人力資源
Human Resources



因時制宜 吸納人才

檢視《僱傭條例》「連續性合約」

政府於 2026 年 1 月 18 日實施《2025 年僱傭 (修訂) 條例》，將「連續性合約」每星期工時門檻由 18 小時降低至 17 小時，同時增加了以指定四星期的工時合計為一個計算單位的準則 (「468」準則)。本院已更新相關的行政指引，並於 2025 年 12 月 4 日為近 400 名行政人員、校長及中心主任舉辦專題講座。

最低工資條例的最新修訂

政府於 2025 年 5 月 1 日將《最低工資條例》下的最低工資由每小時港幣 40 元調升至港幣 42.1 元。本院已檢討個別受影響職級的薪酬，並更新相關的行政指引及電子計算工具，以符合法定要求。

推廣關愛僱主形象以積極吸納人才

本院一直透過不同途徑聯繫伙伴機構，積極參與大型招聘會及大學招聘活動，全面外展招聘人才及推廣僱主品牌形象，包括參與香港大學社會工作及社會行政學系網上講座、《明報》招聘日、「鑽出耆職延展計劃中高齡就業招聘會」、「第 31 屆香港國際教育及職業展」、「共創多元文化工作間招聘會」、香港科技大學第三十五及三十六屆就業博覽、「職場新路徑招聘會」及「2026 年度就業博覽會 • 春季篇」，並於今年繼續成為「創新香港 – 國際人才嘉年華 2025」的支持機構。



Responding to External Environment, We Compete for Talent

Revision of the "Continuous Contract" Requirement under the Employment Ordinance

The Employment (Amendment) Ordinance 2025 enacted by the Government came into effect on 18 January 2026, lowering the weekly working hour threshold for a "continuous contract" requirement under the Employment Ordinance from 18 to 17 hours per week. Meanwhile, the amended Ordinance introduces a new alternative criterion, using the aggregate working hours in a specified 4-week period as a counting unit (the "468" rule). In response, TWGHs also updated its administration guidelines and conducted a seminar on 4 December 2025 for nearly 400 executives, school heads and supervisors.

Implementation of the Revised Statutory Minimum Wage (SMW)

In line with the revision of the SMW from HK$40 to HK$42.1 per hour, effective from 1 May 2025, the pay levels of the affected ranks were reviewed, while the relevant administration guidelines and calculation tools were updated to comply with the statutory requirements.

Outreaching Recruitment to Proactively Boost Employer Image

TWGHs has explored various channels through partnered organisations and participated in large-scale job fairs and university recruitment events to broaden its recruitment network, to proactively acquire talent, and to promote its brand image as an employer. Key initiatives included an online career talk organised by the Department of Social Work and Social Administration of the University of Hong Kong, *Ming Pao JUMP* job fairs, the "Diamond Age Employment Extension Project 7.4 Job Fair", "31st Hong Kong International Education and Careers Expo", "Building a Multicultural Workplace Job Fair", HKUST 35th and 36th Career Mosaic, "Bright Career Paths Job Fair" and "HKU Spring Career Fairs 2026". In addition, TWGHs continued to serve as a supporting organisation for the "Innovating Hong Kong - Global Talent Carnival 2025".

本院主席何猷啟先生 (左三) 及行政總監蘇祐安先生 (左二) 到訪本院於「第 31 屆香港國際教育及職業展」展位。
Mr. HO Yau Kai, Orlando (left 3), the Chairman and Mr. SU Yau On, Albert (left 2), Chief Executive of TWGHs visited the exhibition booth of TWGHs at the "31st Hong Kong International Education and Careers Expo".

東華三院中學就業講座

為向屬下中學推廣本院的職業發展路向，本院為東華三院邱子田紀念中學及鄺錫坤伉儷中學的中四及中五學生舉辦就業講座，分享本院的服務、人才培訓、關愛措施，以及多元化的事業發展機會。

取消強積金「對沖」的最新修訂

政府於 2025 年 5 月 1 日 (轉制日) 取消強積金「對沖」，僱主不可使用其在強積金制度下的強制性供款的累算權益，來抵銷僱員在轉制日後的遣散費及長期服務金。本院已制定相關政策及行政措施，並優化人力資源系統，以符合相關法定規例。

