

「愛心僱主」獎章

“Caring Employer” Medal

常見問題（更新版）

FAQs (Updated Edition)

1. 什麼是「愛心僱主」獎章及「多元才能・共融職場嘉許計劃」？

What is Caring Employer Medal and Diverse Abilities · Inclusive Workplace Recognition Scheme?

行政長官在《2024年施政報告》中宣布，為鼓勵和支援殘疾人士就業，政府會設立「愛心僱主」獎章，表揚積極聘請殘疾人士的僱主。為此，勞工及福利局（勞福局）在「有能者・聘之約章」的基礎上，推出「多元才能・共融職場嘉許計劃」，並與由香港賽馬會慈善信託基金資助的「賽馬會共融・知行計劃」合作，一同推展「愛心僱主」獎章。此獎章旨在連結跨界別和跨行業的力量，以推廣職場共融。締造職場共融遠不止於聘用殘疾人才，僱主更需在機構政策、採購程序及營造包容與接納的職場文化等多個層面作出努力，為所有員工提供一個真正友善的工作環境。推展殘疾共融的機構，不僅能挖掘潛在商業機會、釋放勞動潛力，還能成為引領社會的模範。

To encourage and support persons with disabilities to enter the job market, the Chief Executive in the 2024 Policy Address announced the policy initiative of introducing the "Caring Employer" medal commending employers who actively engage the persons with disabilities. To act on the initiative, the Labour and Welfare Bureau (LWB) has launched the Diverse Abilities · Inclusive Workplace Recognition Scheme on the basis of the Talent-Wise Employment Charter and collaborated with the Jockey Club Collaborative Project for Inclusive Employment funded by the Hong Kong Jockey Club Charities Trust to take forward the "Caring Employer" medal. At its core, the Medal recognises employers who demonstrate a strong commitment to fostering a genuinely welcoming environment for all employees, from organisational policy and procurement procedures to a culture of acceptance. Organisations that fully embrace disability inclusion can aptly seize market opportunities and maximise the potential of their workforce. They set a model for society.

2. 「愛心僱主」獎章需要報名費用嗎？

Is there a registration fee for the "Caring Employer" Medal?

「愛心僱主」獎章不需要報名費用，其舉辦的計劃簡介及能力提升活動也是費用全免的。

There is no registration fee for the "Caring Employer" Medal. All programme briefings and capacity-building programme offered under the Medal are also provided free of charge.

3. 如何報名參加「愛心僱主」獎章？

How do you apply for the "Caring Employer" Medal?

在 接 受 報 名 期 間 ， 可 以 瀏 覽 勞 福 局 「 多 元 才 能 · 共 融 職 場 嘉 許 計 劃 」 (https://www.lwb.gov.hk/tc/highlights/charter_scheme/s4.html) 及 「 賽 馬 會 共 融 · 知 行 計 劃 」 (<https://platformforinclusion.hk/recognition>) 網 站 參 閱 各 獎 項 類 別 參 賽 須 知 並 透 過 連 結 (<https://caringemployer.com/cem2025/login/tc>) 報 名 。

During the application period, you may visit the websites of LWB's "Diverse Abilities · Inclusive Workplace Recognition Scheme" (https://www.lwb.gov.hk/en/highlights/charter_scheme/s4.html) or Jockey Club Collaborative Project for Inclusive Employment (<https://platformforinclusion.hk/recognition>) for the application guidelines for each award category. Applications are to be submitted via the link: <https://caringemployer.com/cem2025/login/en>

4. 機構是否只可以同一電郵登入，以讓不同部門提交資料？

Can the organisation only use the same email login for different departments to submit information?

機構可在登記時設立不同的子帳戶，以讓不同部門提交資料。惟子帳戶不能修改已提交的機構背景資料，此功能只有主帳戶才可完成。

During registration, the organisation may create multiple sub-accounts for different departments to submit information. Note that sub-accounts do not have editing rights to the organisational profile; this function is exclusively available to the main account.

5. 「愛心僱主」獎章的參加資格為何？

What are the eligibility criteria for the “Caring Employer” Medal?

本計劃歡迎任何界別的機構參與，「愛心僱主」獎章的不同級別將按三個組別來分類，包括1) 大型企業；2) 中小型企業；及3) 非政府組織/公營及法定機構。詳細的組別闡述可參閱「申請及活動指南」。申請機構必須持有及遞交有效的註冊證書和/或其他適用的證明文件，例如：商業登記證、根據《社團條例》成立的登記文件、非牟利或慈善性質的註冊證書，以核實身份。

This Scheme welcomes organisations from all sectors. The various levels of the Caring Employer Award will be conferred based on three categories -- large corporations, SMEs, and Non-governmental Organisations (NGOs)/Public & Statutory Bodies. For detailed descriptions of each category, please refer to the 'Application and Programme Guide'. Applicant organisations must submit valid registration certificates and/or other relevant supporting documents, such as Business Registration Certificates, registration documents under the Societies Ordinance, or proofs of non-profit or charitable organisations, to verify their eligibility.

6. 成為參與機構的基本要求是什麼？

What are the basic requirements for organisations to participate?

本計劃設有三級獎項制度，以肯定僱主在不同層面推動傷健共融的努力。參加機構必須(1)簽署「有能者·聘之約章」，以示機構對殘疾共融的支持；及(2)參加一節計劃簡介及能力提升活動。角逐獎項級別的機構必須符合相關的行動數目及其他要求。詳情請參閱「申請及活動指南」。

The three-tiered award system acknowledges employers' efforts in various aspects to promote disability inclusion. Participating organisations must (1) sign the Talent-Wise Employment Charter to demonstrate the organisation's commitment to fostering disability inclusion and (2) participate in ONE session of the Scheme Introduction and Capacity Building Programme. To be eligible for the award, organisations must have undertaken the required number of actions and fulfilled other requirements of the specific award tier. Please refer to the 'Application and Programme Guide' for details.

7. 如何得知所遞交的行動清單內的證明文件符合要求？

How can organisations confirm that the action-supporting documents comply with the specified requirements?

每項行動清單載有參考例子。獎章的指定評估期為2024年7月1日至2025年6月30日。如證明文件仔細載有日期，將有助主辦單位審批。如機構對持有的證明文件有疑問，可聯絡計劃秘書處（電郵：info@caringemployer.com；電話：3752 9831）。

Each action item includes reference examples. The designated assessment period is from 1 July 2024 to 30 June 2025. Providing supporting documents with clear dates will facilitate the Organiser's review process. Should organisations have any questions regarding their documentation, they may contact the programme secretariat (email: info@caringemployer.com; tel: 3752 9831).

8. 機構可以在參加「愛心僱主」獎章時，同時參加多個主題獎項嗎？

Can organisations participate in multiple thematic awards while applying for the “Caring Employer” Medal?

所有主題獎項的參與機構必須同時通過最少第一級的審核。機構可在申請時，角逐不同的主題獎項。不同主題獎項須提交相應的文件及資料，詳情可參閱「申請及活動指南」。為方便評審批核，我們建議機構在所提交的文件及資料中標記相關的內容。

Organisations applying for thematic awards must meet the Award Level 1 criteria. Eligible organisations may compete for multiple thematic awards. Each thematic award has specific documentation and information requirements. Please refer to the "Application and Programme Guide" for detailed information. We recommend that organisations highlight the relevant content on their submitted materials to facilitate the review process.

9. 機構可以參加主題獎項，而不參加「愛心僱主」獎章嗎？

Can organisations participate in thematic awards but not applying for the “Caring Employer” Medal?

不能夠。所有主題獎項的參與機構必須同時通過最少第一級的審核。

No, organisations applying for thematic awards must meet the Award Level 1 criteria.

10. 機構是否只可以英文或中文提交相關文件或資料陳述？

Can organisations submit supporting documents and statements in either English or Chinese?

申請機構可選擇以英文或中文提交相關文件或資料陳述。

Applicant organisations may submit supporting documents and statements in either English or Chinese.

11. 如機構有多個營運單位，可分別遞交申請嗎？

If an organisation has multiple operating units, may each unit submit a separate application?

