

HKQAA – HSBC CSR INDEX



Corporate Governance



Social Well-Being



Economic Performance



Environmental Conservation

Supporting Organization



TRADE AND INDUSTRY DEPARTMENT
THE GOVERNMENT OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION
香港特別行政區政府工業貿易署



HKQAA-HSBC CSR Index

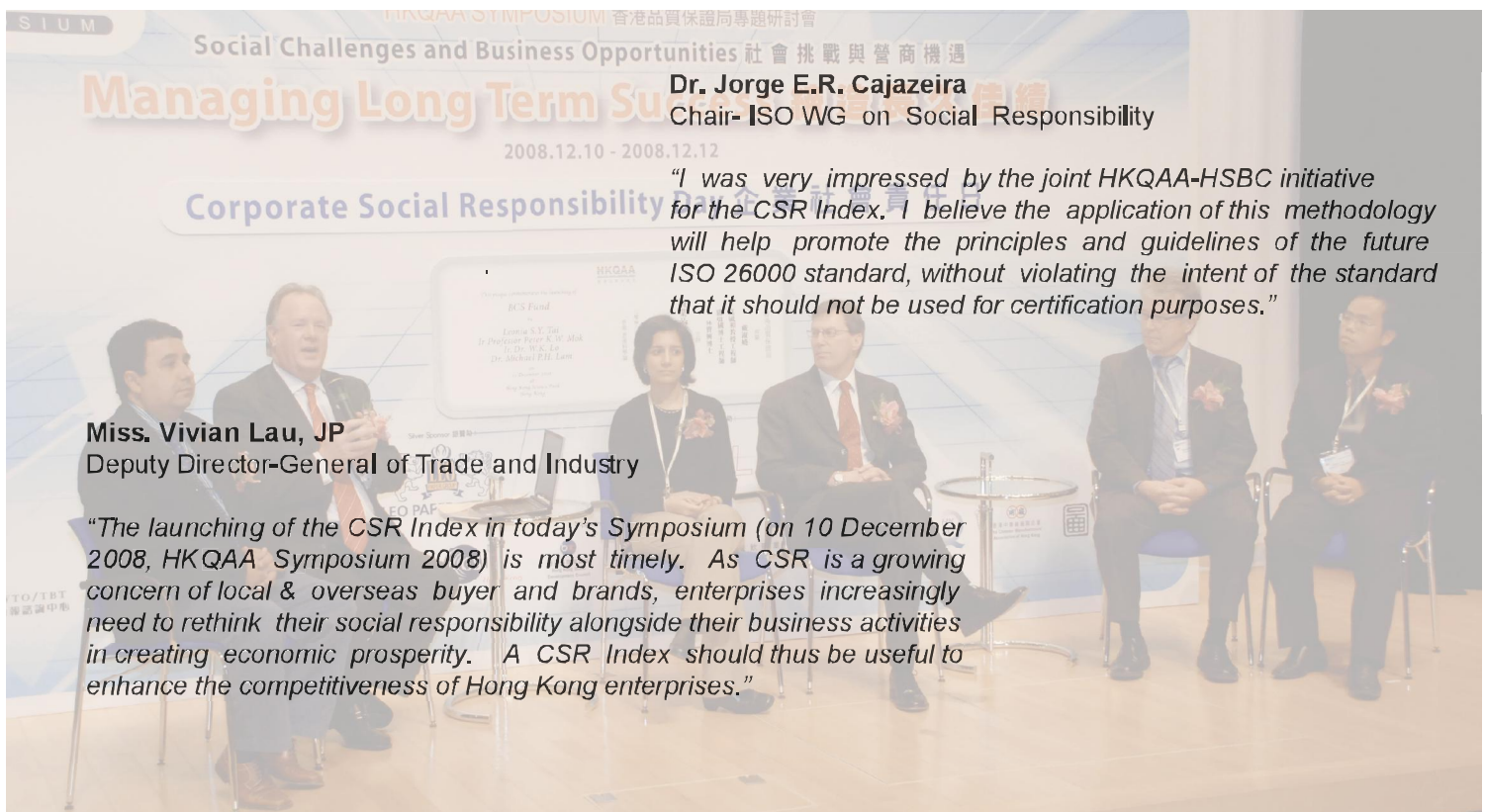
INTRODUCTION

Far-sighted organization leaders recognize that lasting success must be built on credible business practices.

To facilitate organizations to translate these good intentions into good actions, Hong Kong Quality Assurance Agency (HKQAA) and The Hongkong and Shanghai Banking Corporation Limited (HSBC) are launching the HKQAA-HSBC CSR Index which provides a quantitative metric to measure organization's maturity level in practicing their social responsibilities. This Index is designed with reference to the ISO/CD 26000 Guidance on Social Responsibility. HSBC is a co-organizer of HKQAA on the development, launch and rolling out of the CSR Index.

