

員工關係

EMPLOYEE RELATIONS AND DEVELOPMENT

及發展

2019冠狀病毒病疫情下的人力資源應變措施

鼓勵員工參與「2019冠狀病毒病疫苗接種計劃」

為鼓勵員工參與「2019冠狀病毒病疫苗接種計劃」，本院為非醫院、非學校及幼稚園員工推出特別假期措施，包括准許員工於辦公時間內放取不多於半天假期接種疫苗，以及為完成接種的合資格員工，就每接種一劑疫苗給予一天「疫苗假期」。而資助學校及醫院員工亦能遵照教育局、學校法團校董會或醫院管理局頒布的規例放取相關假期。截至2021年12月，本院已累計批核共8,619宗接種疫苗半天假期及12,333宗「疫苗假期」的申請個案。

本院亦先後舉辦兩項抽獎活動，專供已完成接種兩劑疫苗的員工及親友參與，以響應政府「全城起動，快打疫苗」運動。獎品包括遊輪假期套票及音樂會門票，活動反應熱烈，能有效鼓勵員工儘快接種疫苗，保障自身及他人健康。



譚鎮國主席(右)在行政總監蘇祐安先生(左)陪同下抽出得獎名單。

Mr. TAM Chun Kwok, Kazaf (right), the Chairman, accompanied by Mr. SU Yau On, Albert (left), Chief Executive, drew the list of winners.

此外，董事局成員及行政總監更參與拍攝宣傳短片，於東華三院網站、社交媒體專頁和本院各個平台發放，呼籲員工及市民接種新冠疫苗。

Human Resources Initiatives in Response to COVID-19 Pandemic

Participation in the “COVID-19 Vaccination Programme”

To encourage staff participation in the “COVID-19 Vaccination Programme”, TWGHs launched special measures for non-hospital, non-school and kindergarten staff, including granting up to a half-day release for receiving the vaccinations during office hours, and a one-day vaccination leave for each vaccination received. Staff of aided schools and hospitals could also take leave in accordance with relevant rules and regulations announced by the Education Bureau, Incorporated Management Committees of the schools and the Hospital Authority. As of December 2021, an accumulative total of 8,619 half-day vaccination release and 12,333 vaccination leave applications had been approved.

In support of the Government’s “Early Vaccination for All” campaign, the Group also organised 2 rounds of lucky draws for staff members and their relatives who had taken 2 doses of vaccination, with prizes including cruise package and concert tickets. The response was overwhelming, as the measures effectively encouraged staff members to get vaccinated as early as possible in order to protect their own and other people’s health.



In addition to the above, promotional videos filmed by Board Members and Chief Executive were published on TWGHs’ official website, social media and various channels to encourage staff members and the public to receive the vaccination.

人力資源管理策略

培養關愛機構文化

東華三院致力培養關愛機構文化，採取以員工為本的人力資源管理策略，關懷僱員及其家屬。有賴員工團結一心，本院成為一家廣為大眾認識、成就和聲譽屢獲肯定的慈善機構。因此，本院致力靈活地配合員工的個別發展需求，以提升員工的工作熱誠，並與本院建立深厚的連繫。同時，董事局及高級管理層積極投入院務工作和關顧同工，感染員工將這份關愛推而廣之，用心服務受眾。東華三院亦致力為員工帶來「家」的感覺，提倡愉快工作環境，於年內舉辦各類型的員工福利活動，例如聖誕聯歡會、主題樂園兩天遊及興趣班，以加強員工對機構的歸屬感，並推動跨部門合作與共融。

營造良好的溝通環境

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，鼓勵員工積極向管理層反映意見及提出建議，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，在他們所屬的專業領域上發表意見。

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Facebook專頁，與同事分享最新的員工關係及福利活動、生活小貼士及員工活動花絮等資訊。另外亦設立「東華·家」YouTube頻道，上載與人力資源相關的短片，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，本院合共頒發超過1,800個獎項，以表揚長期服務及工作表現良好的員工。受限於全球疫情及旅遊管制，本年度「長期服務旅遊評選獎勵計劃」的外遊期限順延，讓獲獎員工有更充裕時間計劃旅程。



