

員工關係及發展

EMPLOYEE RELATIONS AND DEVELOPMENT



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。本院同時靈活地配合員工的個別發展需求，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員工，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，在他們所屬的專業領域表達意見。

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，亦設立「東華·家」YouTube 頻道，上載與人力資源

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. The Group also flexibly addresses the development needs of individual staff and 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, comprising the Staff Consultative Committee, the Staff Welfare Committee and the Staff Retirement Schemes Management Committee, to encourage staff members to voice their opinions and make suggestions for optimising current measures. In addition, staff members may express their views relating to their fields of expertise through opinion boxes as well as 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



相關的短片，增加員工之間的凝聚力。人力資源科亦與資訊科技科合作，開發手機應用程式，於2023年第四季起分階段推出，讓員工能隨時隨地獲得員工訓練及福利的資訊。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2,000個獎項，以表揚長期服務及工作表現良好的員工。為提升「長期服務旅遊評選獎勵計劃」的彈性，由2022年起加入一項為期兩年的過渡性選項，得獎員工可選擇將旅遊津貼一次性以折扣價兌換成現金發放。



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

Channel was launched to share TWGHs' human resources related videos in order to enhance the bonding amongst staff members. In collaboration with the Information Technology Division, a mobile app for staff members was developed and launched by phase from the fourth quarter of 2023, enabling them to access staff training and welfare information without spatial and time limitations. With an aim to enhance staff members' sense of belonging, the *Tung Wah +* staff e-newsletter 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 trips for more staff members with their family members or friends. Together with a series of Long Service Awards, Retirement Awards and Travel Awards for Staff on Retirement, over 2,000 awards were granted to staff members in appreciation of their loyalty and outstanding performance. In order to enhance the flexibility of the "Long Service Travel Panel Awards Scheme", a 2-year interim measure of granting a cash option has been implemented since 2022. The awardees can redeem the award in a discounted lump sum.

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與檔案及歷史文化辦公室合作於2023年11月29日舉辦參觀東華義莊活動，由檔案及歷史文化辦公室代表帶領導賞，讓員工了解香港歷史與東華三院歷史的聯繫，從而推廣機構文化及增加員工對工作的投入度和使命感。



Staff Training and Development Programmes

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 the "Tung Wah Spirit", as they 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 the "Tung Wah Spirit" among staff members, a visit to Tung Wah Coffin Home was organised by the Staff Training Unit of the Human Resources Division with a guided tour led by a representative of the Records and Heritage Office on 29 November 2023. The Visit enhanced the staff members' understanding of the connection between the history of TWGHs and that of Hong Kong, thereby promoting the corporate culture and strengthening their sense of engagement and mission.

文化考察—探索東華歷史足跡
Cultural Visit to TWGHs' Historic Trail

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。為促進跨部門團隊溝通，加強員工之間的凝聚力，員工訓練組舉辦了「團隊訓練」工作坊，亦為行政人員及主管級員工舉辦了「變革管理」工作坊以啟發他們尋找突破性策略，塑造變革領航者。

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、辦公室及部門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。

Creating Cross-departmental Learning Experience

TWGHs is dedicated to nurturing staff members' capabilities not only in performing their duties but also in interpersonal and communication skills. The Staff Training Unit organised a "Teambuilding" Workshop aiming at enhancing team communication and fostering cohesion among staff members from different Divisions/Office. In addition, a workshop on "Change Management" was held for executives and supervisory staff to inspire breakthrough strategies and motivate them to become change leaders.

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.



專業司儀於「口才訓練及溝通技巧」工作坊教授演說技巧。

A professional MC shared the key to delivering public speeches in the "Speaking with Confidence" workshop.



在「變革管理」工作坊中，行政人員及主管級員工體驗合力生產紙飛機的模擬遊戲，學習變革的過程。

In the "Change Management" workshop, executives and supervisory staff experienced a simulation game of operating a paper airplane factory to learn the change management process.



在「雙贏高效溝通技巧」工作坊中，員工跨部門攜手合力作畫，領略有效溝通的重要性。Staff members from different Divisions/Offices worked together in painting creation in the "Effective Communication" workshop.

舉辦「防罪聯盟講座」

人力資源科與香港警務處新界北總區防止罪案辦公室於2023年6月6日合作舉辦「防罪聯盟講座」，現場及網上共有超過200位員工參與講座，是次分享有助提高員工對騙案的警覺性，並且鼓勵他們與家人及朋友分享有關防騙的資訊。



香港警務處新界北總區防止罪案辦公室代表於「防罪聯盟講座」分享

The representative of the New Territories North Regional Crime Prevention Office of the Hong Kong Police Force spoke in the "Anti-deception Practices" Sharing Session

"Anti-deception Practices" Sharing Session

The Human Resources Division and the New Territories North Regional Crime Prevention Office of the Hong Kong Police Force jointly organised the "Anti-deception Practices" sharing session on 6 June 2023. Over 200 staff participated in the event in person and online. The sharing session enhanced the staff awareness of deception cases and encouraged them to share information on anti-deception practices with their families and friends.



