

Appendix VIII - Good employment practice checklist

Good practice	Never					Always				
	0	1	2	3	4	0	1	2	3	4
Employment										
We assess manpower requirement carefully before commencement of recruitment activities.	0	1	2	3	4					
Our job adverts are specific and accurate without discriminatory statements.	0	1	2	3	4					
Our job adverts specifically call for applications from qualified people without discrimination.	0	1	2	3	4					
Our job adverts are in both English and Chinese where reasonably practicable.	0	1	2	3	4					
We acknowledge receipt of job applications whenever possible or specify in the job adverts the period of time after which applicants should consider their applications unsuccessful.	0	1	2	3	4					
We only collect job-related information for selection purpose.	0	1	2	3	4					
Our job interviews are conducted by trained interviewers who respect interviewees' privacy.	0	1	2	3	4					
We give each candidate a clear understanding of the job.	0	1	2	3	4					
We encourage each candidate to show his or her capabilities and suitability for the job.	0	1	2	3	4					
The selection of candidate is based on genuine occupational requirements.	0	1	2	3	4					
We have clear and consistent job-related selection criteria that we use to select candidate(s).	0	1	2	3	4					
We review the contents and standard of assessment tests regularly.	0	1	2	3	4					
We record the assessment on each candidate immediately after the interview.	0	1	2	3	4					
If possible, we give preference to internal candidates over external candidates.	0	1	2	3	4					
Selection results and decisions are properly documented and kept for a reasonable period.	0	1	2	3	4					
We make written job offers at a reasonable time.	0	1	2	3	4					
Our job offers are clear and contain all terms and conditions of employment.	0	1	2	3	4					
Our job offers meet the standard Labour Department example.	0	1	2	3	4					
We have obtained the written consent from the appointee for reference check.	0	1	2	3	4					
All new employees have a structured induction programme.	0	1	2	3	4					
The programme includes work arrangements, employment policies (whether written or verbal) and formal and informal work practices.	0	1	2	3	4					
We assign a coach or mentor to each new employee.	0	1	2	3	4					
We write to unsuccessful applicants shortly after the new employees have joined the organisation.	0	1	2	3	4					
We properly handle the employment-related personal data according to the Personal Data (Privacy) Ordinance.	0	1	2	3	4					

附錄八 - 良好僱傭行為查對表

良好行為	從不					經常
	0	1	2	3	4	
僱用						
我們開始招聘活動前仔細衡量人手需求。	0	1	2	3	4	
我們的招聘廣告清晰和明確，沒有帶歧視成分的陳述。	0	1	2	3	4	
我們的招聘廣告已註明歡迎所有符合條件人士應聘，不含歧視成分。	0	1	2	3	4	
在合理及可行的情況下，招聘廣告同時以中、英文刊出。	0	1	2	3	4	
我們盡可能通知求職者收到其職位申請，或於招聘廣告中列明在特定時間後，求職者可當作其申請不成功。	0	1	2	3	4	
我們只收集和職位相關的資料，以作甄選之用。	0	1	2	3	4	
我們的面試員均接受過有關訓練，尊重求職者的私隱。	0	1	2	3	4	
每位求職者對職位要求均獲得足夠的了解。	0	1	2	3	4	
我們鼓勵每位求職者表現其能力及勝任工作的程度。	0	1	2	3	4	
甄選以真正的職位要求為考量因素。	0	1	2	3	4	
我們有清晰、劃一的甄選準則。	0	1	2	3	4	
我們定期檢討能力鑑定測試的內容及標準。	0	1	2	3	4	
我們在面試後立即記錄對每位求職者的評價。	0	1	2	3	4	
若情況許可，我們會優先考慮內部調升。	0	1	2	3	4	
甄選結果會妥善記錄，並保留一段合理的時間。	0	1	2	3	4	
我們在合理的時間內發出聘用書。	0	1	2	3	4	
聘用書已清楚詳列所有聘用條款。	0	1	2	3	4	
聘用書與勞工處印制的參考範本相符。	0	1	2	3	4	
我們得到獲聘人士的同意才進行背景調查。	0	1	2	3	4	
所有新入職僱員均獲安排有系統的入職簡介。	0	1	2	3	4	
入職簡介涵蓋工作安排、僱傭政策（無論書面或口頭）、正規或非正規的作業方法。	0	1	2	3	4	
每位新入職僱員均獲分配導師，協助融入新工作環境。	0	1	2	3	4	
未被取錄的求職者會在入職者履新後短時間內獲通知面試結果。	0	1	2	3	4	
我們按《個人資料（私隱）條例》妥善處理與僱用有關的個人資料。	0	1	2	3	4	

