



H-Care

Health Friendly Scheme
健康友善計劃





簡介

員工的健康不僅涉及身體健康，還包括心靈健康。香港中華基督教青年會期望透過「H-Care健康友善計劃」，鼓勵企業／機構為員工營造關注身、心、靈健康的工作環境。計劃除了向合資格企業／機構頒發嘉許標誌，還會向參加計劃的企業／機構提供本會康體、專職醫療及輔導服務，攜手與參加企業／機構提升員工的身心靈健康。

Introduction

Employees' health encompasses not only physical wellness but also spiritual wellbeing. Through "H-Care Health-Friendly Scheme", Chinese YMCA of Hong Kong (YMCA) encourages companies/organisations to create a work environment that cares for the physical, mental and spiritual health of their employees. In addition to presenting an H-Care Health-Friendly Organisation logo to eligible companies/organisations, the Scheme also provides participating companies/organisations with the YMCA's recreational, healthcare professions and counselling services, to enhance the physical, mental and spiritual wellness of their employees.

目的

鼓勵企業／機構推行健康友善政策及措施，達致：

- ▼ 提升員工的身心靈健康質素，減少患病機會，提升工作效能；
- ▼ 彰顯企業／機構關懷員工健康的形象，履行企業社會責任；
- ▼ 促進員工在身、心、靈方面的健康發展。

Objectives

We encourage companies/organisations to implement health-friendly policies and measures to:

- ▼ Enhance the quality of physical, mental and spiritual wellness of employees, minimise the chance of illness and improve work efficiency
- ▼ Project a positive image of the company/organisation that cares for employees' health, and fulfil its corporate social responsibility
- ▼ Improve the physical, mental and spiritual wellness of employees

嘉許內容

- ▼ H-Care健康友善計劃網站列出合資格機構標誌；
- ▼ 合資格企業／機構可獲邀參加計劃的嘉許禮及領取獎狀；
- ▼ 合資格企業／機構可獲頒發「H-Care健康友善機構」標誌，可用於機構信箋、名片、網站及機構刊物上，為期一年。



Recognition

- ▼ The logo of eligible companies/organisations under the "H-Care Health-Friendly Scheme" will be featured on the Scheme's official website;
- ▼ Eligible companies/organisations will be invited to attend the Scheme's award ceremony and receive a certificate of commendation;
- ▼ Eligible companies/organisations will receive the H-Care Health-Friendly Organisation logo. The logo can be used on their letterhead, business cards, websites and corporate publications for a period of one year.

參加資格

如企業／機構於該年度（每年4月1日至翌年3月31日）符合(A)運動健康友善範疇及(B)精神健康友善範疇各最少兩項準則（例如A1.1及A1.2為兩個獨立準則），經本會評估及核實後，將獲頒發「H-Care健康友善機構」標誌。所有具商業登記的企業、具團體註冊的機構、各專上院校、學校、政府部門及公營機構，均可參與。

Eligibility

Companies/organisations that meet at least two criteria (e.g. A1.1 and A1.2 are two separate criteria) in each of (A) Sports and Health-Friendly and (B) Mental Health-Friendly categories during the year (from 1 April each year to 31 March of the following year) will be awarded with the H-Care Health-Friendly Organisation Logo after being assessed and verified by YMCA. All registered companies and organisations, tertiary institutions, schools, government departments and public organisations are eligible to participate.

參加辦法

How to apply

有興趣參與的企業／機構須填妥本參加表格，並以電郵方式交回本會。

Interested enterprises/organisations are required to fill in this application form and return it to YMCA by email.
電郵/Email: hcare@ymca.org.hk

查詢

Enquiries

如有任何查詢，歡迎致電2783 3370 或電郵與本會聯絡。

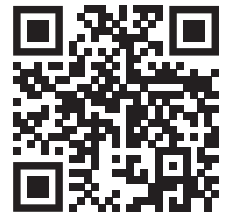
辦公時間：星期一至五 0900-1800（公眾假期除外）

For enquiries, please contact us at 2783 3370 or by email.

