

Corporate Responsibility Questionnaire 企業責任問卷

Note: For Joint Venture, each partner shall complete this questionnaire separately

1. Company Information 公司資料

Company Name (English) 公司英文名稱: _____

Company Name (Chinese) 公司中文名稱: _____

Business Nature 公司業務性質:

Manufacturing 製造業

Consultancy 顧問

Trading/Agent/Distributor 貿易/代理/分銷

Works/Maintenance 工程/維修

Services 服務業

Others (please specify) 其他 _____

Total No. of Employees 總員工人數

≤50

51-99

≥100

2. Representative/Contact Person for Corporate Responsibility (CoR) 企業責任代表/聯絡人

Name 姓名: _____

Position 職位: _____

Major CoR Duties 主要企業責任工作範圍: _____

Tel. No. 電話號碼: _____

Mobile No. 流動號碼: _____

E-mail 電郵地址: _____

3. Corporate Responsibility Policy 企業責任政策

3.1 Does your company have a Corporate Responsibility policy? (If yes, please attach the policy)

貴公司有否訂立企業責任政策? 如有, 請附上該政策副本。

Yes 有

No 無

3.2 Does your company periodically review and update the Corporate Responsibility policy?

貴公司是否有定期檢討並改進該政策?

Yes within the past year

Yes within the past 2 years

No

在過去一年內

在過去兩年內

無

3.3 Is your company a member of any global Corporate Responsibility initiatives (e.g. Global Compact)?

貴公司是否任何企業責任國際組織的成員, 例如 Global Compact?

If yes, please specify 如有, 請說明:

Yes 有

No 無

3.4 Does your company have any Corporate Responsibility certification (e.g. SA8000 or AA1000 or others)?

貴公司是否有任何企業責任認證, (例如 SA8000 或 AA1000 或其他)?

If yes, please specify 如有, 請說明:

Yes 有

No 無

3.5 Does your company follow the ISO 26000 Guidelines on Social Responsibility?

貴公司是否有採用 ISO 26000 社會責任指引?

Yes 有

No 無

3.6 Does your company have any Environmental certification (e.g. ISO 14001)?

貴公司是否有任何環保系統認證, 例如 ISO 14001?

If yes, please specify 如有, 請說明:

Yes 有

No 無

3.7 Does your company have any Health & Safety certification (e.g. OHSAS 18001)?

貴公司是否有任何職業安全系統認證, (例如 OHSAS 18001)?

If yes, please specify 如有, 請說明:

Yes 有

No 無

3.8 What Corporate Responsibility initiatives have your company undertaken?

貴公司有否推行以下企業責任項目?

(i) Ethical Standards 道德守則

Compliance with all applicable laws/regulations

遵守所有相關法律/規則

Yes 有

No 無

Confidentiality (e.g. Data Protection and Privacy Policy/System)

保密 (例如維護資料和私隱政策/系統)

Yes 有

No 無

Open and fair competition 公開及公平競爭

Yes 有

No 無

Anti-bribery and Corruption Policy 反賄賂及貪污政策

Yes 有

No 無

Code of Conduct 工作操守指引

Yes 有

No 無

Others 其他

Any additional information 其他補充:

(ii) Human and Labour Rights 人權及勞工權益

Prohibition of Child Labour 禁止使用童工

Yes 有

No 無

Prohibition of Illegal Labour 禁止使用非法勞工

Yes 有

No 無

Health and Safety Working Conditions 職業健康及安全

Yes 有

No 無

Minimum wages and/or Maximum working Hours

最低工資及/或最高工時

Yes 有

No 無

Non-Discrimination (e.g. Gender, Race, Colour, Religion, Age, Disability)

反歧視 (例如性別, 種族, 膚色, 宗教, 年齡, 殘疾)

Yes 有

No 無

Lawful and Reasonable Discipline 合法及合理的規管

Yes 有

No 無

Freedom of Association 自由加入工會

Yes 有

No 無

Others 其他

Any additional information 其他補充:

(iii) Environmental Protection 環境保護

Hazardous Substance Management Policy/System

處理有害物質政策/系統

Yes 有

No 無

Waste Management Policy/System 廢物處理政策/系統

Yes 有

No 無

Green Procurement Policy 綠色採購政策

Yes 有

No 無

Adopt green specifications where possible

盡量採用環保規格要求

Yes 有

No 無

Any additional information 其他補充:

Specific Environmental Targets or Objectives (明確環保工作目標):

Carbon Emission Reduction 減少碳排放量

Yes 有

No 無

Energy Conservation 節約能源

Yes 有

No 無

Water Conservation 節約水源

Yes 有

No 無

Waste Reduction 減少浪費

Yes 有

No 無

Noise Reduction 減少噪音

Yes 有

No 無

(iv) Consumer Protection 消費者保障

Adopt UN Guidelines for Consumer Protection

採納聯合國消費者保障指引

Yes 有

No 無

Avoid Hazardous Products (e.g. Restriction of hazardous substances)

避免採用有害物質 (例如電氣, 電子設備中限制使用某些有害物質指令)

Yes 有

No 無

Protecting Consumers Health and Safety (e.g. Safety Guidelines)

保障消費者健康和 safety (例如安全指引)

Yes 有

No 無

Consumer Dispute Resolution (e.g. ISO 10001, ISO10002, ISO10003)

解決與消費者爭議的方法

Yes 有

No 無

Others 其他

Any additional information 其他補充:

(v) Supply Chain Management 供應鏈管理

Ensure full compliance with the Corporation's Supplier Code of Practice by your company's suppliers, Subcontractors and other business partners

確保貴公司的供應商, 分判商以及其他商業伙伴遵守港鐵之供應商行為守則

Yes 有 No 無

If yes, please briefly describe how your company ensure the compliance of supply chain:

如有, 請簡略說明貴公司如何確保供應鏈遵守上述行為守則:

3.9 Does your company have any Corporate Responsibility targets or objectives? (if yes, please attach relevant document)

貴公司有否訂下企業責任目標? 如有, 請附上相關資料。

Yes 有 _____ No 無

4. Monitoring System 監管機制

4.1 Does your company have any system for monitoring supply chain's compliance to the above targets?

貴公司有否設置監管機制以確保供應鏈達致以上企業責任目標?

Yes 有 _____ No 無

If yes, please attach relevant document or specify below 如有, 請附上相關資料或在此說明:

4.2 Does your company have any policy and procedures to avoid conflict of interests in the course of your business activities?

貴公司有否設立任何政策和程序去避免產生利益衝突?

Yes 有 No 無

If yes, please attach relevant document or specify below 如有, 請附上相關資料或在此說明:

4.3 Please declare any potential conflict of interests with regard to your existing customers in competition with the Corporation's businesses.

請申報任何與本公司的業務上有潛在利益衝突和競爭的現有客戶資料

4.4 Please confirm that you will declare any conflict of interest for future customers in competition with the Corporation's businesses.

請確認貴公司會繼續申報任何與本公司的業務上有潛在利益衝突和競爭的未來客戶。

Yes 有

No 無

Authorized Signature 公司認可簽署

Date 日期

Name 姓名:

Title 職銜: