

CONFIDENTIAL

**Contract Q119094**  
**Provision of Technical / Engineering Service on Building Facilities in MTR**  
**Premises**  
**Prequalification Invitation for Tender**

**Section I**  
**Company Details Including Financial Information**



**Section I – Company Details Including Financial Information**

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9. Names of Directors: \_\_\_\_\_  
(Use separate sheets if necessary) \_\_\_\_\_  
\_\_\_\_\_

10. Shareholding: (Use separate sheet if necessary)

<u>Name of Shareholders</u>	<u>No. of shares held</u>	<u>% shareholding</u>

11. (a) Immediate Parent Company: \_\_\_\_\_  
(b) Ultimate Parent Company: \_\_\_\_\_  
(if different)  
(c) Subsidiary Companies: \_\_\_\_\_  
(if any)

12. Share capital:  
Authorized: \_\_\_\_\_  
Issued: \_\_\_\_\_  
Paid up: \_\_\_\_\_

13. Banker:  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_

14. Total Number of employees: \_\_\_\_\_

**Section I – Company Details Including Financial Information**

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15. Does the company have Professional Indemnity or Product Liability insurance: Yes/No
16. If yes please specify:
- Type: \_\_\_\_\_
- Maximum Amount: \_\_\_\_\_
- Excess (if any): \_\_\_\_\_
17. Please attach copies of the following:
- 17.1 Up-to-date copy each of Business Registration Certificate and the Memorandum and Articles of Association of your company.
  - 17.2 The latest 3 years’ audited accounts with directors’ report and auditor’s report of the Company and its parent company/joint venture partners (if any). Updated audited accounts are required to be submitted annually.
  - 17.3 Details of other sources of funds not stated in the financial statement. For example, unused credit facilities, shareholders’ or proprietors’ personal financial contributions etc.
  - 17.4 Last annual return filed with Companies Registry, if applicable.
  - 17.5 Certificate of registration of charges, if applicable.
  - 17.6 Any other returns, if applicable, to the Companies Registry in respect of matters contained in the last annual return and now updated.

Notes:

- 1. Company who has previously submitted the information as requested by Items 17.1 to 17.6 within six months of this invitation is not required to make any submission, but shall advise the contract number in which such submission was made.
- 2. In the event there is up-to-date information on these Items, the company shall include such information in this prequalification submission.

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**Section II**  
**Technical Prequalification Questionnaire**

**A. Scope of Services**

The Corporation will invite interested parties to provide fifteen (15) numbers of competent and experienced persons to review existing asset conditions against predefined asset health monitoring factors, study feasibility of new asset assurance initiatives to upkeep asset condition and recommend system performance improvement actions; to coordinate outsourcing activities and facilitate the development of management & technical documents; to supervise and monitor the safety & quality of works delivered in maintenance works and projects; and to provide technical support on Building Facilities for a period of 12 months, with an option to extend services for another 12 months.

**B. Please submit documents in the following sequence for our consideration.**

1. Company Profile

- a. Organization chart
- b. Years of company established / local presence.
- c. No. of direct and permanent site supervision staff

2. Job References

- a. List of Job References as service provider contracts on recruitment of Building, Electrical and Mechanical, Computer Control and Management Support and Project Planning fields, undertaken in the last 5 years in Hong Kong.

The following information shall be included in your job references list: -

- i. contract description
- ii. scope of services
- iii. contract period
- iv. number of headcounts successfully referred to perform the required service
- v. annual contract sum
- vi. client name

- b. Please provide supporting documents for project-based requests (e.g., deployment plan, roster, attendance record, and/or invoice), along with project background/details, to demonstrate the maximum daily number of temporary headcounts that your company can deploy.
- c. Compliment letters/ emails from clients in the past 2 years.
- d. Please provide a list of successful referrals of Engineering or Project Personnel for MTRCL or relevant contractors working in railway premises in the past 5 years.

***(Remark : To facilitate our prequalification evaluation, please submit your proposal in accordance with the above sequence in a separate document)***

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**Section III**  
**Safety Management Questionnaire**

**Notes to completion of Safety Management Questionnaire**

1. In the event that the company has completed the Safety Management Questionnaire for other contract / project within the MTRCL in the previous six (6) months from the date of the Letter of Prequalification Invitation for Tender, he is not required to complete the whole Safety Management Questionnaire.
2. Instead, the company shall mention in the prequalification submission the specific contract / project, for which he has provided the Safety Management Questionnaire, and the date of submission of the same.
3. Up-to-date information from the date of the company's previous submission of the Safety Management Questionnaire shall also be provided in the prequalification submission.