如機構有多個營運單位，但以同一個法律實體註冊，我們則只接受一個申請。如其營運單位或子公司以其他方式註冊，並能提供註冊文件證明，此類機構可作獨立申請。

If multiple operational units of an organisation are registered under the same legal entity, we will only accept one application. However, they may submit independent applications if the operational units or subsidiaries can prove they are registered separately.

12. 如機構已參加過一些類似的能力提升活動，是否可以豁免參與「愛心僱主」獎章的能力提升活動？

If an organisation has previously participated in similar capacity-building activities, is it exempted from the capacity-building programme of the “Caring Employer” Medal?

所有參與「愛心僱主」獎章的機構，必須參加一節計劃簡介及能力提升活動。如機構於 2024 年 7 月 1 日至 2025 年 6 月 30 日期間曾參與由香港城市大學社會及行為科學系與「eConnect 就業連網」

「DEI@WORK 共融在職場」培訓計劃課程，將可豁免出席能力提升活動（機構在報名時必須提交相關出席證明），但仍需出席當日的計劃簡介部分。

All “Caring Employer” Medal participating organisations are required to attend ONE session of the Scheme Introduction and Capacity Building Programme. Organisations will be exempted from the Capacity-Building Programme if they have attended training programmes of DEI@WORK Workplace Inclusion Project organised by CityUHK's Department of Social and Behavioural Science and “E-Connect Employment Network” between 1 July 2024 and 30 June 2025. Please indicate in the registration form and submit relevant attendance records. However, these organisations are still required to attend the Scheme Introduction Session.

13. 能力提升活動

Capacity Building Programme

a. 能否參加多於一節？

Can a participating organisation attend more than one session?

由於場地所限，所有參與機構只可出席一節能力提升活動。

Each organisation is restricted to one session due to venue limitations.

b. 機構可派多少名員工參與？

How many staff members can each organisation send to a capacity-building session?

由於場地關係，每個機構可指派最多兩位員工出席。

Due to venue limitations, each organisation may nominate up to two staff members to attend.

c. 機構可如何確認能否參加所選的能力提升活動？

How can an organisation confirm to join the selected training/capacity-building activities?

成功報名之機構將收到一封確認電郵。如未收到，請先檢查郵箱中的「垃圾郵件」。

A confirmation email will be sent upon successful registration. If you do not receive it, please check the spam folder.

14. 如機構已符合所有參加要求及提交相關文件作批核，是否必定會獲得相關獎項？

If an organisation meets all participation requirements and submits the necessary documents for approval, is it guaranteed to receive the award?

如機構已符合所有參加要求及提交相關適當文件作批核和確認，他們將獲得相應級別的獎項，即「第一級：殘疾共融支持機構」或「第二級：殘疾共融僱主」。「第三級：殘疾共融先鋒」及所有主題獎項則需由「評審委員會」進行批核和甄選，而主辦機構將保留最終決定權。

For Level 1 Disability Inclusive Supporter and Level 2 Disability Inclusive Employer, organisations that meet all participation requirements and have provided relevant appropriate documentation will receive the award after review and confirmation. For Level 3 Disability Inclusion Pioneer and all thematic awards, award decisions rest with the Vetting Committee. The Organiser reserves the right of final decision.

15. 參加第三級獎項是否需同時參與第二級獎項？

Is participation in the Level 2 award required to apply for the Level 3 award?

是的，參加第三級獎項的機構亦必須符合第二級獎項的要求，因此，機構亦需要同時提交第二級獎項的報名表及行動名單上所剔選行動的有關證明。

Organisations applying for the Level 3 award must also meet all Level 2 requirements. Accordingly, applicants must simultaneously submit (1) the Level 2 application form and (2) supporting documentation for all selected actions in the Level 2 action list.

16. 「愛心僱主」獎章下，如何定義「殘疾人士」？

How is "person with disabilities" defined under the "Caring Employer" Medal?

「愛心僱主」獎章下，「殘疾人士」泛指勞福局之「殘疾人士就業支援服務的一站式資訊平台」涵蓋之殘疾類別，詳情可參閱網站 - https://www.inclusiveemployment.hk/tc/employer/guide_1.html。

Under the "Caring Employer" Medal, "persons with disabilities" refers to the types of disabilities covered by the LWB's "One-stop Information on Employment of Persons with Disabilities". For details, please visit - https://www.inclusiveemployment.hk/en/employer/guide_1.html.

17. 如果員工的殘疾是隱性的，怎樣證明他的殘疾狀況？

How can an employee's invisible disability status be verified?

有些殘疾的確是隱性的，例如專注力不足或過度活躍症。在該情況下，機構可以提交員工的殘疾證明，例如：醫生證明、社福機構引薦信。

Certain disabilities are invisible, such as AD/HD. In such cases, organisations may submit supporting documentation of the employee's disability status, such as medical certificates or referral letters from social service agencies.

18. 怎樣證明機構聘用殘疾人士？

How can an organisation provide evidence of employing persons with disabilities?

機構須於申請時上載相關聘用證明及員工的殘疾證明，例如：醫生證明/殘疾人士登記證/社福機構引薦信。

Organisations must upload the documents with the application to verify the employment of persons with disabilities, for example, medical certificates, Registration Cards for People with Disabilities, and NGOs' referral letters.

19. 如提交資料有誤，會否接受機構再提交正確文件？

If submitted documents contain mistakes, can organisations resubmit rectified versions?

提交申請前，請確保所遞交的資料及文件正確無誤。一經提交，資料將不能修改。如主辦機構對所提交的資料及文件存疑，會再與機構聯絡和跟進。

Applicants must ensure the accuracy of all submitted information and documentation before submission. Once submitted, the information cannot be modified. The Organiser will ask for clarification or additional materials if discrepancies are identified.

20. 主辦單位將如何處理涉及個人私隱的資料？

If submitted documents contain mistakes, can organisations resubmit rectified versions?

「愛心僱主」獎章確保持有的個人資料均按照《個人資料（私隱）條例》的規定來處理，有關勞福局的個人資料私隱政策聲明及實務大綱，可參閱 https://www.lwb.gov.hk/tc/data_privacy/data_privacy.html。在提交證明文件時，機構須確保證明文件的真確性，如資料涉及個人私隱，可遮蓋有關部分。Under the "Caring Employer" Award, all personal data collected will be handled in strict compliance with the Personal Data (Privacy) Ordinance. For details on the LWB's Statement of Personal Data Privacy Policy and Practices, please refer to:

https://www.lwb.gov.hk/en/data_privacy/data_privacy.html. When providing supporting documents, your organisation needs to ensure their authenticity. If the materials involve personal data, sensitive sections may be redacted.

21. 填寫報名表格及上載有關文件是否必須一次過完成？

Must the application form and supporting documents be completed and uploaded all at once?

不需要。未完成的報名表可先存檔，日後再繼續填寫及上載資料。一經提交，資料將不能修改。請確保在截止報名日期前，即 **2025年7月11日下午六時正**前遞交所有資料及文件。逾期遞交將不獲受理。

No. Incomplete application forms may be saved and resumed later for completion and document upload. However, once submitted, the information cannot be modified. Please ensure all materials are submitted before the deadline: **6:00 PM on 11 July 2025**. Late submissions will not be accepted.

22. 獎章有沒有期限？

Is there a validity period for the Medal?

「愛心僱主」獎章的有效期為頒發日起計兩年。機構必須於有效期屆滿後重新申請，方可維持該認可資格。

The “Caring Employer” Medal remains valid for two years from the date of issuance. Organisations must reapply thereafter to retain the status.

23. 評審委員會的組成為何？

What is the composition of the Vetting Committee?

由非政府組織、企業、政府及學術界專家組成的獨立評審小組。

It comprises an independent panel of experts from NGOs, businesses, the Government, and academics.

24. 如機構有進一步問題，可以怎麼辦？

What should the organisation do if they have further questions?

如機構對「愛心僱主」獎章有任何疑問，歡迎與秘書處聯絡

（電話：3752 9831；電郵：info@caringemployer.com）。

Should your organisation have any inquiries about the “Caring Employer” Medal, kindly reach out to the Secretariat (Tel: 3752 9831; email: info@caringemployer.com).