

## **Human Resources and Administration Division**

<b>Target</b>	<b>% Complete</b>	<b>Verification</b>
<b>RESOURCES USE</b>		
<b>Energy</b>		
Complete the collection of data on energy/fuel usage. Review the data, establish trends and set quantifiable targets for 2002.	100	✓
<b>Green Procurement</b>		
Seek ways to influence suppliers and contractors to use environmentally friendly materials in their supply of goods and services to the Corporation.	100	
In combination with the Legal and Procurement Division, establish a "Green Procurement" policy.	100 <sup>1</sup>	
<b>Recycled Photocopier Paper</b>		
In combination with the Legal and Procurement Division, review the results of the test and trials that have been requested on recycled photocopying paper. Determine and implement the best course of action.	100	
<b>Lunch Boxes</b>		
In combination with the Legal and Procurement Division, review the results of the trials that have been requested on decomposable lunch boxes and determine and implement the best course of action.	100	
<b>WASTE MINIMISATION</b>		
<b>Waste Recycling</b>		
Maintain and/or increase the paper recycling rate achieved in 2000 (3.6%)	75 <sup>2</sup>	
Maintain and/or increase the printer cartridge recycling rate achieved in 2000 (90%)	100	
<b>Air</b>		
Indoor Air Quality Monitoring – Continue to undertake bi-annual monitoring in the Headquarters Building. Compare results with 2000 to establish trend and verify compliance with WHO standards.	100	
<b>ENVIRONMENTAL EDUCATION &amp; TRAINING</b>		
<b>Internal Education &amp; Training</b>		
Disseminate information on new environmental protection issues.	100	
Encourage 1,410 staff to attend the "Environmental Management System/Environmental Awareness" course.	100	✓
<b>Green Ambassador Programme</b>		
Continue to support the Green Ambassador Programme for students and teachers to undertake overseas field studies and promote the sharing of environmental protection experience.	100	
<b>Environmental Campaigns &amp; Related Activities</b>		
Campaigns – Consider launching campaigns and related initiatives to promote clean and green transport modes.	100	
Economic Incentives – Maintain and/or increase economic incentives such as fare discounts, and rideship rewards to encourage the use of the MTR.	100	✓
Environmental Information – Maintain and/or increase the number of environmental messages to displayed on the Infopanel within the MTR trains (4 messages in 2000).	100	
Maintain the commitment in 2000 to conducting external visits to promote environmental awareness outside the Company.	100	
<b>OTHERS</b>		
<b>Environmental Impact Assessment (EMS)</b>		
As appropriate, support the undertaking of EIAs by other Divisions.	100	

<b>Target</b>	<b>% Complete</b>	<b>Verification</b>
<b><i>Environmental Management System (EMS)</i></b>		
Develop and implement a Divisional Environmental Management System and support and develop the Corporate EMS.	100	

<sup>1</sup> Legal and Procurement Division established the Green Procurement policy. <sup>2</sup> A recycling rate of 3.2% was achieved.