**Notes to the Contractor Safety Classification**

MTR Corporation Limited has established and implemented a Contractor Safety Management System which requires all contractors to be classified in the context of safety so as to ensure contractors are capable to undertake projects of corresponding risk level in a safe manner. Please refer to the note on the 'Prequalification of Contractor – Safety Classification' in Appendix A for details.

Please complete the 'Safety Management Questionnaire' contained in Appendix B and return with the documents requested. The completed Questionnaire must include a safety management plan of any specific contract your company has recently undertaken. A copy of the Template of Contractor Safety Management Plan is attached in Appendix C for your reference.

**Appendix A – Prequalification of Contractor – Safety Classification**1. Purpose

To ensure that the contractors being invited to tender for a project are capable of carrying out the works in a safe manner, a Safety Classification is introduced for the prequalification of contractors. Prospective contractors will be given a specific “Safety Classification” after completion of the assessment by the Corporation.

2. Safety Classification

Each project is ranked at 3 levels of “Safety Classification” “1”, “2” or “3” with respect to its risk factors. Prospective contractors of appropriate/corresponding Safety Classification will only be invited to tender for the works of equivalent “Safety Classification” or at a lower level “Safety Classification”.

3. Scope

Applicable to contractors working on the Operating Railway.

4. Validity Period

The “Safety Classification” shall be valid for 24 months effective from the date granted. Contractors shall submit relevant documents for re-assessment after the expiry of validity period. However, if a contractor has engaged a contract with MTRCL within the validity period, its safety classification shall be subjected for evaluation in the performance assessment and the validity period will be extended for another 24 months upon completion of the works.

**Appendix B – Safety Management Questionnaire**



**Instructions:**

1. Please complete all items in this questionnaire and provide necessary supporting documents where appropriate.
2. Please cross out parts marked with ‘\*’ where appropriate.

Contractor’s Name	
Contact Person	
Contact Phone / Fax	

**SECTION 1 SAFETY MANAGEMENT PLAN**

1.1 Please attach a copy of the safety management plan of any specific contract your company has recently undertaken.	Attachment Ref. :
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**SECTION 2 SAFETY POLICY STATEMENT**

2.1 Does your Company have a safety policy statement? If yes, please provide a copy.	Attachment ref. :
2.2 Is the safety policy statement signed by the chief executive officer or the most senior personnel responsible for safety? If yes, please specify his/her name and title.	
2.3 How is the safety policy statement drawn to the attention of your employees?	
2.4 Is the safety policy statement regularly reviewed? If yes, please specify the frequency of its review.	
2.5 When was the safety policy statement last reviewed/revised?	

**SECTION 3 SAFETY ORGANIZATION**

3.1 Please attach a copy of your organisation chart showing the structure / hierarchy of management staff responsible for safety management.	Attachment ref. :
3.2 Please state the safety responsibilities of the management staff and employees including the safety personnel (e.g. safety officer, safety supervisor etc.)?	
3.3 Have the safety supervisor(s) received formal safety supervisor training? If yes, please specify the names of training institutions and courses attended.	
3.4 Do the safety supervisor(s) have at least 3 years supervisory experience on site safety?	Yes / No *

**SECTION 4 SAFETY TRAINING**

4.1 Please describe your safety training programme for your employees including construction managers, engineers, supervisors/foremen, operatives, workers and sub-contractors etc., and your arrangements on identification and provision of the safety training.	

**SECTION 5 IN-HOUSE SAFETY RULES AND REGULATIONS**

5.1 Please describe your in-house safety rules safety rules, procedures and instructions covering relevant health and safety aspects e.g. housekeeping, fire control etc., and how you communicate them to your employees.

**SECTION 6 PROGRAMME FOR INSPECTION OF HAZARDOUS CONDITION**

6.1 Please describe your safety inspection programme in identifying, reporting and rectifying workplace hazards.

**SECTION 7 JOB HAZARD ANALYSIS**

7.1 Please describe your systems in identifying job related hazards, establishing and reviewing control measures including developing method statements, safety procedures and instructions?