Strategies of Human Resources Management

Nurturing a Caring Corporate Culture

Committed to nurturing a caring and loving corporate culture, TWGHs adopts a staff-oriented approach in human resources management, and cares about its employees and their family members. Thanks to the solidarity of staff members, the Group has become a well-recognised, reputable and successful charitable organisation. Therefore, the Group is flexible when it comes to addressing the development needs of individual staff, as it engages them to work passionately with a profound connection with the organisation. In addition, the caring attitude and proactive involvement of the Board and senior management have encouraged staff members to spread the caring spirit, thus motivating them to serve the community wholeheartedly. TWGHs also strives to create a feeling of “being at home” to enhance the level of happiness-at-work for its staff members. A wide variety of staff welfare activities were organised throughout the year, such as a Christmas Party, 2-day theme park staycation tours and interest classes, to strengthen the staff’s sense of belonging to the Group, and to promote cross-departmental integration and cooperation.

Providing an Enabling Environment for Communication

TWGHs has 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 proactively express their opinions and make suggestions in optimising and improving the current measures. Apart from these Committees, staff members can voice their views relating to their fields of expertise through opinion boxes and other formal or casual sharing sessions.

With the rapid development of social media, TWGHs is maximising the use of diversified communication channels, including social media platforms, to disseminate updated information and announcements of TWGHs. For instance, the Staff Facebook Page “Tung Wah +” was set up to share the latest information about staff relations and welfare activities as well as useful tips for healthy lifestyle and well-being. In addition, the “Tung Wah +” YouTube Channel was also created to share TWGHs’ human resources related videos in order to enhance the bonding amongst staff members. With an aim to enhance staff members’ sense of belonging, a staff e-Newsletter titled *Tung Wah +* has been published for staff members on a regular basis since 2011. The e-newsletter shares activity highlights and keeps the staff 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 continued increase in staff establishment, the “Long Service Travel Panel Award Scheme” was reviewed and revised this year again to sponsor more staff members for trips with family members or friends. Together with a series of Long Service Awards, Retirement Awards and Travel Awards for Staff on Retirement, over 1,800 awards were granted to staff members in appreciation of their loyalty and outstanding performance. Having been restricted by world-wide pandemic and corresponding travel sanctions, the Group extended the travel period for the “Long Service Travel Panel Awards Scheme” this year, enabling awardees to have more time to plan for their journeys.

「東華·家」員工Facebook專頁
Staff Facebook Page “Tung Wah +”

員工培訓及發展計劃

員工心繫東華三院，在工作中找到熱誠和意義，自能成為關愛文化的倡導者，與機構邁向共同目標。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。

承先啟後 繼往開來

為鞏固員工的「東華精神」，人力資源科的員工訓練組於2021年11月26日舉辦參觀東華三院何超蓮檔案及文物中心活動，以提高員工對東華三院歷史、檔案和文物的認識，從而推廣機構文化及增加員工對工作的投入度和使命感。



參觀東華三院何超蓮檔案及文物中心
Visit to TWGHs Maisy Ho Archives and Relics Centre

推動網上培訓工作坊

東華三院致力推動多元化的員工培訓，除了傳統的面授課程，亦與時並進地推出網上培訓工作坊，讓員工於疫情下繼續自我增值。人力資源科員工訓練組為行政人員、校長及服務單位主管舉辦不同的網上培訓工作坊，例如「領導新世代」及「管理人的實用AQ學」，讓參加者透過了解新世代的心理，以及運用逆境商數，提升跨世代的工作默契，強化自我管理能力和建立效率更高的團隊。此外，亦舉辦了「處理投訴」網上工作坊，協助同事更有效地處理投訴。



Leading New Generations

Edward Tse
Industrial & Organizational Psychologist

ROCK
Training Consultants

創造跨部門團隊學習體驗

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。員工訓練組為前線員工舉辦了「多感官探索團隊訓練」工作坊，透過在無聲和黑暗的環境中進行團隊訓練，提升員工的溝通能力，推動團隊互信。此外，為加強行政人員及主管級員工於網上宣傳策劃及演說的技巧，員工訓練組亦舉辦了影片製作工作坊，讓同事善用社交媒體平台及網絡宣傳產品或服務。

Staff Training and Development Plans

To create strong bonding with each staff member, TWGHs is dedicated to exploring ways to help staff discover the passion and meaning at work, and therefore share the same goal with the Group in advocating a caring culture. As a caring and loving employer that creates a second home for its employees, TWGHs takes care of employees' unique development needs in their different stages of life. Staff members are also nurtured with "Tung Wah Spirit", and are encouraged to provide service users with quality services as if they were their next of kin.

Inheriting the Past and Creating the Future

In a bid to reinforce "Tung Wah Spirit" among staff members, a visit to TWGHs Maisy Ho Archives and Relics Centre was organised by the Staff Training Unit of the Human Resources Division on 26 November 2021.

The visit enhanced staff members' understanding of the Group's history, archives and relics, thereby promoting the corporate culture and strengthening their sense of engagement and mission towards their work.

Promoting Online Training Workshops

TWGHs is dedicated to promoting diversified staff training programmes. Apart from conventional face-to-face training workshops, online training workshops, such as "Leading New Generation" and "Application of Adversity Quotient (AQ) in Leadership" for executives, principals and supervisors of service units, were organised by the Staff Training Unit of the Human Resources Division to facilitate staff learning under the restrictions of the pandemic. These courses were designed to let participants understand

the mindsets of the young generations and the adoption of AQ, thereby strengthening their ability in maintaining effective cross-generation cooperation at work, enhancing self-management skills and thus establishing a more efficient team. In addition, an online workshop on "Complaints Handling" was also conducted to equip staff members with skills to handle complaints effectively.

培訓導師以網上形式與本院員工舉行培訓工作坊。
A trainer was delivering an online training workshop to staff members.

Creating Cross-departmental Learning Experience

TWGHs is dedicated to nurturing staff members' capabilities not only at work but also in interpersonal and communication skills. The Staff Training Unit organised a "Multi-sensory Exploration Team Training" workshop under a silent and dark environment for frontline staff to enhance their communication skills and mutual trust. In addition to that, a workshop on video production was also held for executives and supervisory staff to further enhance their practical and technical know-how on online publicity and speech delivery, so as to make good use of social media platform and the Internet to promote products and services.

本院時刻因應機遇和挑戰，謀求自我改進，藉以保持競爭力，各科、辦公室及部亦經常攜手協作制定培訓需求，檢討員工培訓及發展政策，致力成為學習型機構。東華三院全年舉行各項多元化的課程及活動，發展員工的專業和管理能力、加強員工的服務技巧、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。



透過舉辦「網上宣傳及直及演說的技巧。」



透過舉辦「網上宣傳及直播」工作坊，提高員工於網上宣傳策劃及演說的技巧。

With a view to enhancing the know-how on producing high-quality online promotion and broadcast events, “Online Promotion and Broadcast” workshop was organised.

The Group continues to transform itself in anticipation of upcoming opportunities and challenges, and to remain competitive in the labour market. As a learning organisation, Divisions, Office and Sections make concerted efforts to identify staff training needs, and review staff training and development policies. A wide spectrum of training programmes and activities were also organised for staff members to help them develop professional and managerial competencies, strengthen service skills, enhance personal and team effectiveness, improve psychological wellness and work-life balance, and enhance awareness of the importance of environmental protection.