出席「防罪聯盟講座」的講者和同事

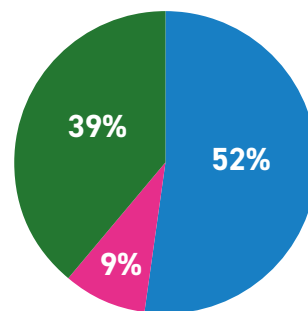
The speaker and participants at the "Anti-deception Practices" Sharing Session



非醫院員工學習及發展機會

Learning and Development Opportunities for Non-hospital Staff

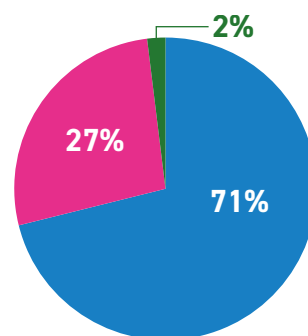
■ 管理/專業人員培訓 Managerial/professional staff training	12,895
■ 一般/前線人員培訓 General/frontline staff training	2,201
■ 適用於各職級人員培訓 Suitable for all staff training	9,840
出席人次 Staff Attendance:	24,936



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	\$11,718,000
■ 外部培訓 External training	\$4,514,400
■ 正規課程/專業團隊會員考試 Formal courses/membership examination of professional bodies	\$341,500
合共 Total:	\$16,573,900



於 2023/2024 年度完成的員工培訓及發展計劃

Staff Training and Development Programmes Completed in 2023/2024

- 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計劃（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
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- 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

建立健康及安全工作間

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培訓，他們於工作間一旦遇上意外，可即時協助。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。

優化工傷個案管理

本院已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，同時亦透過復康管理公司，為受傷員工提供復康支援服務。

Building a Healthy and Safe Workplace

Enhancing and Reinforcing Staff Members' Knowledge on Work Safety

TWGHs offers first-aid training to equip staff members with knowledge and skills to cope with accidents in workplaces. The Staff Training Unit jointly organises in-house first-aid training courses and refresher courses with the Hong Kong St. John Ambulance from time to time to strengthen staff members' emergency awareness and coping skills.

Enhancing Work Injury Management

TWGHs has set up a task force on work injury management for community services units to enhance the management of work injury cases. The Task Force convenes regular meetings to review the progress of work injury cases. In addition, rehabilitation services have been provided to the injured staff members through a rehabilitation management company.

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。

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9年把「生活與工作平衡周」延展至「生活與工作平衡月」(「平衡月」)。本年度，韋浩文主席、人力資源委員會主任委員何猷啟副主席、人力資源委員會副主任委員張業維總理及行政總監蘇祐安先生主持「平衡月」的開展儀式，參與沙畫創作，為「平衡月」揭開序幕。此外，韋浩文主席亦與一眾董事局成員及蘇祐安行政總監拍攝宣傳短片，短片已上載到「東華·家」員工 Facebook 專頁。

「平衡月」以「擁抱生活，樂在東華」為主題，除了舉辦不同的輕鬆減壓活動，包括「辦公室伸展運動」和「沙畫」工作坊，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，以及派發特別設計的「東華·家」迷你雨傘予全院同事。人力資源科更特為總部同事送上減壓蔬果，讓同事緩解壓力，促進手部血液循環。此外，於「夏日鬆一鬆」活動中，本院為總部同事送上爆谷，並將活動延展至東華三院一香港大學中醫診所暨教研中心(中西區)、東華三院一香港大學中醫藥臨床教研中心、文武別苑、東華三院文武廟、東華三院列聖宮、善德宮及東華三院愛烘焙麵包工房員工，向各位傳遞關懷。



韋浩文主席聯同一眾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」的宣傳短片。

Mr. WAI Ho Man, Herman, the Chairman, Board Members and Mr. SU Yau On, Albert, Chief Executive, participated in the production of in-house videos promoting "Work-life Balance Month".