**SECTION 8 PERSONAL PROTECTION PROGRAMME**

8.1 Please describe your programme on the identification, selection, provision, maintenance and replacement of personal protective equipment and training on their use.

**SECTION 9 ACCIDENT AND INCIDENT REPORTING AND INVESTIGATION**

9.1 Please describe your procedures for reporting and investigating accidents and incidents including dangerous occurrences, and the arrangements on follow-up of corrective actions, statistical analysis and accident trend monitoring?

**SECTION 10 EMERGENCY PREPAREDNESS**

10.1 Please describe your emergency preparedness plan and procedures in handling anticipated emergencies, organising drills and training of employees.

**SECTION 11 SAFETY COMMITTEE**

11.1 Please describe the safety committee established in your company and/or site safety committee, and their functions, membership, roles and responsibilities and relationship.

**SECTION 12 SAFETY PROMOTION**

12.1 Please describe your promotion programme in promoting safety awareness amongst all personnel on site.

**SECTION 13 HEALTH ASSURANCE PROGRAMME**

13.1 Please describe your programme for the identification, evaluation and control of health hazards that employees may be exposed to and the associated arrangements on health surveillance.

**SECTION 14 EVALUATION, SELECTION AND CONTROL OF SUBCONTRACTORS**

14.1 Please describe your systems on the evaluation and selection of subcontractors and the mechanisms in monitoring their safety performance?

**SECTION 15 PROCESS CONTROL PROGRAMME**

15.1 Please describe your programme for the arrangements and control measures of key processes including design, construction, fabrication, installation, operational and maintenance activities.

**SECTION 16 SAFETY AUDIT AND REVIEW**

16.1 Please describe your arrangements in conducting regular safety audit or review to the safety management system.

16.2 Have the person(s) responsible for conducting the safety audits received training on safety audit? If yes, please specify the names of training institutions and courses attended.

16.3 Have the person(s) responsible for conducting the safety reviews received training on safety review? If yes, please specify the names of training institutions and courses attended.

**SECTION 17 ACCIDENT AND OFFENCE RECORDS**

17.1 Please provide the following information for the last two years as follows (N.B. Including subcontractors working on your sites).	Last Year	Year Before Last Year
(a) Number of fatal accidents occurred		
(b) Number of reportable accidents occurred		
(c) Number of dangerous occurrence occurred		
(d) Number of prosecutions related to safety offences		
(e) Number of Improvement Notice / Suspension Notice received		
17.2 Are there any prosecutions against your company for alleged safety offences in hand or outstanding?	Yes / No *	

**SECTION 18 OTHER INFORMATION**

18.1	Please provide any other comments or information that you consider relevant in relation to your safety record and safety management.
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Declaration:

We confirm that all the information provided in our response to this questionnaire is true and correct.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Position / Title: \_\_\_\_\_

On behalf of (Contractor's Name): \_\_\_\_\_

## **Appendix C – Template of a Contractor’s Safety Management Plan**

### **1. Introduction**

This section should describe purposes, objectives and the key “elements” of the Safety Management Plan.

### **2. Safety Policy**

A safety policy statement should spell out the management’s commitment on health and safety that should include but not limited to the followings:

- to set out safety objectives and targets and seek continuous improvement in safety and health performance;
- to define management and staff’s primary responsibilities for safety;
- to comply with relevant safety and health legislation;
- to set out strategy to ensure the implementation of work is carried out in a safe manner;
- to set out procedures to control the work processes and activity affecting health and safety of Contractors and Subcontractors;
- to provide safety training to all staff so as to ensure that they can perform the task safely; and
- to promote high standards of safety and health throughout the company.

The safety policy statement should be signed by the chief executive officer of the Contractor, or the chief executive officers of companies of the consortium, partnership or joint venture comprising the Contractor.

### **3. Safety Organization and Responsibilities**

The project organization chart should show all site supervisory staff positions with a responsibility for safety including the safety officer, safety supervisor, Contractor’s site representative or person-in-charge, the chief executive officer responsible for the Contract. The organization chart should show the chain of command and reporting lines from the safety personnel to Contractor’s most senior management staff.