舉辦有效處理員工紀律的法律責任分享會

為加深各主管級員工於處理員工紀律所涉及的法律知識，以及減少潛在的勞資糾紛，人力資源科於2021年12月16日舉辦以「有效處理員工紀律的法律責任」為題的人力資源實務知識分享會。是次分享會由香港人力資源管理學會安排的講員主講，共有超過80位員工出席。

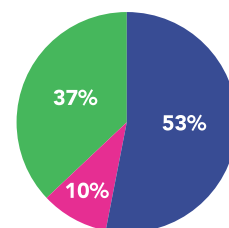
Organising Sharing Sessions on Effective Management of Legal Liabilities of Staff Disciplinary Matters

In order to enhance supervisory staff's knowledge on legal responsibility in relation to handling staff disciplinary matters and to minimise potential labour disputes, a sharing session on "Effective Management of Legal Liabilities of Staff Disciplinary Matters" was held on 16 December 2021. The sharing session was delivered by a speaker arranged by the Hong Kong Institute of Human Resources Management, and was attended by over 80 staff.

非醫院員工學習及發展機會

Learning and Development Opportunities for Non-hospital Staff

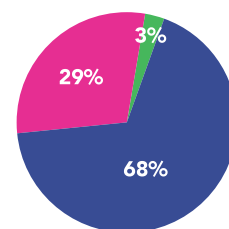
△ 管理 / 專業人員培訓 Managerial/professional level	11,301
△ 一般 / 前線人員培訓 General/frontline level	2,127
△ 適用於各職級人員培訓 Suitable for all levels	7,908
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出席人次 Staff Attendance:	21,336



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	\$8,971,500
△ 外部培訓 External training	\$3,874,100
△ 正規課程 / 專業團隊會員考試 Formal courses/membership examination of professional bodies	\$375,900
合共 Total:	\$13,221,500



於2021/2022年度完成的員工培訓及發展計劃

Staff Training and Development Programmes Completed in 2021/2022

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| <ul style="list-style-type: none"> • 非醫院員工培訓及發展項目概要：附錄ER1 • 醫院員工發展及研究（由東華三院董事局資助）：附錄ER2 • 教師培訓及發展項目概要：附錄ER3 • 社會服務科員工培訓及發展項目概要：附錄ER4 • 公共服務部員工培訓及發展項目概要：附錄ER5 | <ul style="list-style-type: none"> • Highlights of Non-hospital Staff Training and Development Programmes: Appendix ER1 • Hospital Staff Development and Research Programmes (Sponsored by the TWGHs Board of Directors): Appendix ER2 • Highlights of Teaching Staff Training and Development Programmes: Appendix ER3 • Highlights of Staff Training and Development Programmes of the Community Services Division: Appendix ER4 • Highlights of Staff Training and Development Programmes of the Traditional Services Section: Appendix ER5 |
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建立健康及安全工作間

東華三院致力改善及提高工作環境的安全管理水平，從而保障寶貴的人力資源。因此，人力資源科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/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，協助員工應付日常工作所需。



香港心理衛生會教育主任教授簡單養神方法和「太極延伸操」，以鬆弛神經及鍛鍊身體。

An Education Officer from the Mental Health Association of Hong Kong taught simple meditation and "Tai Chi Exercise" for staff to relax and work out.

Building a Healthy and Safe Workplace

TWGHs treasures its valuable workforce and strives to ensure a safe and healthy work environment for all its staff. Staff members were nominated to attend workshops organised by the Occupational Safety and Health (OSH) Council to enhance their awareness of relevant OSH issues such as first-aid knowledge, *OSH Ordinance*, OSH for office workers, stress management, and preventive measures for muscle strain. Based on the needs of individual Divisions/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 operations.



提升及鞏固員工職業安全知識

東華三院為員工提供急救知識及技巧，以便於辦公室或活動舉行期間一旦遇上意外，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 and Reinforcing Staff Members' Knowledge on Work Safety

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

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。本院亦聘請復康管理公司，為受傷員工提供適切及優質的復康服務。

Enhancing Work Injury Management

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

關懷員工

東華三院深信，一支充滿活力且敬業樂業的工作團隊，定能吸引員工更投入工作，並從中體會到服務社會的意義和樂趣。秉持「以員工為本」的原則，本院致力培養關愛機構文化、推廣生活與工作平衡，以及發展成為員工的第二個家。管理層抱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。

Caring about Employees

It is the firm conviction of TWGHs that an energetic and engaged workforce will encourage staff to devote themselves to and take pleasure in the meaningful missions of serving the community. By adopting the "staff-oriented" approach, the Group is devoted to cultivating a caring corporate culture, promoting work-life balance, and growing itself to be a second home for employees. The management also embraces the concept of maintaining a pleasant workplace that increases staff happiness and their sense of belonging. These help the Group to enhance productivity and fulfil social responsibilities.