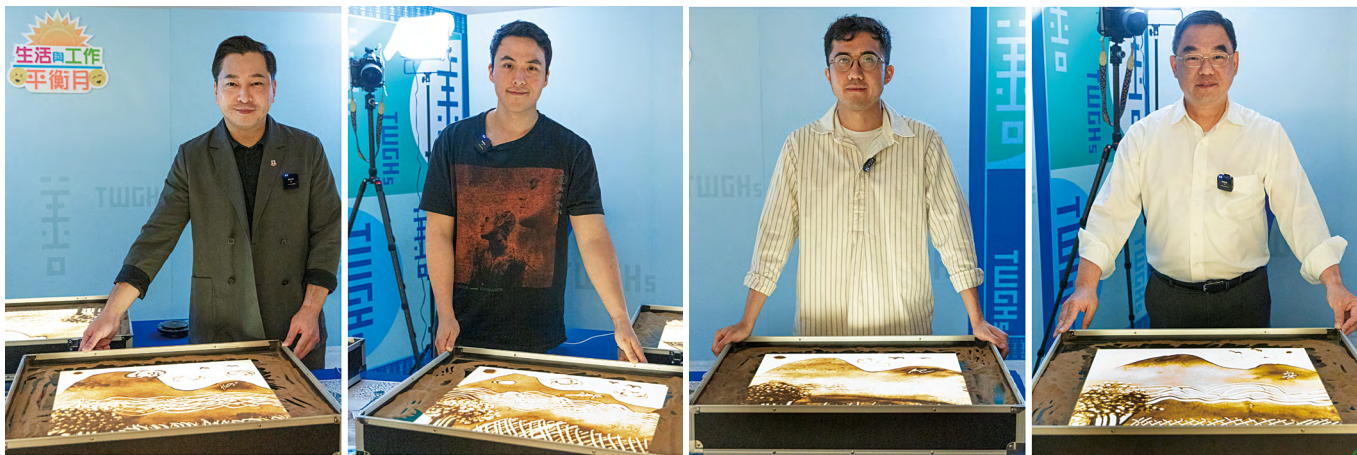
Caring about Employees

It is the firm conviction of TWGHs that an energetic and engaged work force 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.

Building a Happy Family with TWGHs

With a firm commitment to taking good care of 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 9 consecutive years. This year, Mr. WAI Ho Man, Herman, the Chairman, Mr. HO Yau Kai, Orlando, Vice-Chairman cum Chairman of the Human Resources Committee, Mr. CHEUNG Yip Wai, Daniel, Director cum Vice-Chairman of the Human Resources Committee, and Mr. SU Yau On, Albert, Chief Executive, jointly officiated at the "Work-life Balance Month" Opening Ceremony and participated in a sand painting workshop. Videos featuring the promotion of work-life balance by the Chairman, Board Members and Chief Executive have been posted on the *Tung Wah* + Facebook Page.

Themed "Embrace Your Life, Rejoice at Tung Wah", the "Work-life Balance Month" comprised not only various stress relief workshops, including "Office Stretching Exercises" and "Sand Painting", but also e-tips on healthy lifestyle disseminated to staff through different channels. Meanwhile, a "Lights-off on Time" campaign and a "Casual Wear Month" were held, with a specially designed "Tung Wah + Mini Umbrella" distributed to the staff. Moreover, stress relief squeezing fruits and vegetables were distributed to staff of the Administration Headquarters, helping them release pressure and increase blood circulation in the hands. In addition, popcorns were distributed to the Administration Headquarters staff as an energy booster during the "Tea Time in Summer" event. This event was also extended to TWGHs - The University of Hong Kong Chinese Medicine Clinic cum Training and Research Centre (Central & Western District), TWGHs - The University of Hong Kong Clinical Centre for Teaching and Research in Chinese Medicine, Man Mo Lounge, TWGHs Man Mo Temple, TWGHs Litt Shing Kung, Virtue Court, and TWGHs iBakery to show care for staff members.



韋浩文主席（左一）、人力資源委員會主任委員何猷啟副主席（左二）、人力資源委員會副主任委員張業維總理（右二）及行政總監蘇祐安先生（右一）於「生活與工作平衡月」開展儀式上參與沙畫創作。

Mr. WAI Ho Man, Herman (left 1), the Chairman, Mr. HO Yau Kai, Orlando (left 2), Vice-Chairman cum Chairman of the Human Resources Committee, Mr. CHEUNG Yip Wai, Daniel (right 2), Director cum Vice-Chairman of the Human Resources Committee, and Mr. SU Yau On, Albert (right 1), Chief Executive, participated in sand painting creation at the Kick-off Ceremony of the "Work-Life Balance Month".