Appendix VIII - Good employment practice checklist

Remuneration	0	1	2	3	4
We have a clear remuneration philosophy that guides our remuneration practices.	0	1	2	3	4
We have a systematic pay structure or set of ranges showing mid-point pay standard of good performance.	0	1	2	3	4
We are open with our employees about their pay.	0	1	2	3	4
We decide employees' pay by reference to market rates and the value of work done.	0	1	2	3	4
Employees doing work of equal value, with equal qualifications and performing equally well receive equal pay.	0	1	2	3	4
We give employees a statement regularly showing the breakdown of their pay.	0	1	2	3	4
We pay our employees on time.	0	1	2	3	4
We do not withhold or deduct pay without an employee's consent.	0	1	2	3	4
We make all statutory payments on time.	0	1	2	3	4
We have never and will never terminate employment simply to avoid making statutory payments.	0	1	2	3	4
Our incentive schemes are clear, fair and open.	0	1	2	3	4
The rules of our benefits packages are clear, and fairly and consistently applied.	0	1	2	3	4
Our retirement scheme complies with the provisions of the MPF Ordinance.	0	1	2	3	4
Our top-up retirement provisions are registered and comply with current regulations.	0	1	2	3	4
We would consult employees and obtain their consent on reductions in salaries or benefits before implementing them.	0	1	2	3	4
We would inform employees if and when we may be able to restore their earnings or benefits.	0	1	2	3	4
We keep abreast of and comply with current legislation on pay and benefits.	0	1	2	3	4
Performance management					
Our top management serves as a role model to support performance management.	0	1	2	3	4
We have in place an open and fair performance appraisal system to assess and award our employees' performance.	0	1	2	3	4
We use the performance management system to decide how much more employees who perform well should be paid compared to those who perform less well.	0	1	2	3	4
Our managers have at least one meeting a year to discuss each of their subordinates' performance.	0	1	2	3	4
We tell our employees about the organisation's goals and values.	0	1	2	3	4
Employees are involved in setting their goals and objectives.	0	1	2	3	4
We give under-performing employees the opportunity to improve with counselling and follow-up performance reviews.	0	1	2	3	4
Performance improvement and review plans and results of performance review of employees are properly documented.	0	1	2	3	4
There is a clearly defined channel for resolving disagreement between appraisals and appraisers.	0	1	2	3	4
If further action has to be taken for unperformed employees without satisfactory improvement, the course of action would be well communicated and documented.	0	1	2	3	4

附錄八 - 良好僱傭行為查對表

薪酬					
我們擁有清晰的薪酬理念，並在機構的薪酬政策中貫徹執行。	0	1	2	3	4
我們有系統性的薪酬結構或一系列按標準良好表現制訂中位數的薪級表。	0	1	2	3	4
我們以開放的態度處理僱員的薪津事宜。					
我們釐定僱員的薪酬時會參考市場情況及其工作價值。	0	1	2	3	4
在同等價值的工作崗位工作，並擁有同樣學歷和表現的僱員，享有相同的薪酬待遇。	0	1	2	3	4
僱員定期收到糧單，載列有關薪酬的細節。	0	1	2	3	4
我們準時發放薪酬給僱員。	0	1	2	3	4
除了得到僱員同意外，我們不會擅自扣押或扣減僱員的薪酬。	0	1	2	3	4
我們準時支付僱員所有法定款項。	0	1	2	3	4
我們從沒有亦不會因為逃避支付法定款項而解僱僱員。	0	1	2	3	4
我們的獎賞計劃清晰、公平及公開。	0	1	2	3	4
我們的福利規例清晰，並公平、貫徹地執行。	0	1	2	3	4
我們的退休保障計劃符合《強積金條例》的要求。	0	1	2	3	4
我們的退休增補計劃已登記，亦符合現行法例要求。	0	1	2	3	4
在進行減薪或削減福利之前，我們會諮詢僱員和取得他們的同意。	0	1	2	3	4
我們會通知僱員在何種情況下僱員可恢復舊有薪酬或福利水平。	0	1	2	3	4
我們會不斷了解及遵守有關僱員薪酬及福利方面的法例。	0	1	2	3	4
工作表現管理					
我們的最高管理層能樹立支持工作表現管理的榜樣。	0	1	2	3	4
我們有公開和公平的工作表現評估制度，以評估及獎勵員工的表現。	0	1	2	3	4
我們使用工作表現管理系統去釐定表現優秀與表現遜色的僱員在薪酬獎賞之間的差異。	0	1	2	3	4
管理階層每年至少一次與屬下僱員就其工作表現進行討論。	0	1	2	3	4
我們向僱員闡述機構的目標及價值觀。	0	1	2	3	4
我們的僱員參與釐訂其工作目標及方針。	0	1	2	3	4
我們給予工作表現不佳的僱員改進的機會，作出適當的輔導及跟進。	0	1	2	3	4
工作表現改進及檢討計劃及檢討結果均有妥善記錄。	0	1	2	3	4
我們有清晰的渠道，解決評核人及被評核員工的意見分歧。	0	1	2	3	4
若表現不符理想的僱員仍不能有滿意的改進，導致機構須採取其他行動，我們會與該僱員作好溝通，並將情況妥為存檔。	0	1	2	3	4

Appendix VIII - Good employment practice checklist

Termination					
We have different levels of disciplinary actions commensurate with the offence committed.	0	1	2	3	4
We have established fair and open written procedures for disciplinary action to be taken.	0	1	2	3	4
There is always opportunity for employees to appeal to a higher level of management (where available) on any disciplinary action applied.	0	1	2	3	4
We are consistent in our approach to discipline and treat all cases of the same offence in the same way.	0	1	2	3	4
Except in cases of serious misconduct justifying summary dismissal, employees with poor performance would have sufficient opportunities and reasonable time to remedy their shortcomings.	0	1	2	3	4
Thorough investigation would be undertaken before any summary dismissal is made.	0	1	2	3	4
Summary dismissal needs the approval of a manager to whom the offending employee's supervisor reports, i.e. at least two levels up.	0	1	2	3	4
We comply with the provisions of the Employment Ordinance relating to termination of employment and severance packages.	0	1	2	3	4
We communicate our redundancy criteria to employees.	0	1	2	3	4
We provide redundant employees with counselling and job finding assistance.	0	1	2	3	4
We offer ex-gratia payment to employees in addition to statutory compensation for redundant employees.	0	1	2	3	4
We will re-employ the terminated employees as far as practicable when we re-open the same positions.	0	1	2	3	4
Employee relations					
We treat all our employees with dignity and respect.	0	1	2	3	4
We accept that we have responsibility for their welfare while they are at work.	0	1	2	3	4
We encourage employees to balance their work and personal lives.	0	1	2	3	4
We have implemented an Employee Assistance Programme.	0	1	2	3	4
We encourage our employees to do voluntary work.	0	1	2	3	4
We have regular social events for all employees.	0	1	2	3	4
We respect our employees' privacy.	0	1	2	3	4
We respect the law in collecting and handling employee personal data.	0	1	2	3	4
We have written policy communicated to employees on employee surveillance.	0	1	2	3	4
We comply with the anti-discrimination ordinances and provide a workplace free of discrimination, harassment, vilification and victimization.	0	1	2	3	4
We have written policies communicated to employees on equal opportunities.	0	1	2	3	4
We have grievance procedures in place.	0	1	2	3	4
In the event of a potentially serious labour dispute we would involve the Labour Department from the outset.	0	1	2	3	4
We encourage open communication between management and employees with effective communication channels in place.	0	1	2	3	4
We respect employee organisations and trade unions where they exist.	0	1	2	3	4
We recognise employees' right to participate in trade unions and understand the associated statutory requirements of the employer.	0	1	2	3	4