Office hours: 0900-1800 from Monday to Friday (excluding public holidays)

參加費用

- ▼ 每間具商業登記的企業／機構年度參加費用為港幣\$2,000。
- ▼ 費用可於一年內全數資助員工參與本會康體、專職醫療、中醫養生及輔導服務，以提升員工的身心靈健康。
- ▼ 企業／機構遞交參加表格及付款後，可憑收據報名參與上述服務，並將有專人聯絡及跟進。
- ▼ 如活動／服務超出港幣\$2,000，企業／機構需繳付額外的課程費用。
- ▼ 有關可供選擇之康體、專職醫療、中醫養生及輔導服務，請瀏覽：www.ymca.org.hk/hcare/services或掃描右方二維碼。
- ▼ 參加企業／機構於遞交參加表格的同時，請以支票或轉帳形式付款港幣\$2,000。
 - 劃線支票(抬頭：香港中華基督教青年會 或 Chinese Young Men's Christian Association of Hong Kong) 或
 - 銀行入數(自動櫃員機轉帳或銀行存款至匯豐銀行018-012096-001)【請附入數紙副本】



Application Fee

- ▼ The annual application fee is HK\$2,000 for each business registered company/organisation.
- ▼ The fee can be used in full to redeem our recreational, health care professions and counselling services for employees to enhance their physical, mental and spiritual wellness. Application fee, once submitted, is non-refundable.
- ▼ Once companies/organisations have submitted the application form and paid the application fee, they can register for the above-mentioned services with the payment receipt. They will be contacted and followed up by a dedicated staff.
- ▼ If the activity/service exceeds HK\$2,000, companies/organisations are required to pay the outstanding fee.
- ▼ For more information about the available recreational, health care professions and counselling services, please visit: www.ymca.org.hk/hcare/services or scan the QR code above.
- ▼ Participating companies/organisations shall submit the participation form and pay HK\$2,000 by cheque or bank transfer.
 - Crossed cheque (Payable to: Chinese Young Men's Christian Association of Hong Kong) or
 - Bank deposit (ATM transfer or bank deposit to HSBC 018-012096-001) [Please attach a copy of the pay slip]

參與須知

- ▼ 參加之企業／機構須確保於參加表格中所提交的資料真確無訛；
- ▼ 參加之企業／機構須應本會要求，於有需要時提交補充資料以供核實；
- ▼ 參加之企業／機構所提供的資料，將用作有關是次計劃申請通訊用途；
- ▼ 本計劃之參與為每年4月1日至翌年3月31日獨立計算，企業／機構須每年遞交該年度之參加表格及相關文件；
- ▼ 如企業／機構／院校成功獲頒標誌，須積極配合「H-Care健康友善計劃」的宣傳及推廣活動；
- ▼ 獲頒標誌企業／機構可於確認獲嘉許當天起計一年內使用標誌，並遵守標誌使用守則；
- ▼ 獲頒標誌企業／機構於各項廣告及宣傳品展示標誌並不代表企業／機構的產品或服務已獲本會認可，而各項廣告及宣傳品必須合法、意識良好、真確及不含誹謗、歧視或侮辱他人的成份；
- ▼ 獲頒標誌企業／機構須將使用標誌的產品、服務、宣傳品及廣告樣本，以電郵方式傳至供本會審核及存檔。審核期將為不少於7個工作天，敬請預留時間作修改。經審核通過後，方能公開使用；
- ▼ 獲頒標誌企業／機構以文字描述時，請使用計劃全名：「香港中華基督教青年會—H-Care健康友善計劃」；
- ▼ 獲頒標誌企業／機構須遵守香港法例，包括《中華人民共和國香港特別行政區維護國家安全法》；
- ▼ 本會可要求獲頒標誌企業／機構終止使用標誌，如有任何爭議，本會保留最終並有約束力的決定權。

Application Guidelines

- ▼ Participating companies/organisations shall ensure the authenticity of the information given in the application form;
- ▼ Participating companies/organisations shall submit additional information for verification as and when required by YMCA;
- ▼ The information provided by the participating companies/organisations will be used for the purpose of communication of the campaign. Participation in the campaign will be assessed on a yearly basis from 1 April of each year to 31 March of the following year, and companies/organisations will be required to submit the application form and related documents for each year;
- ▼ Logo awarded companies/organisations are required to participate in the publicity and promotional activities of the H-Care Health-Friendly Scheme;
- ▼ Logo awarded companies/organisations are allowed to use the Logo within one year from the date of recognition comply with the rules for the use of the Logo;
- ▼ The display of the Logo in advertisements and promotional materials does not imply any endorsement of the products or services of the Logo awarded companies/organisations. Advertisements and promotional materials must be lawful, well-intentioned, truthful and free from any defamatory, discriminatory or abusive elements;
- ▼ Logo awarded companies/organisations shall send samples of products, services, promotional material and advertisements using the Logo by email to YMCA for approval and filing. The approval period will be no less than 7 working days. Please allow time for revision. The Logo may be used publicly upon approval;
- ▼ Logo awarded companies/organisations should name the full scheme name "Chinese YMCA of Hong Kong H-Care Health-Friendly Scheme" for any text description;
- ▼ Logo awarded companies/organisations shall comply with the laws of Hong Kong, including the Law of the People's Republic of China on Safeguarding National Security in the Hong Kong Special Administrative Region;
- ▼ YMCA may request the Logo awarded companies/organisations to terminate the use of the Logo. In case of any dispute, YMCA reserves the right to make final and binding decisions.



[1] 參與企業／機構資料 Details of Companies/organisations

企業／機構名稱 Name of company/organisation					
企業／機構地址 Address of company/organisation					
在港僱員人數 Number of employees in Hong Kong			營運年期 Operating period		
企業／機構官方網址 Official website					
商業登記號碼／團體註冊號碼 Business Registration Number/Group Registration Number					(請提供文件以茲證明) (please provide supplementary documents for verification)
業務種類 (請選擇一項) Business sectors (please choose one)					
酒店業 Hospitality	旅遊業 Tourism	建造業 Construction	銀行業 Banking	金融業 Finance	保險業 Insurance
地產業 Real Estate	零售／批發 Retail/Wholesale	藝術設計 Art and Design	運輸物流 Transportation and Logistics	資訊科技 Information Technology	公營機構 Public Organisation
科技及研發 Technology Research and Development	電訊服務業 Telecommunications Services	學術教育 Academic and Education	出版及印刷 Publishing and Printing	醫療及保健 Medical and Healthcare	其他 Others

[2] 聯絡人資料 Contact Information

姓名 Name	部門 Department
職位 Position	電郵 Email
電話 Telephone	傳真 Fax

[3] 運動友善計劃準則 (請別 ✓ 選相關項目) Health-Friendly Scheme Criteria (Please tick ✓ for relevant items)

(A) 運動健康友善範疇 Sports and Health-Friendly Category

A1. 與運動、健康相關活動 Sports and Health-Related Activities				
A1.1	在過去一年間，向員工發放與運動相關的資訊。 In the past year, sports-related information was disseminated to employees.			
	新興運動推廣 Emerging sports promotion	運動比賽／活動宣傳 Sports competitions/ events promotion	保健資訊 Wellness information	其他 Others
A1.2	在過去一年間，舉辦有關運動治療、保健講座工作坊等活動供員工參與。 In the past year, activities such as sports therapy and healthcare seminars and workshops were organised for employees.			
	預防運動傷患工作坊 Workshops on sports injury prevention	復康工作坊 Rehabilitation workshops	水療運動簡介 Introduction to hydrotherapy	中西醫保健工作坊 Workshops on Chinese and Western health care
	職業治療簡介 Introduction to occupational therapy	家長支援及兒童職業治療簡介 Introduction to parent support and occupational therapy for children		其他 Others
A1.3	在過去一年間，購買／贊助由邀請專業人士 (例如中醫、西醫、物理治療師等) 提供的體檢服務、健體運動培訓班供員工參與。 In the past year, medical check-up services and fitness training classes provided by invited professionals (e.g. Chinese medicine practitioners, Western medicine practitioners and physiotherapists) were purchased/sponsored for employees.			
	身體檢查項目 Medical check-up services	中醫調理服務 Chinese medicine treatment services	職業治療服務 Occupational therapy services	物理治療服務 Physiotherapy services
	瑜珈班 Yoga classes	拉筋班 Stretching classes	其他 Others	

A1.4	在過去一年，贊助／補貼員工參與外間的運動項目，或以企業／機構名義組隊參與外間運動項目。 In the past year, employees were sponsored/subsidised to participate in external sports events, or to participate in external sports events as teams in the name of the company/organisation.			
	馬拉松比賽 Marathon competition	龍舟比賽 Dragon boat competition	足球比賽 Football competition	籃球比賽 Basketball competition
	游泳比賽 Swimming competition	運動會 Sports event	其他 Others	

A2. 與運動健康相關政策 Sports and Health-Related Policies

A2.1	在過去一年間，設有鼓勵員工參與運動、注重身體健康的安排。 In the past year, arrangements were made to encourage participation in sports and health-awareness among employees.			
	運動假期 Sports holiday	彈性工時 Flexible working hours	參與運動獎勵 Sports participation incentive	租用場地優惠 Venue hire concession
	健身會籍贊助 Gym membership sponsorship	體檢假期 Medical check-up holiday	舉辦運動日 Organising sports day	現金津貼 Cash allowance
	其他 Others			
A2.2	在過去一年間，以企業／機構名義贊助或捐贈物資支持外間體育活動／項目。 In the past year, sponsorship or supplies donation was made in the name of the company/organisation to support external sports activities/projects.			
	捐款贊助比賽項目 Donation to sponsor competition event	免費借出場地予外間機構舉辦運動項目 Free venue rental to outside organisations for organising sports event	其他 Others	
A2.3	在過去一年間，設立專責處理及籌劃員工運動及健康事宜的部門或人手。 In the past year, dedicated departments or manpower were set up to handle and organise sports and health matters for employees.			
	有 Yes	沒有 No		

A3. 與運動健康相關設備 Sports and Health-Related Equipment

A3.1	在過去一年間，提供方便員工參與運動的設施。 In the past year, facilities were provided to facilitate employees' participation in sports.			
	健身設備 Fitness equipment	運動場地 Exercise area	浴室設施或更衣室 Bathroom facilities or changing rooms	泳池 Swimming pool
	運動工具借用 Sports equipment for borrowing	自由運動區 Free exercise area	步行計算器 Step tracker	其他 Others
A3.2	在過去一年間，為員工提供管理身體健康的工具。 In the past year, tools were provided for employees to manage their physical health.			
	血壓計 Blood pressure monitor	體重磅 Body weight scale	健康管理程式 Health management application	免費保健食品 Free health food products
	其他 Others			

(B) 精神健康友善範疇 Mental Health-Friendly Category

B1. 與精神健康相關活動 Mental Health-Related Activities

B1.1	在過去一年間，向員工提供促進精神健康的資訊。 In the past year, information about mental health promotion was provided for employees.			
	精神健康活動推介 Recommendations on mental health activities	發放正向資訊促進情緒健康 Disseminating positive information to promote emotional wellness	其他 Others	
B1.2	在過去一年間，曾舉辦有關提升精神健康之講座／工作坊等活動供員工參與；或曾邀請專業人士（例如社工、輔導員等）提供精神健康之專業培訓課程。 In the past year, seminars/workshops on improving mental health were organised for employees, or professionals (e.g. social workers and counsellors) were invited to provide professional training courses on mental health.			
	講座 Seminar	工作坊 Workshop	藝術治療課程 Art therapy programme	建立正向人生課程 Positive lifestyle programme
	性格分析課程 Personality analysis programme		其他 Others	
B1.3	在過去一年間，曾舉辦可邀請員工及其家人一同參與的有益身心及促進交流之活動。 In the past year, employees and their families were invited to participate in activities that promoted physical and mental wellness, and communication.			
	家庭同樂日 Family Fun Day	公司晚宴 Company dinner	企業旅行 Company trip	其他 Others

B2. 與精神健康相關政策 Mental Health-Related Policies

B2.1 在過去一年間，落實工作與生活平衡之工作環境
In the past year, a balanced work-life environment was established.

五天工作周
Five-day week

提供彈性上班時間
Providing flexible working hours

鼓勵員工參與義工活動或培訓並提供獎勵或假期
Encouraging employees to participate in volunteer activities or training with incentive or holiday provided

其他
Others

B2.2 在過去一年間，已制定人力資源措施，為有精神健康需要的員工提供適切的援助
In the past year, human resources measures were devised to provide targeted assistance for employees with mental health needs.

為有情緒困擾的員工提供輔導服務
Providing counselling services for employees with emotional difficulties

為有精神健康需要的員工安排合適的崗位
Arranging suitable positions for employees with mental health needs

提供就業機會予精神病康復者
Providing employment opportunities for ex-mentally ill people

其他
Others

B2.3 在過去一年間，設立相關政策或人手專責處理及籌劃員工精神健康事宜。
In the past year, relevant policies or manpower were put in place to handle and manage employees' mental health issues.

有
Yes

沒有
No

B3. 與精神健康相關措施 Mental Health-Related Measures

B3.1 在過去一年間，提供包容及友善的工作環境。
In the past year, an inclusive and friendly working environment was provided.

與員工作定期溝通以關顧員工個人需要
Regularly communicating with employees to care for their individual needs

營造正面思維及互相尊重的工作環境，請舉例
Creating a work environment of positive thinking and mutual respect. Please give example

其他
Others

B3.2 在過去一年間，在辦公室設置可供休息放鬆的空間。
In the past year, the office was set up with breakout spaces for relaxation.

提供休息空間
Providing resting spaces

提供心靈書籍
Providing mindfulness books

提供多用途活動室讓員工舉行康樂活動
Providing a multi-purpose function room for employees to hold recreational activities

其他
Others

註： 參與企業／機構可就每項準則提交補充，補充資料形式不限，歡迎以電郵、傳真、郵寄等形式提交予本會。
Note: Participating companies/organisations may submit additional information for each of the criteria in any form by email, fax or post to YMCA.

負責人／獲授權人資料 Information of Person in Charge/Authorised

姓名 Name	部門 Department
職位 Position	企業／機構蓋章 Company/Organisation chop
簽署 Signature	日期 Date

收集個人資料聲明

香港中華基督教青年會(下稱「本會」)會遵守及履行個人資料(私隱)條例之規定，並確保你的個人資料的準確性及安全性。你的個人資料(包括你的姓名、地址、電郵地址)或會被本會透過電話／郵寄／電子郵件，用作聯絡通訊、推廣活動、研究調查及其他通訊及推廣之用途。若你希望停止接收本會上述各項資訊，請將中英文全名、義工或會員證號碼(如適用)及電話號碼，電郵至 ccms@ymca.org.hk 以安排相關刪除手續。如有查詢，請致電2783 3370與本會聯絡。

Personal Information Collection Statement

Chinese YMCA of Hong Kong undertakes to comply with the requirements of the Personal Data (Privacy) Ordinance to ensure that personal data kept are accurate and secured. Your personal information (including your name, address or email address, etc.) may be used by Chinese YMCA of Hong Kong for the purposes of sending organisational updates, event invitations, survey and other communications and marketing materials to you via telephone, post and/or email. If you do not wish to receive any communications from us, please email your full name in both Chinese and English with your volunteer or membership number (if applicable) and telephone number to ccms@ymca.org.hk. For enquiries, please contact us at 2783 3370.