辦公室伸展運動班
Office Stretching
Exercise Class



沙畫工作坊
Sand Painting Workshop



夏日鬆一鬆
Tea Time in Summer

關懷員工身心靈健康

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 11 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。

延展喪假適用的家庭成員範圍

自 2013 年 6 月，本院為合資格非學校及幼稚園員工增設喪假，以關顧員工的個人需要。本院已檢討有關安排，並由 2024 年 4 月 1 日開始，放寬申請喪假的申請資格，將適用的家庭成員範圍，由直系親屬延展至祖父母、外祖父母及配偶父母。本院將繼續致力探討各項可行的措施，貫徹提倡關愛文化的宗旨。

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，同時紓緩工作壓力，本院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，達致生活與工作平衡。



為員工及其親友舉辦 Staycation 活動，讓他們共享悠閒歡樂時光。

Staycation was organised for staff members so that they could enjoy a relaxing and joyful vacation with their families and friends.

Caring about Employees' Physical and Mental Health

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 11th year, which came with a round-the-clock personnel consultation and counselling services. 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.

Extension of the Coverage of Family Members for Funeral Leave

Since June 2013, TWGHs has introduced the funeral leaves for eligible non-school and kindergarten staff to care for staff members' personal needs. TWGHs reviewed the arrangements with relaxed eligibility criteria, extending the coverage of family members from dependents to grandparents and parents-in-law with effect from 1 April 2024. TWGHs will continue to explore practical measures to reinforce the promotion of a caring organisation culture.

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 as well as social and recreational activities.

Promoting Healthy Lifestyle and Team Spirit

TWGHs launched various sport tournaments and the "Sponsorship for Self-arranged Sports Programme" in 2023/2024 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 organised a 2-day tour to a theme park for staff members to spend quality time with their families and relieve work stress.

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的服務及產品折扣。員工可透過通告和優惠快訊掌握最新情報。

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 discounts offered by TWGHs and other shops on services and products. Staff members are regularly informed of updates on preferential discounts via circulars and newsletters.

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。此外，由董事局成員、員工和親友、學生及服務使用者組成的東華三院馬拉松隊，參與在 2024 年 1 月 21 日舉行的「渣打香港馬拉松」賽事，充分展現各人的毅力。

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. In addition, the TWGHs Marathon team comprising Board Members, staff members, their families and friends, students and service users of the Group took part in the "Standard Chartered Hong Kong Marathon" on 21 January 2024, where everyone fully demonstrated their perseverance.



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



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 for the matches, thrilling the audience with exciting performances.

員工康樂及福利活動

Staff Recreation and Welfare Activities

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	4/2023-3/2024
員工龍舟隊訓練與相關活動 Staff Dragon Boat Team Practice Sessions and Related Activities	4-12/2023
感謝日 Thankful Day	16/5/2023、 31/5/2023 & 8/8/2023
長洲全港龍舟邀請大賽 Hong Kong Dragon Boat Invitational Race in Cheung Chau	11/6/2023
沙田龍舟競渡 Shatin District Dragon Boat Race	22/6/2023
毛毛地氈工作坊 Tufting Workshop	8/7/2023 & 29/7/2023
夏日鬆一鬆 Tea Time in Summer	12/7/2023
員工保齡球賽 Staff Bowling Tournament	22/7/2023
員工龍舟隊及足球隊周年聚餐 Staff Dragon Boat and Football Team Annual Luncheon	26/8/2023
中秋月餅展銷會 Moon Cake Discount Sale	31/8/2023
中秋月餅製作班 Mooncake Baking Class	16/9/2023 & 24/9/2023
員工聯歡自助聚餐 Staff Cuisine Gathering	26/9/2023
生活與工作平衡月 2023 Work-life Balance Month 2023	1-31/10/2023
員工龍舟隊集訓開展儀式 Kick-off Ceremony of Practice Session for the Staff Dragon Boat Team	4/11/2023
員工乒乓球賽 Staff Table Tennis Tournament	18/11/2023
香港迪士尼聖誕 Staycation Hong Kong Disneyland Christmas Staycation	25-26/11/2023
聖誕杯子蠟燭製作班 Christmas Cupcake Candle Class	2/12/2023
行政總部聖誕聯歡會 Christmas Party for Administration Headquarters	21/12/2023
元氣日 Cheer Day	17/1/2024
渣打香港馬拉松 2024 Standard Chartered Hong Kong Marathon 2024	21/1/2024
賀年食品製作班 CNY Cooking Class	3/2/2024
員工周年聯歡晚會 Staff Annual Dinner	22/3/2024

舉辦員工康樂及福利活動：31 項

Staff recreational and welfare activities organised: 31 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 18,409,100 元

Provision for staff welfare: About \$18,409,100

專業個人諮詢及輔導服務用量：約 385 次

Usage of professional personal consultation and counselling services: About 385 times

員工福利支出

Staff Welfare Expense

康樂活動 Recreational activities	\$9,487,700
服務獎勵/福利津貼 Awards/Grants	\$8,092,000
牙科保健 Dental Benefits	\$829,400
員工福利費用總費用 Total Staff Welfare Expenses :	\$18,409,100

