

**PROJECT CLEAN AIR**  
**Certification Scheme for Clean Air Charter**  
**Final Report**  
**For**  
**Fuji Xerox (Hong Kong) Limited (FXHK)**



**Prepared by**

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## 1. INTRODUCTION

Established in 1964 and known formerly as Rank Xerox (Hong Kong) Limited, Fuji Xerox (Hong Kong) Limited (FXHK) became part of Fuji Xerox Company Limited in December 2000. FXHK is a provider of document management solutions and services, ranging from multifunction systems, printing, imaging, business process outsourcing to document management and consulting in Hong Kong.

With a workforce of about 800 employees at local office, FXHK's head office and document management centre are located at Quarry Bay and the equipment refurbishing workshop and warehouse operates at Tsuen Wan.

This report outlines the findings of Business Environment Council (BEC) from a walk through audit and interview with Mr Rex Kan, Senior Corporate Social Responsibility Executive and Ms Judy Hai, Corporate Social Responsibility Officer of FXHK.

From the pre-audit questionnaire completed by FXHK, it was determined that FXHK 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.

The site visit was conducted at FXHK's premises located at 8/F Citiplaza 3, in Quarry Bay and led by Mr Benny Au and Ms Dorothy Lam on 12<sup>th</sup> February 2009. The purpose of this audit was to verify FXHK's commitments to the Clean Air Charter.

## 2. OBSERVATIONS AND COMPLIANCE

Based on the site meeting, FXHK'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:

- FXHK has attained ISO 14001 certification since September 2003.
- Corporate environmental policy was endorsed by Managing Director who chairs the Management Review Committee (MRC) which reviews the progress of environmental performance including the reduction of energy consumption.
- Annual objective and target was endorsed by Environmental Committee (EC) which is led by Environmental Manager (EM) and comprises a number of departmental representatives. For 2007/8, FXHK managed to meet the electricity and gasoline consumption targets, i.e.1925 Kwh and 434,000 litre respectively, with improvement programmes in place.
- Senior Corporate Social Responsibility Executive is responsible for monitoring monthly energy performance and routine monitoring of air emissions and energy consumptions, and will initiate remedial measures when abnormal consumption is found.
- FXHK has comprehensive internal communication channels including email and notice board to enable top down instant communication. In addition, ISO 14001 awareness training sessions are organized for all staff, in which FXHK's achievements to Clean Air Charter are mentioned.
- During September – November 2008, FXHK organized 20-30 training sessions named "Customer Satisfaction Alignment Workshop" for its staff covering issues related to environmental management, quality and CSR.
- Besides awareness training, FXHK disseminates updated environmental messages to staff through various communication means including periodic Eco News, ISO countdown, Cue Card.

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

Commitment	Action 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)	<ul style="list-style-type: none"> <li>◆ In view of the business operations of FXHK, there is no major direct air emission generated. Most of the air emission would be indirect (energy consumption), hence this commitment has limited applicability to FXHK.</li> </ul>

Commitment	Action done
2) Use continuous emissions monitors (CEMs) at significant sources, e.g. large and medium plants. (Relevant to large / medium industrial operations and power plants)	<ul style="list-style-type: none"> <li>◆ This commitment is aimed at industrial operations or power plants, hence not applicable to FXHK, given consideration to its office-based operation.</li> </ul>
3) Publish information on energy and fuel use, as well as total emissions of air pollutants annually and timely, if emissions are significant.	<ul style="list-style-type: none"> <li>◆ FXHK benchmarks its performance once every half year with 12 sisters companies overseas through the Group Environmental Workshop.</li> <li>◆ Consolidated energy data are presented in Fuji Xerox Group Sustainability Report annually. In 2008, energy consumption in all business offices was equivalent to 58kt of CO<sub>2</sub>.</li> <li>◆ In 2007, Fuji Xerox Hong Kong managed to reduce its overall gas and electricity consumption by 10 per cent.</li> </ul>
4) Undertake to adopt energy-efficient measures in their operations.	<p>FXHK has implemented a number of energy-efficient measures in their operations to reduce emissions, including:</p> <ul style="list-style-type: none"> <li>◆ In 2008, FXHK further reduced its electricity consumption in office lighting by de-lamping initiative with reference to light intensity measurement. It not only replaced existing light tubes with energy-saving ones, it also further segmented the office into smaller lighting zones to facilitate less lighting energy used.</li> </ul> 

Commitment	Action done
	<ul style="list-style-type: none"> <li>◆ As to minimize the electricity used for office lighting, FXHK controls the operating time of lighting system by default measure. That is, the use of lighting other than normal office hour would be controlled and required the user to present smart card in order to activate the system.</li> <li>◆ FXHK reduced the air emission associated with air-conditioning system by pre-setting the temperature thermostats across the office floor to 25.5°C, the optimal temperature proposed by HKSAR.</li> </ul>
5) Identify and encourage business-relevant measures to be taken on days when air pollution is high.	<ul style="list-style-type: none"> <li>◆ When air pollution level is high, FXHK will consider sending reminder to staff to use less energy and less electricity at home and at work.</li> </ul>

Commitment	Action done
<p>6) Share air quality expertise in business with others.</p>	<ul style="list-style-type: none"> <li>◆ FXHK communicates its environmental achievements with other companies through annual sustainability report, website, newsletter and environmental brochure.</li> </ul> <div data-bbox="740 495 1074 958" style="text-align: center;"> </div> <ul style="list-style-type: none"> <li>◆ Green Talk / Sharing with customers and concern groups / sector are organized periodically.</li> <li>◆ FXHK would require new suppliers to fill out Environmental Management Assessment questionnaire so as to raise awareness and disseminate FXHK's vision on environmental protection.</li> <li>◆ In 2006, after becoming one of the signatories to Clean Air Charter, FXHK initiated to imprint a message about this Charter onto its invoices.</li> <li>◆ FXHK has participated in a number of environmental certification schemes and achieved award such as HK Award for Industries 2008 – Environmental Performance Award.</li> <li>◆ In 2009, FXHK organised "An Ideal Eco-Friendly School" Writing Competition for primary and secondary students to raise their environmental awareness. Almost 3,000 students applied.</li> </ul>

### 3. CONCLUSION

Fuji Xerox (Hong Kong) Limited has demonstrated their commitments towards the Clean Air Charter's commitments and is recommended to be certified under the Clean Air Charter.