

PROJECT CLEAN AIR
Certification Scheme for Clean Air Charter
Final Report
For
Baker Tilly Hong Kong (BTHK)



Prepared by



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1. INTRODUCTION

Baker Tilly Hong Kong (BTHK) is one of Hong Kong's leading firms of certified public accountants and business advisors. Being independent member of the world's eighth largest accounting network - Baker Tilly International, the main activities for the company include audit, taxation, insolvency and corporate finance.

According to the findings from the pre-audit questionnaire completed by BTHK in May 2013, it was determined that BTHK fits into Group C category of the certification scheme, showing that the organization has comprehensive management systems and means in place to identify and verify the implementation of energy efficiency / emission reduction programmes that are in compliance with the Clean Air Charter.

This report outlines the findings of the Business Environment Council Limited (BEC) from a walk through audit and interview with BTHK's representative, Ms. May Ng, Manager - Human Resources and Administration. The site visit was conducted at the BTHK office located in North Point and led by Mr. Thierry Chan (Senior Specialist) and Ms Annie Yeung (Officer) on 30th May 2013. The purpose of this audit was to verify BTHK's commitments to the Clean Air Charter.

2. OBSERVATIONS AND COMPLIANCE

Based on the site meeting, BTHK's programmes and practices on reducing air emission were reviewed. In general, a systematic approach on addressing the Clean Air Charter's commitments has been implemented as follows:

- Its top management had committed to establish company environmental policy with an objective to seek opportunities for achieving continual improvement on efficiency use of energy and natural resources.
- BTHK has designated an Environmental Officer to coordinate and oversee the implementation of the environmental initiatives. The progress of the programmes are closely monitored and reported to the Managing Director directly.
- The Managing Director is responsible to review and annual performance and setting up new objectives and targets (O&Ts) to address the CAC requirements.
- Designated areas in the premises have been awarded with IAQ Certificates (Good Class) in 2012.
- The Green Office Guideline and Green Office reminders have been disseminated to its staff members through the company's intranet.

Regarding the six commitments of the Clean Air Charter, the table below summarizes the achievements of BTHK:

Commitments	Actions done
1) Operate to a recognized world class standard, or the standards established by the Hong Kong / Guangdong governments on emissions of air pollutants, even if it is not a requirement to do so here. (Relevant to industrial operations, power plants and business with direct emissions)	In view of the main activities of BTHK, no major direct emissions will be generated. Most of the air emissions are indirect (e.g. electricity consumption), hence this commitment has limited applicability.
2) Use continuous emissions monitors (CEMs) at significant sources, e.g. large and medium plants. (Relevant to large / medium industrial operations and power plants)	This commitment is confined for industrial or power plants. Hence this is not applicable for BTHK.

Commitments	Actions done
<p>3) Publish information on energy and fuel use, as well as total emissions of air pollutants annually and timely, if emissions are significant.</p>	<ul style="list-style-type: none"> ◆ BTHK publishes its annual energy consumption on its website. ◆ BTHK has publicized its environmental measures to its staff members through the intranet.
<p>4) Undertake to adopt energy-efficient measures in their operations.</p>	<ul style="list-style-type: none"> ◆ BTHK had moved to new office since late 2011. Apart from transferring some of their energy efficient equipment (e.g. T5 fluorescent tubes) from the old office to the new premises. BTHK has also installed other energy saving devices in the new office. All in all, the energy consumption from January to May in 2013 has reduced 3.6% when compared to that in 2012. ◆ General provisions such as air conditioning system and office light trays are provided by the landlord. BTHK is responsible to choose light tubes and pay for the electricity consumed. ◆ BTHK benchmarks energy consumption data with other companies in the commercial group by using Electrical and Mechanical Services Department (EMSD)'s online benchmarking tool. BTHK's annual energy consumption per area is 287.9 MJ/m² in 2012 which ranks at the 10th percentile when benchmarked against others. <p>BTHK has implemented a number of energy saving measures in its operations to reduce emissions, including:</p> <ul style="list-style-type: none"> • BTHK has adopted energy efficient lighting devices such as T5 fluorescent tubes and LED spotlights around the office. 

Commitments	Actions done
	<ul style="list-style-type: none"> • Motion sensors have been installed in meeting rooms  <ul style="list-style-type: none"> • BTHK has adopted MRC Human Resources Management System, a electronic HR system to avoid the excessive use of paper when applying e-leave and issuing pay-slip. It has reduced paper consumption by 3%. • BTHK has selected and purchased electrical appliances with EMSD Energy Labels (Grade 1 or 2). • “Green Office Guideline “and “Green Office Reminder” have been established to promote practices on energy conservation.  <ul style="list-style-type: none"> • BTHK has been awarded the Wastewi\$e labelling scheme of HKAEE since 2009. • BTHK plans to include electricity reduction in their environmental O&Ts in the future.

Commitments	Actions done
5) Identify and encourage business-relevant measures to be taken on days when air pollution is high.	<ul style="list-style-type: none"> ◆ BTHK will consider posting the information on the Air Pollution Index on the intranet so as to remind vulnerable staff members to reduce outdoor activities during high API days as far as possible.
6) Share air quality expertise in business with others.	<ul style="list-style-type: none"> ◆ BTHK has shared its experience in environmental protection in the company visits and career talks for clients, business partners, affiliate firms and student associations of various universities etc. ◆ BTHK has publicized its environmental efforts and achievements on its website. ◆ BTHK has requested its contractors to go green with them by using environmentally preferable products for conducting services in the office (e.g. low-VOC detergents for the fan coil units of the ventilation system).

3. CONCLUSION

The Baker Tilly Hong Kong has demonstrated their commitments towards the Clean Air Charter's commitments and is recommended to be certified under the Clean Air Charter.