There must be a formal statement detailing the safety responsibilities of each position shown on the organization chart.

Methods of safety communication should also be addressed as to the effective communication of safety information such as instructions, safety briefing and change of health and safety related ordinance.

#### **4. Safety Training**

The plan should specify the safety briefing and training requirements of all staff including sub-contractors involved in the project. This should include:

- training requirements;
- level of competency;
- certification registration, licensing; and
- the needs for refresher training

and how the arrangements are implemented. Examples include registered electricians, competent crane operator, competent persons for work in confined spaces, etc.

#### **5. In-house Safety Rules and Regulations**

The plan should specify any internal safety rules of the Contractor and safety requirements of MTRCL which are applicable to the project such as safe system of work, safety procedures, permit to work system, safety precautions for use of special tool and equipment and MTRCL's operational requirements particularly for those stipulated in the MTRCL's Railway Safety Rules and the Safety Requirements and Information for Contractors.

#### **6. Safety Committee**

The plan should address the objective and functions, the constitution of membership, terms of reference of the site safety committee and site safety working group for the purpose to enable work to be carried out safely in an orderly and coordinated manner as in accordance with the actions agreed in the meeting.

#### **7. Programme for Inspection of Hazardous Condition**

The plan should specify the inspection programme by which the Contractor will supervise, monitor his site safety to ensure due compliance with these obligations. A comprehensive site safety and health checklist should be used and completed that will serve to record whether the Contractor complies with his statutory and contractual obligations at the time of the inspection.

#### **8. Job Hazard Analysis**

All hazards associated with the project work should be identified and their risks assessed by the Contractor with the involvement of safety personnel. The hazard analysis results together with the proposed actions for satisfactory elimination, prevention and reduction of the hazards should be recorded in the Project Hazard Log.

Detailed written procedures and work instructions for each task that demands the development of safe systems of work should be included in the Safety Management Plan including, but not limited to the following activities:-

- use of lifting equipment;

- excavation;
- diving operations;
- work on or near rail tracks;
- work in confined spaces;
- welding and cutting operations;
- use of flammable and hazardous materials; and
- working at height.

The plan should include a programme that shows the dates of submission of method statements for those tasks where circumstances preclude production of the method statement at the date of preparation of the Safety Management Plan

## **9. Personal Protection Programme**

The plan should:

- state the arrangements on provision of safety equipment and facilities, such as safety helmets, eye protectors, ear protectors, safety belts, respiratory protective equipment, air testing instruments, fire extinguishers and etc.;
- provide for a system of regular inspection, testing and maintenance of the safety equipment / facilities; and
- provide a system for the removal and replacement of sub-standard or beyond-repair equipment.

## **10. Accident/Incident Reporting and Investigation**

The plan should specify the procedures for reporting and investigation of all accidents/incidents and dangerous occurrences and should be in line with the relevant Regulations and MTRCL's contractual requirements.

The plan should also specify the procedures for remedial/corrective action and the monitoring process.

## **11. Emergency Preparedness**

The plan should:

- lay down emergency procedures to deal with emergency situations such as accident, dangerous occurrence, tropical cyclones, thunderstorm warning, heavy rainstorm warnings and fire as appropriate;
- provide for regular drills on the emergency procedures;
- provide for regular updating of the emergency procedures; and
- provide for the dissemination of information on emergency procedures to all levels of staff effectively and efficiently.

## **12. Safety Promotion**

The methods of promoting safety awareness amongst all persons on site, including proposals for on-site publicity, safety communication, briefings and other safety promotional activities should be included in the plan.

## **13. Process Control**

The plan should specify the procedures and arrangements (e.g. control measures, training programmes, mechanical integrity programmes, emergency plan etc) of key processes including design, construction, manufacturing, installation, operational and maintenance activities involved in the Work.

## **14. Health Assurance Programme**

The plan should specify the:

- procedures for identifying evaluating and controlling health hazards such as chemical, dust, fumes and noise arising from its activities, products and services;
- arrangements for health surveillance and medical checks for workers where required by the job activities such as those working with asbestos, in compressed air etc in accordance with relevant legal requirements.

## **15. Evaluation, Selection and Control of Sub-contractors**

The plan should address the requirements and criteria for evaluation, selection and control of sub-contractors.