增加法定假日日數

本院一直積極推廣工作與生活平衡的文化，並採取以僱員為本的人事管理措施。鑑於《2021年僱傭（修訂）條例》內列明由2022年1月1日起至

Increasing Number of Statutory Holidays

The Group has been committed to promoting work-life balance and adopting staff-oriented management practices. In compliance with the *Employment (Amendment) Ordinance 2021* on the progressive increase in statutory holidays from 12 days to 17 days (including the Birthday of

2030年，逐步將法定假日的日數由12天增加至17天（包括佛誕、聖誕節後第一個周日、復活節星期一、耶穌受難節及耶穌受難節翌日），本院已更新有關行政程序，並將最新規定納入相關聘用合約。

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，一直響應社商賢匯的號召，連續7年把「生活與工作平衡周」延展至「生活與工作平衡月」（「平衡月」）。今年，譚鎮國主席、人力資源委員會主任委員韋浩文副主席、人力資源委員會副主任委員麥鄧蕙敏總理聯同行政總監蘇祐安先生，以直播形式主持「平衡月」的開展儀式，即席示範沖泡港式奶茶，並與同事分享生活與工作上的減壓方法。另外，譚鎮國主席亦聯同一眾董事局成員及行政總監蘇祐安先生拍攝宣傳短片，推廣生活與工作平衡的重要性。

「平衡月」以「擁抱生活，樂在東華」為主題，除了舉辦「植物藍染工作坊」、「港式奶茶體驗工作坊」及「禪繞畫（網上）工作坊」外，亦透過不同渠道發放健康生活小貼士、鼓勵同事準時下班、舉行便服月及派發「東華·家」鎖匙包予全院同事。麥鄧蕙敏總理更為同事送上防蚊手帶，鼓勵大家多做戶外活動，舒展身心。此外，譚鎮國主席聯同行政總監蘇祐安先生，於「夏日鬆一鬆」活動中，為總部同事送上港式奶茶及茶點，為一眾同事在繁忙的工作中注入正能量，並把該活動擴展至東華三院黃竹坑服務綜合大樓及戴東培社會服務大樓，勉勵及支持各同事。

員工是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，以及連續9年為員工提供「精明人生促進計劃」24小時個人諮詢及輔導支援服務；又透過關懷咭，為住院員工送上祝福，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，陪伴員工走過人生不同階段。

the Buddha, the first weekday after Christmas Day, Easter Monday, Good Friday and the day following Good Friday) with effect from 1 January 2022 and up to 2030, the relevant administrative procedures and employment contract terms had been updated correspondingly.

Cultivating a Happy Family with TWGHs

With a firm commitment to take good care of our staff members' mental and physical health, TWGHs has been supporting the Community Business and extending the "Work-life Balance Week" to "Work-life Balance Month" for the 7th year. This year, Mr. TAM Chun Kwok, Kazaf, the Chairman, Mr. WAI Ho Man, Herman, Vice-Chairman cum Chairman of Human Resources Committee, Mrs. MAK TANG Wai Man, Vivian, Director cum Vice-Chairman of Human Resources Committee and Mr. SU Yau On, Albert, Chief Executive, joined a live-broadcast of the Kick-off ceremony, where they demonstrated how to brew Hong Kong-style milk tea, and share some practical tips in addressing pressures in life and at work. In addition, Mr. TAM Chun Kwok, Kazaf, the Chairman, Board Members and Mr. SU Yau On, Albert, Chief Executive, filmed a video to promote the importance of work-life balance.

Themed “Embrace Your Life, Rejoice at Tung Wah”, the “Work-life Balance Month” comprised not only “Natural Indigo Dye Workshops”, “Hong Kong-Style Milk Tea Culture & Experience Workshop” and “Online Zentangle Workshop” organised, but also e-tips on healthy lifestyle disseminated to staff via various channels. Meanwhile, a “Lights-off on Time” campaign, and a “Casual Wear Month” were also held, with “Tung Wah +” key chain holders distributed to staff members. Moreover, MosquitOut Bracelets sponsored by Mrs. MAK TANG Wai Man, Vivian, Director, were sent to staff to encourage more participation in outdoor activities. In addition, Mr. TAM Chun Kwok, Kazaf, the Chairman and Mr. SU Yau On, Albert, Chief Executive, sent home-made Hong Kong-style milk tea and biscuits to staff members of the Administration Headquarters as energy boosters during in the event of “Tea Time in Summer”. This event was also extended to TWGHs Wong Chuk Hang Complex and TWGHs Tai Tung Pui Social Service Building to boost up other staff members.

Given that staff members are valuable assets to TWGHs, we launched a diverse range of programmes during the year to remind them to take good care of their physical and mental well-being. These programmes included the Free Influenza Vaccination Programme, and “The Love Life, Live Smart” employee assistance programme held consecutively for the 9th year, which came with a round-the-clock personnel consultation and counselling services service. Caring cards were sent to hospitalised staff members to express the Group’s best wishes for their speedy recovery, while e-tips on work-life balance, advice on life events and self-care measures during emergencies and traumatic incidents were regularly sent to staff members to help them ride out their storms of life.



譚鎮國主席（左二）、人力資源委員會主任委員韋浩文副主席（右二）、人力資源委員會副主任委員麥鄧蕙敏總理（左一）及行政總監蘇祐安先生（右一）示範沖泡奶茶的步驟。

Mr. TAM Chun Kwok, Kazaf (left 2), the Chairman, Mr. WAI Ho Man, Herman (right 2), Vice-Chairman cum Chairman of the Human Resources Committee, Mrs. MAK TANG Wai Man, Vivian (left 1), Director cum Vice-Chairman of the Human Resources Committee and Mr. SU Yau On, Albert (right 1), Chief Executive, demonstrated the steps of brewing Hong Kong-style Milk Tea.



譚鎮國主席聯同董事局成員及行政總監蘇祐安先生拍攝一系列推廣「生活與工作平衡月」的短片，與大家分享生活飲食小貼士。

Mr. TAM Chun Kwok, Kazaf, the Chairman, Board Members and Mr. SU Yau On, Albert, Chief Executive, filmed a series of "Work-life Balance Month" videos where they shared healthy eating tips.



港式奶茶體驗工作坊
Hong Kong-style Milk
Tea Culture & Experience
Workshop

員工福利

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，以及文娛康樂活動。

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，本年度繼續舉辦不同的球類比賽及「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

為鼓勵員工與家人享受天倫之樂，同時舒緩工作壓力，本院繼續舉辦本地主題樂園兩天遊活動，讓員工與親友暢遊主題樂園，達至生活與工作平衡。

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服務及產品折扣，種類涵蓋保健醫療產品、餐飲禮遇、旅遊消閒服務、時尚生活產品、電器科技產品及理財保險服務。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，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，帶領員工步入生活與工作平衡的健康模式。

由員工及親友、學生及服務使用者組成的東華三院馬拉松隊，參與在2021年10月24日舉行的「渣打香港馬拉松2021」，充份展現各人的毅力。而東華三院員工龍舟隊則應邀參加了由豐盛機電工程集團有限公司舉辦的「豐盛機電龍舟同樂日暨龍舟邀請賽」，並獲得金盾組亞軍。東華三院員工足球隊亦參加了「豐盛機電足球七人邀請賽2021」，透過切磋球技擴闊社交圈子，彰顯團隊精神。



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

Staff Welfare and Benefits

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, and social and recreational activities.

Promoting Healthy Lifestyle and Team Spirit

TWGHs continued to launch various sport tournaments and the "Sponsorship for Self-arranged Sports Programme" in 2021/2022, as part of its drive to encourage staff members to proactively participate in in-house sports activities and external team matches. All these moves were aimed at building team spirit among staff members and strengthening their physical fitness.

Encouraging Quality Time with Family Members

To achieve work-life balance, TWGHs continued to organise 2-day local tours to theme parks for staff members to spend quality time with their families and relieve work stress.

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

TWGHs actively explores opportunities for a wide array of preferential staff discounts. Staff members can enjoy various discount offers from TWGHs, and shops and suppliers on services and products, such as healthcare and medical products, dining services, travelling and leisure activities, fashion and lifestyle products, electronic technology products, and financial and insurance services. Staff members are regularly informed of updates on preferential discounts via circulars and newsletters.

Creating joyful and memorable experiences with TWGHs

As a vibrant and energetic organisation, TWGHs strives to help staff members to 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.

TWGHs Marathon team comprising staff members, their families and friends, students and service users of the Group took part in the "Standard Chartered Hong Kong Marathon 2021" held on 24 October 2021, during which everyone fully demonstrated their perseverance. Meanwhile, TWGHs Staff Dragon Boat Team won the 1st runner-up medal at the Golden Shield Division in the "FSE Engineering Dragon Boat Fun Day cum Friendly Match" organised by FSE Engineering Group Limited, and TWGHs Staff Football Team manifested teamwork and broadened their social network through participating in the "FSE Engineering Mini-Football Friendly Match 2021".



東華三院員工乒乓球賽參賽者全情投入，為觀眾帶來精彩刺激的賽事。

Participants of the TWGHs Staff Table Tennis Tournament went all out in the matches, thrilling audiences with exciting performances.



東華三院員工龍舟隊於賽事中勇奪亞軍。
TWGHs Staff Dragon Boat Team won the 1st runner-up in a match.

員工康樂及福利活動

活動 Activity	舉辦日期 Date
員工足球隊訓練與相關活動 Staff Football Team Practice Sessions and Related Activities	4/2021-3/2022
員工龍舟隊訓練與相關活動 Staff Dragon Boat Team Practice Sessions and Related Activities	5-12/2021
員工聯歡自助聚餐 Staff Buffet Gathering	6/5/2021
母親節天然香薰油工作坊 Mother's Day Aroma Essential Oil Workshop	7/5/2021
橋咀洲一天遊 Sharp Island 1-Day Tour	16/05/2021
感謝日 Thankful Day	26/05/2021
父親節超人爸爸扭扭樂工作坊 Father's Day Balloon Making Workshop	12/6/2021
香港海洋公園Staycation Hong Kong Ocean Park Staycation	26-27/06/2021
員工保齡球賽 Staff Bowling Tournament	10/07/2021
雲朵造型繩結咕咾工作坊 Cushion Making Workshop	19/7/2021
員工乒乓球賽 Staff Table Tennis Tournament	31/07/2021
港式奶茶沖泡體驗工作坊 Hong Kong-style Milk Tea Culture & Experience Workshop	20/8/2021
夏日鬆一鬆 Tea Time in Summer	20/8/2021
員工龍舟隊及足球隊周年聚會 Staff Dragon Boat and Football Team Annual Gathering	21/08/2021
中秋月餅展銷會 Moon Cake Discount Sale	30/08/2021
元氣日・中秋篇 Cheer Day in Autumn	8/9/2021
員工龍舟隊集訓開展儀式 Kick-off Ceremony of Practice Session for Staff Dragon Boat Team	11/9/2021
生活與工作平衡月2021 Work-life Balance Month 2021	1-31/10/2021
渣打香港馬拉松2021 Standard Chartered Hong Kong Marathon 2021	24/10/2021
香港迪士尼樂園聖誕Staycation Hong Kong Disneyland Christmas Staycation	4-5/12/2021
行政總部聖誕聯歡會 Christmas Party of Administration Headquarters	20/12/2021
員工大抽獎2021 Staff Grand Lucky Draw 2021	16/3/2022