Benefits

- è It is a voluntary scheme. Your participation demonstrates your commitment to be a socially responsible organization.
- è By practicing your social responsibilities and use of the CSR Advocate Mark awarded, you are joining the bandwagon to promote good CSR practices for other organizations to follow suit.
- è You will learn the contemporary international norms on social responsibility of ISO 26000 and also what you need to operate in a socially responsible way.
- è It enables tracking of CSR performance over time for individual organizations and for organizations in Hong Kong as a whole.
- è It provides a framework that serves as a reference milestone for ongoing improvement on CSR aspects. Participating organizations will receive an individual feedback report on its strengths and areas for improvement.

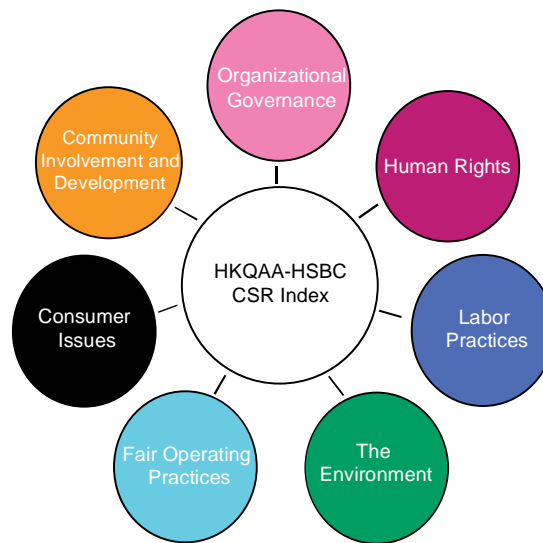


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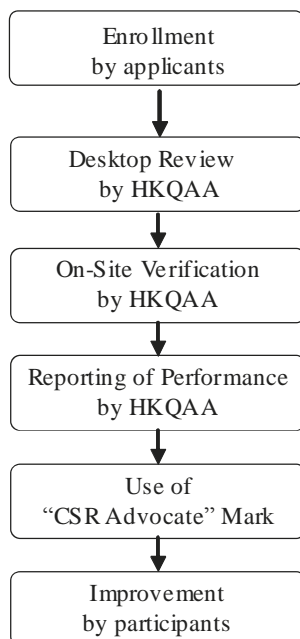
WHAT DOES THE INDEX MEASURE?

The Index will measure an organization's maturity level in practicing their social responsibilities from four different perspectives, namely, Corporate Governance, Social Well-Being, Economic Performance and Environmental Conservation. More specifically, the quantitative metrics will contain 7 core elements, 40 recommended practices in a 5 points scoring approach.

The 7 Core Elements are:



THE HKQAA-HSBC CSR INDEX—IMPROVEMENT PROCESS



Enrollment

The participating organizations will complete and submit the HKQAA-HSBC CSR Index Enrollment Form to HKQAA.

Desktop Review and On Site Verification

The organizations should submit the survey questionnaire for HKQAA to conduct the desktop review. Experienced HKQAA auditors will conduct a comprehensive CSR performance assessment.

Reporting

All participating organizations will receive detailed confidential feedback on their performance, where possible, compared with other participants in their sector and all other participants.

Use of "CSR Advocate" Mark

Participating organizations who demonstrated the practice of CSR activities will be entitled to use the "CSR Advocate" mark.

Improvement

Based on CSR Index analysis, organizations will be able to identify their strengths and weaknesses thus implementing appropriate improvement actions.

For enquiries, please contact HKQAA

Tel.: (852) 2202 9111, Fax: (852) 2202 9222

HKQAA
HONG KONG QUALITY ASSURANCE AGENCY

香港品質保證局
HKQAA/F719 Rev 2 20052009

HKQAA-HSBC CSR INDEX ENROLLMENT FORM

Enrollment Opens
All Year Round

Name of Organization _____

Organization Representative

Last Name _____ First Name _____

Title _____ Email _____

Phone _____ Fax _____

Mailing Address _____

Name and Title of Contact Person
(if different from above) _____

Email _____

SME? Yes No No. of Staff _____

Authorized Signature _____ Date _____

Company Chop

We, the aforesaid organization, intend to participate in the HKQAA-HSBC Index. We fully understand the rules and conditions of participation and hereby enclose a crossed cheque no. _____ of HK\$_____ made payable to "**Hong Kong Quality Assurance Agency**".

We wish to be posted on the HKQAA and HSBC websites as a participating organization.

PARTICIPATION FEE

The fee will include the desktop review of the CSR survey questionnaire submission, on-site verification and the feedback report.

Regular Participation Fee: HK\$20,000 per organization

*Small and Medium Enterprise (SME) Participation Fee: HK\$10,000 per organization

*SME is an organization which fulfills the HKSAR Government's definition of "Small and Medium Enterprises (SMEs)", that is, any manufacturing businesses which employ fewer than 100 persons in Hong Kong; or any non manufacturing businesses which employ fewer than 50 persons in Hong Kong.

ENROLLMENT METHOD

è Please complete and return the enrollment form together with a crossed cheque to HKQAA
Mailing Address: 19/F, K. Wah Centre, 191 Java Road, North Point

REMARKS

è No refund is allowed after confirmation of enrollment.

è The organizers reserve the rights to change contents of this leaflet and the rules of the HKQAA-HSBC Index participation without notice.