加入「積金易」平台

因應本院的強積金服務提供公司分別於 2025 及 2026 年加入「積金易」平台，本院已全面檢視相關行政程序及優化人力資源系統，以配合平台運作。為配合過渡安排，人力資源科聯同相關強積金服務提供公司分別舉辦簡介會，為本院員工介紹平台的主要功能及成員註冊/登入的操作流程。

提升員工國家安全意識 貫徹兩會精神

第十四屆全國人民代表大會 (全國人大) 第三次會議和中國人民政治協商會議 (全國政協) 第十四屆全國委員會第三次會議 (全國兩會) 於 2025 年 3 月圓滿閉幕。本院為了讓團隊能更深入了解兩會的重要內容及國家發展方向，於 4 月 16 日舉辦了「全國兩會精神分享會 2025」，由全國人大代表、立法會議員暨本院顧問兼庚子年主席文穎怡 BBS 太平紳士、全國政協委員暨本院顧問兼己亥年主席蔡榮星博士 BBS 太平紳士、全國人大代表暨立法會議員陳曉峰律師 BBS, MH 太平紳士、全國人大代表暨立法會議員朱立威先生 MH、全國人大代表冼漢廸先生 MH、全國人大代表沈豪傑律師 BBS 太平紳士和全國政協委員馬浩文博士 BBS 出席分享，並獲立法會議員、北區區議員、新界社團聯會理事長、本院顧問暨辛丑年主席譚鎮國 BBS 太平紳士擔任嘉賓主持，與超過 1,200 位員工分享。

Career Sharing Session for TWGHs Secondary Schools

To promote the Group's career development pathways in TWGHs secondary schools, a career sharing session was conducted for Form 4 and Form 5 students at TWGHs Yau Tze Tin Memorial College and TWGHs Mr. & Mrs. Kwong Sik Kwan College. The session shared insights into TWGHs' services, talent training and caring measures, and diverse career development opportunities.

Abolition of the MPF Offsetting Arrangement

The abolition of MPF offsetting arrangement came into effect on 1 May 2025 (transition date). Employers can no longer use the accrued benefits derived from their mandatory contributions under the MPF System to offset an employee's Severance Payments and Long Service Payments after the transition date. The relevant policy and administrative measures were set up and the Human Resources Information System (HRIS) was enhanced to meet the statutory requirements.

Onboarding to the eMPF Platform

In response to the onboarding of the MPF Service Providers of TWGHs, to the eMPF Platform in 2025 and 2026 respectively, the administrative procedures were reviewed and the HRIS was enhanced. In preparation for the transition, the HRD has conducted online briefing sessions for staff members, in collaboration with the respective MPF Service Providers, to demonstrate key functions of the eMPF Platform and introduce the member registration and login procedures.

Enhancing Staff Awareness of National Security and Implementing the Spirit of Two Sessions

With the successful completion of the 3rd session of the National People's Congress (NPC) and the Chinese People's Political Consultative Conference (CPPCC) (the "Two Sessions") in March 2025, TWGHs held a sharing session elaborating the spirit of the "Two Sessions" on 16 April 2025, to enable its staff members to gain a deeper understanding of the essentials of the "Two Sessions", and its important insights to the Group's future development in relation to the direction of home country's development. The sharing session was facilitated by the Hon. TAM Chun Kwok, Kazaf, BBS, JP, LegCo Member, North District Council member, Chairman of the New Territories Association of Societies cum Advisory Board Member and Chairman 2021/2022, and the Hon. Ginny MAN, BBS, JP, Deputy to the NPC, LegCo Member cum Advisory Board Member and Chairman 2020/2021, Dr. TSOI Wing Sing, Ken, BBS, JP, Member of the CPPCC cum Advisory Board Member and Chairman 2019/2020, the Hon. Nick CHAN Hiu Fung, Nicholas, BBS, MH, JP, Deputy to the NPC cum LegCo Member, the Hon. CHU Lap Wai, MH, Deputy to the NPC cum LegCo Member, the Hon. Hendrick SIN, MH, Deputy to the NPC, Mr. SHUM Ho Kit, Wilson, BBS, JP, Deputy to the NPC and Dr. MA Ho Man, Hoffman, BBS, Member of CPPCC were invited as guest speakers to share their valuable insights with over 1,200 staff members.



東華三院董事局成員及職員合共超過 1,200 人於現場及線上參與分享會。
The sharing session was attended by over 1,200 participants, including Board Members and staff members, both in person and online.

此外，本院自 2021 年起舉辦與《香港國安法》和《基本法》相關的研習課程，安排導賞團參觀國家安全展覽廳，累計約 4,000 名員工參與。本院亦與國家安全教育中心於 2025 年 11 月 10 日舉行國家安全教育研習課程，為超過 400 位員工深入講解總體國家安全觀。

Meanwhile, TWGHs has organised various training sessions on the *National Security Law* and the *Basic Law* and has arranged guided tours to the National Security Exhibition Gallery since 2021, to enrich staff's understanding of the Ordinance, resulting in about 4,000 staff members' participation. A National Security Education workshop, jointly organised with National Security Education Centre, was also launched on 10 November 2025 to provide insights into the overall national security concept with an attendance of over 400 staff members.

東華三院湖南長沙國情研修班 2025

本院於 2025 年 5 月 14 日至 16 日與湖南省中華文化學院再次合辦為期三日的國情研修班。物業科和財務及採購科共 15 位行政人員前往長沙市參與課程。透過專題講座和實地考察當地的歷史文化及科技發展項目，讓學員對國情和湖南省的歷史有更深的認識，並體驗到國家最新的經濟狀況，擴闊視野。

National Studies Programme at Hunan Institute of Chinese Culture in Changsha

TWGHs co-organised a 3-day National Studies Programme with the Hunan Institute of Chinese Culture in Changsha from 14 to 16 May 2025. A total of 15 executives from the Property Division and Finance and Supplies Division participated in the programme. The programme strengthened staff members' knowledge of the current national affairs. It also broadened their insights into the culture, history, and the unique characteristic of Hunan Province through lectures and visits to historical and technology development sites in Changsha.



本院物業科主管馮德基先生 (第一排右四)、本院財務及採購科主管莫家輝先生 (第一排左四)、湖南省社會主義學院代表 (第一排中間) 與一眾學員於研修班開展儀式合照。
Group photo of Mr. FUNG Tak Kei, Bernard (first row, right 4), Head of Property Division of TWGHs, Mr. MOK Ka Fai, John (first row, left 4), Head of Finance and Supplies Division of TWGHs, representatives from the Hunan Institute of Chinese Culture (first row, centre) and staff members at the Opening Ceremony of the study programme.

邁步向前 提升專業

Moving Forward, We Champion Human Resources Professionalism

支持 2025 立法會換屆選舉

為響應政府呼籲支持 2025 立法會換屆選舉，本院鼓勵所有員工積極參與投票。本院於行政總部、屬下物業、學校及各服務單位展示選舉宣傳海報及物品，董事局聯同行政總監及員工更拍攝呼籲投票短片，透過東華三院 Facebook 專頁、手機應用程式、各大社交媒體平台，以及各服務單位的電視和電子顯示屏發布。為鼓勵員工積極參與投票，本院實施多項特別安排，包括於選舉日提供彈性工作安排，以實報實銷的方式申請報銷基本交通費用，更為合資格員工於完成投票後，提供半天「投票假」。

Support of the 2025 Legislative Council General Election

In support of the Government's call on public participation in the 2025 Legislative Council General Election (LCGE), TWGHs encouraged all staff to actively participate in the 2025 LCGE. Posters and banners were displayed prominently at HQs, affiliated properties, schools and service centres and appeal videos featuring Board Members, the Chief Executive and staff members were produced and released via TWGHs' Facebook, mobile app, various social media platforms, TVs and digital displays at all service centres. In addition, special measures were implemented to facilitate staff members to vote on the polling day, including flexible work arrangements, reimbursement of basic travelling expenses on public transportation, as well as granting a half-day "Voting Leave" for eligible staff who had cast their vote.



東華三院董事局成員及行政總監蘇祐安先生 (後排右一) 拍攝短片，呼籲所有持份者踴躍投票。
TWGHs Board of Directors and Mr. SU Yau On, Albert (back row, right 1), Chief Executive of TWGHs participated in the video production where they appealed to the stakeholders to vote for the 2025 Legislative Council General Election.

舉辦「防貪講座」及參觀「廉政公署展覽廳」

本院於 2025 年 8 月 25 日舉辦防貪講座及到訪廉政公署展覽廳。由廉政公署代表向超過 700 位現場和線上員工，深入講解防貪法例及適當措施。講座及參觀展覽廳有助員工全面了解香港的反貪歷史和廉政公署的反貪策略，提升他們應對貪污舞弊問題的能力。

積極推動社會共融及可持續發展

本院於促進平等機會、消除歧視，及建構共融和諧社會和可持續未來作出的努力獲得認同，連續第四年成為由平等機會委員會舉辦的《種族多元共融僱主約章》及香港中華廠商聯合會主辦的《ESG 約章》行動 2026 的簽署機構，及懲教署「更生伙伴」嘉許計劃的更生協作伙伴。

更新求變 強化系統

持續開拓電子表格系統

「行政工作流程自動化平台」自 2021 年推出後，本院持續擴展人力資源電子表格系統，積極推動人力資源管理數據化，於 2025/2026 年度推出「婚假、喪假及生日假」電子申請表格，及展開「人事資料變更報告、個人入息存入銀行授權書」及「員工添孫之喜賀儀」等電子申請表的開發工作。

重整人力資源管理系統

本院除於 2025/2026 年度積極優化「電子考績報告管理系統」功能，更開展研究將人工智能技術應用於人力資源管理系統及流程，以進一步提升運作效率。

培養卓越人才 讓企業可持續發展

年內，本院批出多個獎學金予社會服務科及人力資源科員工，包括四項學士學位、兩個名額予登記護士修讀註冊護士課程，及兩個名額予社會服務前線員工修讀登記護士課程，藉以促進員工的專業發展，回應社會需求。人力資源科亦積極提升員工士氣，加強員工對本院的認同感和歸屬感，詳情請參閱「員工關係及發展」章節。

Conducted the "Anti-Corruption Seminar" and Visited ICAC Exhibition Hall

An anti-corruption seminar and a visit to the Independent Commission Against Corruption (ICAC) exhibition hall was held on 25 August 2025 with an attendance of over 700 staff members, both in person and online. The representative from ICAC provided an in-depth explanation on anti-corruption laws and shared the appropriate measures. Both the seminar and visit enhanced staff members' understanding of Hong Kong's anti-corruption history and the ICAC's anti-corruption strategies, and their ability to deal with corruption and fraud issues.

Promotion of Social Inclusion and Sustainable Development

In recognition of its dedicated efforts in promoting equal opportunities, eliminating discrimination, and creating a more inclusive, harmonious society, TWGHs was accredited as a signatory organisation to *The Racial Diversity & Inclusion Charter for Employers*, established by the Equal Opportunities Commission, and the *ESG Pledge Scheme 2026* (organised by the Chinese Manufacturers' Association of Hong Kong), both for the 4th consecutive year. TWGHs was also accredited as a "Rehabilitation Partner" of the "Rehabilitation Partners" Award Scheme under the Correctional Services Department.

Leading Through Changes, We Build Up a Modern Human Resources System

Continued Development of Electronic Form System

Since the establishment of the "Administrative Workflow Automation Platform" in 2021, TWGHs had developed an electronic form system to cater for human resources application forms and foster the digitalisation of human resources management. For 2025/2026, the electronic application forms for "Marriage Leave, Funeral Leave and Birthday Leave" have been launched, while the development of the electronic forms for the "Change of Personal Particulars Report and Authorization for Payment of Personal Emolument to Bank Account" and "Grandma and Grandpa Gratuities" have been commenced.

Revamping of Human Resources Information Systems (HRIS)

TWGHs enhanced the "e-Appraisal Management System", and also initiated a feasibility study for applying Artificial Intelligence in the HRIS and HR operation processes in order to boost work efficiency.

Building People Advantage for Business Sustainability

Various scholarships were granted to staff of the Community Services Division and HRD. These include, 4 scholarships for bachelor's degree programmes, 2 for enrolled nurses to pursue registered nurse qualifications and 2 for frontline staff members to pursue enrolled nurse qualifications. These initiatives support staff professional development while addressing community needs. The HRD plays a proactive role in boosting staff morale and fostering a greater sense of recognition and belonging. For details, please refer to the Chapter of "Employee Relations and Development".