream Day	21 & 28/8/2019
員工乒乓球比賽 Staff Table Tennis Tournament	24/8/2019
中秋月餅製作班 Mooncake Baking Class	31/8/2019
香港迪士尼萬聖節兩天遊 Hong Kong Disneyland Halloween 2-day Tour	28-29/9/2019
生活與工作平衡月2019 Work-life Balance Month 2019	1-31/10/2019
員工聯歡自助聚餐 Staff Buffet Gathering	10/12/2019
行政總部聖誕聯歡會 Administration Headquarters Christmas Party	20/12/2019
手工藝班 Handcraft Class	8/3/2020

舉辦員工康樂及福利活動：超過30項

Staff recreational and welfare activities organised: Over 30 items

參與員工及家屬人次：超過20,000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6,800個

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

員工福利費用：約13,708,400元

Provision for staff welfare: About \$13,708,400

個人諮詢及輔導服務用量：約700次

Usage of professional personal consultation and counselling services: About 700 times

員工福利支出

● Staff Welfare Expenses

✿ 服務獎勵/福利津貼 Awards/Grants	\$6,449,300
✿ 康樂活動 Recreational activities	\$6,429,700
✿ 牙科保健 Dental benefits	\$829,400