附錄八 - 良好僱傭行為查對表

終止僱傭					
我們設有不同級別的紀律處分，並按所犯錯誤的嚴重性採取行動。	0	1	2	3	4
我們制訂公平及公開的紀律處分程序，並以書面紀錄在案。	0	1	2	3	4
我們給予僱員機會就其所受的紀律處分向更高管理層（如適用）作出上訴。	0	1	2	3	4
我們以貫徹的態度處理犯上同樣錯誤的僱員。	0	1	2	3	4
除因嚴重行為失當需要即時解僱外，我們給予表現欠佳的僱員足夠機會及合理時間改進。	0	1	2	3	4
在採取即時解僱的行動前，我們會進行詳細的調查。	0	1	2	3	4
即時解僱的決定須得到犯錯僱員直屬上司的上級，即至少兩個職級以上批准。	0	1	2	3	4
我們遵守《僱傭條例》的規定處理終止僱用及遣散費事宜。	0	1	2	3	4
我們就裁員準則與僱員進行溝通。	0	1	2	3	4
我們為被裁的僱員提供輔導及協助他們另覓工作。	0	1	2	3	4
對於被裁的僱員，我們除給予法定補償外，還給予特惠金。	0	1	2	3	4
如我們再次招聘同樣職位，將盡可能重新聘用被裁的僱員。	0	1	2	3	4
僱員關係					
我們對所有僱員予以尊重。	0	1	2	3	4
對在職僱員的福祉，我們有責任作出承擔。	0	1	2	3	4
我們鼓勵僱員在工作及私人生活間取得平衡。	0	1	2	3	4
我們已實施僱員支援計劃。	0	1	2	3	4
我們鼓勵僱員參與義工活動。	0	1	2	3	4
我們定期組織社交活動供所有僱員參與。	0	1	2	3	4
我們尊重僱員的私隱。	0	1	2	3	4
我們尊重有關僱員個人資料收集及處理的法律條文。	0	1	2	3	4
我們以書面形式向僱員闡述機構在監察僱員活動方面的政策。	0	1	2	3	4
我們遵守反歧視條例並提供不被歧視、騷擾、中傷及傷害等的良好工作環境。	0	1	2	3	4
我們以書面形式向僱員闡述機構在平等機會方面的政策。	0	1	2	3	4
我們備有申訴程序。	0	1	2	3	4
在可能構成嚴重勞資糾紛的情況下，我們會邀請勞工處盡早介入。	0	1	2	3	4
我們鼓勵管理層與僱員公開溝通，並已設立有效的溝通渠道。	0	1	2	3	4
我們尊重現存的僱員組織及職工會。	0	1	2	3	4
我們遵守僱員參加職工會的權利及明白僱主須遵守的相關法例規定。	0	1	2	3	4

Appendix VIII - Good employment practice checklist

Communicating with employees					
We have an employee handbook that every employee receives.	0	1	2	3	4
We give details to employees regularly on the organisation's financial and commercial position.	0	1	2	3	4
All our managers know their responsibilities to communicate with – and receive communications from – employees.	0	1	2	3	4
We conduct employee surveys and focus groups on a regular basis.	0	1	2	3	4
We include employee representatives on our committees to aid our business decision making.	0	1	2	3	4
We use a range of communication channels, such as newsletters, notice boards, and suggestion boxes.	0	1	2	3	4
We have regular social events for all employees.	0	1	2	3	4
Employee development					
We have regular reviews of employee potential.	0	1	2	3	4
We encourage our employees to develop themselves through continuous learning.	0	1	2	3	4
We assess staff's training needs before providing training solutions.	0	1	2	3	4
We evaluate the training service provider's suitability in fulfilling the identified training needs.	0	1	2	3	4
We provide assistance for employees to learn and to adapt to change.	0	1	2	3	4
We provide training sponsorship e.g. reimbursement, time off, etc to encourage employees' continuous improvement.	0	1	2	3	4
We provide job-related training for all employees.	0	1	2	3	4
We provide tools and mechanisms to facilitate self-learning of employees.	0	1	2	3	4
There are pre/post training evaluation mechanisms and post-training reinforcement mechanisms in place.	0	1	2	3	4
We undertake succession planning for key posts.	0	1	2	3	4
We provide necessary training and development support for succession planning.	0	1	2	3	4

附錄八 - 良好僱傭行為查對表

僱員溝通					
我們備有僱員手冊，並分發予所有僱員。	0	1	2	3	4
我們定期向僱員發放機構的財務及營運情況。	0	1	2	3	4
所有的管理人員均明瞭與僱員雙向溝通的責任。	0	1	2	3	4
我們定期進行僱員意見調查或小組討論。	0	1	2	3	4
我們設有委員會，讓僱員參與協助公司的營運決定。	0	1	2	3	4
我們設有不同的溝通渠道，如公司刊物、告示板和意見箱等。	0	1	2	3	4
我們定期為僱員籌辦社交活動。	0	1	2	3	4
僱員發展					
我們定期檢討僱員的潛能。	0	1	2	3	4
我們鼓勵僱員持續進修，自我增值。	0	1	2	3	4
我們提供培訓計劃前，會先評估僱員的培訓需要。	0	1	2	3	4
我們評估培訓服務供應者是否適合所確定的培訓需要。	0	1	2	3	4
我們協助僱員學習及適應轉變。	0	1	2	3	4
我們以發還款項、給予假期等機制鼓勵僱員持續進修。	0	1	2	3	4
我們為僱員提供與工作相關的培訓。	0	1	2	3	4
我們提供方法及途徑，協助僱員自學。	0	1	2	3	4
我們設立培訓前後評估機制及培訓後強化機制。	0	1	2	3	4
我們就重要職位計劃接任事宜作出準備。	0	1	2	3	4
我們就接任計劃提供所需的培訓及發展支援。	0	1	2	3	4

Appendix VIII - Good employment practice checklist

Safety health & Welfare					
Safety is a top priority for every employee in our organisation.	0	1	2	3	4
We accept our full responsibility to provide a safe working environment for employees.	0	1	2	3	4
Our senior managers are passionate about safety.	0	1	2	3	4
We have a system to identify, assess and mitigate any hazards in the workplace.	0	1	2	3	4
We provide safety training, workshop and safety standards to all employees.	0	1	2	3	4
We carry out regular rehearsals for fires and other major incidents that could affect lives or health of employees.	0	1	2	3	4
We have maintained our workplace, equipment, devices and systems in an efficient working order.	0	1	2	3	4
We provide all relevant employees with proper training / instruction on the correct use of equipment, devices and systems.	0	1	2	3	4
We will ensure that employees will wear / use proper protective clothing and equipment in the work site.	0	1	2	3	4
We provide our employees with comfortable working environment.	0	1	2	3	4
We have established a policy which maintains a work environment free from the adverse effects of alcohol and drugs.	0	1	2	3	4
We provide suitable rest breaks to employees.	0	1	2	3	4
We have a Safety Charter based on the template from the Labour Department.	0	1	2	3	4
Code of Conduct					
Our management sets itself as a role model in upholding high standard of ethical principles.	0	1	2	3	4
We follow the most up-to-date practices of good corporate governance.	0	1	2	3	4
We have a Code of Conduct and/or a written policy on anti-corruption.	0	1	2	3	4
We provide training or staff meeting to facilitate employees' understanding on the Code.	0	1	2	3	4
We encourage our employees to report suspected corruption.	0	1	2	3	4
We would refer any possible corruption to the ICAC rather than try to deal with it ourselves.	0	1	2	3	4

附錄八 - 良好僱傭行為查對表

安全、健康及福祉					
僱員時刻都將安全放在第一位。	0	1	2	3	4
我們有責任為僱員提供一個安全的工作環境。	0	1	2	3	4
我們的管理層熱衷安全工作。	0	1	2	3	4
我們設有適當機制來識別、評估及緩解工作場所內的任何危險。	0	1	2	3	4
我們向所有僱員提供安全培訓、工作坊及安全指引。	0	1	2	3	4
我們定期進行火警及其他嚴重事故的演習，以保障僱員的生命及健康。	0	1	2	3	4
我們將工作場所以至設備、裝置及系統保持在高效的運作狀態。	0	1	2	3	4
我們向各有關僱員提供正確使用設備、裝置及系統的適當培訓 / 指示。	0	1	2	3	4
我們會確保僱員在工地穿著及使用合適的防護衣物及設備。	0	1	2	3	4
我們為僱員提供一個舒適的工作環境。	0	1	2	3	4
我們已訂立政策，使工作環境免受酒精及藥物的不利影響。	0	1	2	3	4
我們讓員工在辦公時間內獲得適當的小休。	0	1	2	3	4
我們依據勞工處的範本，訂立自己的安全約章。	0	1	2	3	4
工作操守					
我們的管理層對工作操守十分重視。	0	1	2	3	4
我們採納最新的良好機構管治措施。	0	1	2	3	4
我們備有操守指引及明確的反貪污政策。	0	1	2	3	4
我們舉辦培訓或僱員會議以加強僱員對工作操守指引的了解。	0	1	2	3	4
我們鼓勵僱員檢舉任何懷疑貪污事件。	0	1	2	3	4
我們將任何懷疑貪污或不當行為的事件轉介予廉政公署，而不試圖自行處理。	0	1	2	3	4