## **16. Safety Audit / Review**

The plan should specify the:

- procedures and scheme for safety audit / review on both the safety management system and physical site conditions; and
- procedures for reviewing and revising the Safety Management Plan, method statements and emergency procedures to take account of changes to work process, method or equipment.

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**Section IV**  
**Environmental Management Questionnaire**

**Notes to completion of Environmental Management Questionnaire**

1. In the event that the company has completed the Environmental Management Questionnaire for other contract / project within the MTRCL in the previous six (6) months from the date of the Letter of Prequalification Invitation for Tender, he is not required to complete the whole Environmental Management Questionnaire.
2. Instead, the company shall mention in the prequalification submission the specific contract / project, for which he has provided the Environmental Management Questionnaire, and the date of submission of the same.
3. Up-to-date information from the date of the company's previous submission of the Environmental Management Questionnaire shall also be provided in the prequalification submission.

**Environmental Requirements**

The Corporation has established an Environmental Policy under which only those companies with a known environmental management capability will be employed. A copy of the Policy is enclosed along with an environmental questionnaire. Please complete and return the questionnaire with the documents requested.

**MTRCL'S ENVIRONMENTAL POLICY**

MTR Corporation Limited is committed to the protection of Hong Kong's environment and the responsible management of all impacts arising from its activities in Hong Kong.

The Corporation will:

1. Comply with all relevant environmental laws or, in the absence of legislation, seek out and observe accepted best international practice as appropriate.
2. Employ a corporate-wide Environmental Management System (EMS) to continuously monitor and manage environmental impacts, and to conduct regular reviews on the range of environmental issues that require monitoring.
3. Conduct Environmental Impact Assessments for new projects, where required by law and suggested by best practice, and implement the recommendations.
4. Ensure that contractors and partners will implement any recommendation to achieve acceptable environmental standards, train and encourage all our suppliers to adopt environmental acceptable practices in the products and services provided.
5. Educate and train staff in environmental matters and raise their environmental awareness.
6. Educate passengers, legislators, opinion makers and the general public on the environmental benefits of railways.
7. Set environmental performance goals, arrange regular third-party environmental audits and publish the results with the aim of continuous improvement.

**ENVIRONMENTAL MANAGEMENT QUESTIONNAIRE**

1. Does your company have an environmental policy?

Yes             No

(Please attach a copy if yes)

2. Is there an appointed person in your company with responsibility for environmental matters?

Yes             No

Please identify that person: \_\_\_\_\_

3. What level of authority does this person have? What are his/her duties?

Board level             Department level             Part-time

Main Duties: \_\_\_\_\_

4. Does the product/services contain any hazardous materials?

Yes             No

Please specify: \_\_\_\_\_

5. Are there any special disposal requirements required?

Yes             No

Please specify: \_\_\_\_\_

6. Do you consider energy use in the design and use of your product/service?

Yes             No

Please specify: \_\_\_\_\_

7. Do you have a programme for monitoring your current level of environmental performance?

Yes             No

Please specify: \_\_\_\_\_

8. Do you have any environmental targets or objectives for improvement?  
Do you have a programme for improvement? Over what timescale?

Yes                       No

Please specify the timescale: \_\_\_\_\_

9. Do you offer a take back service for end of life equipment?

Yes                       No

Please specify: \_\_\_\_\_

10. What environmental licences and records (e.g. waste, noise surveys, air emissions, liquid discharges) does your company hold?

\_\_\_\_\_  
\_\_\_\_\_

11. What environmental initiatives has your company undertaken (e.g. waste recycling, green products and energy conservation)?

\_\_\_\_\_  
\_\_\_\_\_

12. Have there been any violations of regulations or complaints on environmental issues in the last 3 years?

\_\_\_\_\_  
\_\_\_\_\_

13. Are you aware of MTR's environmental policy?

Yes                       No

14. Any comments and suggestions: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

CONFIDENTIAL

**Contract Q119094**

**Provision of Technical / Engineering Service on Building Facilities in MTR  
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**Section V**

**Supplier Code of Practice and Corporate Social Responsibility  
Questionnaire**

## Supplier Code of Practice

This Supplier Code of Practice (the “Code”) provides an ethical and behavioural framework for the Corporation’s suppliers/ contractors/ consultants (herein collectively referred to as a “Supplier”) in Hong Kong and overseas. All Suppliers are required to comply with the Code when doing business with the Corporation. Suppliers shall communicate with their workforce (including directors, officers, employees, contractors and consultants) to ensure that they comply with the Code.

The Corporation reserves the right, upon reasonable notice, to conduct Supplier audits to verify compliance with the Code. The Corporation also reserves the right to request certification from a Supplier that the workforce has read, understood and acknowledges compliance with the Code. Any violation of the Code shall be considered a material breach of the contract/order by the Supplier.

1	<p><b>Ethical Standards</b></p> <p>The Supplier shall uphold high ethical standards in all aspects of its operation, including:</p> <ul style="list-style-type: none"> <li>● Compliance with all applicable laws and regulations</li> <li>● Maintenance of confidentiality</li> <li>● Anti-bribery and corruption (including the soliciting or accepting of advantages)</li> <li>● Open and fair competition</li> </ul>
2	<p><b>Human and Labour Rights</b></p> <p>The Supplier shall support the principles of the United Nations Universal Declaration of Human Rights, the International Labour Organization Declaration of Fundamental Principles and Rights at Work, the OECD Principles of Corporate Governance, the United Nations Global Compact and shall comply with relevant laws and regulations in their respective countries in the following areas:</p> <ul style="list-style-type: none"> <li>● Child Labour</li> <li>● Forced Labour</li> <li>● Anti-Slavery and Human Trafficking</li> <li>● Health and Safety</li> <li>● Wages and Working Hours</li> <li>● Discrimination</li> <li>● Discipline</li> <li>● Freedom of Association</li> </ul>
3	<p><b>Environment</b></p> <p>The Supplier shall manage and minimize the environmental impact of their business and commit to continuously improving their environmental management and monitoring systems to comply with all applicable laws and regulations and keep pace with best practices.</p>
4	<p><b>Supply Chain Management</b></p> <p>The Supplier shall ensure full compliance with the Code by its own suppliers, subcontractors and other business partners.</p>

**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 <input type="checkbox"/>	No 無 <input type="checkbox"/>
Prohibition of Illegal Labour 禁止使用非法勞工	Yes 有 <input type="checkbox"/>	No 無 <input type="checkbox"/>
Health and Safety Working Conditions 職業健康及安全	Yes 有 <input type="checkbox"/>	No 無 <input type="checkbox"/>
Minimum wages and/or Maximum working Hours 最低工資及/或最高工時	Yes 有 <input type="checkbox"/>	No 無 <input type="checkbox"/>
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 <input type="checkbox"/>	No 無 <input type="checkbox"/>
Lawful and Reasonable Discipline 合法及合理的規管	Yes 有 <input type="checkbox"/>	No 無 <input type="checkbox"/>
Freedom of Association 自由加入工會	Yes 有 <input type="checkbox"/>	No 無 <input type="checkbox"/>

Others 其他 \_\_\_\_\_

Any additional information 其他補充:

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(iii) Environmental Protection 環境保護

Hazardous Substance Management Policy/System 處理有害物質政策/系統	Yes 有 <input type="checkbox"/>	No 無 <input type="checkbox"/>
Waste Management Policy/System 廢物處理政策/系統	Yes 有 <input type="checkbox"/>	No 無 <input type="checkbox"/>
Green Procurement Policy 綠色採購政策	Yes 有 <input type="checkbox"/>	No 無 <input type="checkbox"/>
Adopt green specifications where possible 盡量採用環保規格要求	Yes 有 <input type="checkbox"/>	No 無 <input type="checkbox"/>

Any additional information 其他補充:

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

Carbon Emission Reduction 減少碳排放量	Yes 有 <input type="checkbox"/>	No 無 <input type="checkbox"/>
Energy Conservation 節約能源	Yes 有 <input type="checkbox"/>	No 無 <input type="checkbox"/>
Water Conservation 節約水源	Yes 有 <input type="checkbox"/>	No 無 <input type="checkbox"/>
Waste Reduction 減少浪費	Yes 有 <input type="checkbox"/>	No 無 <input type="checkbox"/>
Noise Reduction 減少噪音	Yes 有 <input type="checkbox"/>	No 無 <input type="checkbox"/>

(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:

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(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:

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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:

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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:

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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

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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: