



精神健康職場約章
Mental Health Workplace Charter

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參加表格
Enrolment Form

精神健康諮詢委員會
Advisory Committee on Mental Health


衛生署
Department of Health





《精神健康職場約章》 Mental Health Workplace Charter

政府正推行一個持續的精神健康推廣和公眾教育計劃（「計劃」），首階段已於2020年7月開展，旨在把「好心情@HK」計劃所得的成果傳承下去，並增加公眾對精神健康的認識，長遠達致建立一個精神健康友善社會的目標。此《精神健康職場約章》（《約章》）為計劃的一部分。

The Government would embark on an on-going mental health promotion and public education initiative (“Initiative”) with a view to building a mental health-friendly society in the long run. The first phase of the Initiative, is launched in July 2020, aims to sustain the efforts of the Joyful@HK Campaign, and enhance public understanding of mental health. The Mental Health Workplace Charter (“the Charter”) is a part of the Initiative.

約章宣言 Charter Statement

「我們重視並承諾推動一個精神健康友善的工作環境。」
“We value and pledge to promote a mental health-friendly workplace environment.”

簽署《約章》的機構，可選擇在12個行動項目中完成指定數量，以獲取「精神健康友善機構」或「精神健康友善卓越機構」的稱號。

Organisations signing the Charter may choose to attain either of the two titles, namely Mental Health Friendly Organisation or Mental Health Friendly Supreme Organisation, by completing a designated number of action items from a set of 12 action items.

精神健康友善機構 Mental Health Friendly Organisation

在行動項目清單（見第四至六頁）**目標I**完成至少**三**個行動
Completed at least **3** actions under **Objective I** of List of Action Items (see page 4 – 6)

精神健康友善卓越機構 Mental Health Friendly Supreme Organisation

在行動項目清單（見第四至六頁）**目標I及II**各完成至少**三**個行動
Completed at least **3** actions **each** under **Objective I and II** of List of Action Items (see page 4 – 6)

如對《約章》有任何查詢，歡迎致電2835 1889或電郵至mhcharter@dh.gov.hk與註冊護士（健康促進）吳小姐聯絡。

Should you have any enquiries on the Charter, please feel free to contact Ms NG, Registered Nurse (Health Promotion) of the Department of Health at 2835 1889 or mhcharter@dh.gov.hk



參加表格 Enrolment Form

請將填妥的參加表格連同宣言(即第三至七頁)交回：
Please return the completed form and declaration (i.e. page 3 – 7) to:

衛生署
香港灣仔軒尼詩道130號修頓中心7樓
Department of Health
7/F Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong

傳真：
Fax: 2591 6127

電郵：
Email: mhcharter@dh.gov.hk

如對《約章》有任何查詢，歡迎致電2835 1889或電郵至mhcharter@dh.gov.hk與註冊護士(健康促進)吳小姐聯絡。

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機構名稱(英文)：
Name of Organisation (English): _____

機構名稱(中文)：
Name of Organisation (Chinese): _____

機構網頁：
Website of Organisation: _____

機構地址：
Address of Organisation: _____

僱員人數：
Employment Size: _____

營運年期：
Year(s) of Operation: _____ 年 year(s)

聯絡人姓名：
Name of Contact Person: _____ 女士 Ms
 先生 Mr

聯絡人職銜：
Post Title of Contact Person: _____

聯絡人電話：
Tel Number of Contact Person: _____ 傳真：
Fax Number: _____

聯絡人電郵：
Email of Contact Person: _____

機構有否簽署「好心情@健康工作間」計劃約章¹？
Has organisation signed the Charter of Joyful@Healthy Workplace Programme¹?

有 Yes 否 No

¹ 該計劃由衛生署、勞工處及職業安全健康局舉辦，具有三個行動範疇，分別為健康飲食、體能活動及心理健康。詳情請瀏覽 www.joyfulhealthyworkplace.hk

The Programme, organised by the Department of Health, Labour Department and Occupational Safety and Health Council, has three action areas, namely healthy eating, physical activity and mental well-being. Details can be found at: www.joyfulhealthyworkplace.hk

行業：(請在適當方格內 ✓ 號)
Industry: (Please put a ✓ in the appropriate box)

<input type="checkbox"/> 農業、林業及漁業 Agriculture, forestry and fishing	<input type="checkbox"/> 採礦及石業 Mining and quarrying
<input type="checkbox"/> 製造業 Manufacturing	<input type="checkbox"/> 電力、燃氣及廢棄物管理 Electricity, gas and waste management
<input type="checkbox"/> 進出口貿易、批發及零售業 Import/export, wholesale and retail trades	<input type="checkbox"/> 運輸、倉庫、郵政及速遞服務 Transportation, storage, postal and courier services
<input type="checkbox"/> 住宿及膳食服務 Accommodation and food services	<input type="checkbox"/> 資訊及通訊 Information and communications
<input type="checkbox"/> 金融及保險 Financing and insurance	<input type="checkbox"/> 地產 Real estate
<input type="checkbox"/> 專業及商用服務 Professional and business services	<input type="checkbox"/> 公共行政以及社會及個人服務 Public administration, and social and personal services
<input type="checkbox"/> 政府決策局及部門 Government Bureaux and Departments	<input type="checkbox"/> 其他： Others: _____



《精神健康職場約章》行動項目清單 Mental Health Workplace Charter - List of Action Items

本機構承諾會推動一個精神健康友善的工作環境，並在十二個行動項目中完成指定數量，旨在職場推廣心理健康，包括建設一個互相尊重和正面的工作環境；推廣積極聆聽和溝通，鼓勵求助，並促進對精神困擾的及早識別和及時處理；以及為有精神困擾的同事創造一個包容及友善的工作環境。

My Organisation pledge to promote a mental health-friendly workplace environment, by completing a designated number of action items from a set of 12 action items to promote mental well-being at workplace including a respectful and positive environment; active listening and communication, encourage help-seeking, and facilitate early identification of mental distress and timely treatment; as well as create an inclusive and friendly workplace environment for colleagues with mental distress.

(請在適當方格內 ✓ 號)
(Please put a ✓ in the appropriate box)

本機構欲參與成為：
My organisation would like to join as:

- 精神健康友善機構 (在**目標 I**完成至少**三**個行動)
Mental Health Friendly Organisation (completed at least **3** actions under **Objective I**)
- 精神健康友善卓越機構 (在**目標 I 及 II**各完成至少**三**個行動)
Mental Health Friendly Supreme Organisation (completed at least **3** actions **each** under **Objectives I and II**)

請別選 Tick	項目 Item	行動 Action	例子 Examples
<div style="display: flex; align-items: center;"> <div style="border: 2px solid blue; border-radius: 50%; padding: 10px; margin-right: 10px; text-align: center;"> 目標 I Objective I </div> <div> <p>在職場推廣心理健康，包括建設一個互相尊重和正面的工作環境，推廣積極聆聽和溝通，鼓勵求助，並促進對精神困擾的及早識別和及時治療 (A至H八個項目)</p> <p>Promote mental well-being at workplace including a respectful and positive environment, active listening and communication, encourage help-seeking, and facilitate early identification of mental distress and timely treatment (A-H, eight items)</p> </div> </div>			
<input type="checkbox"/>	A	舉辦促進交流的員工家庭聚會和愉快有趣的活動 Organise family and staff gatherings to promote sharing and activities for fun and enjoyment	舉辦員工家庭同樂日和節日慶祝活動 Organise family and staff fun day, festival celebrations 舉辦興趣小組、義工服務、體育活動和其他康樂活動 Organise interest groups, voluntary services, sports, other recreation activities
<input type="checkbox"/>	B	舉辦講座 / 工作坊 / 活動以加強在工作場合的正面思維和互相尊重 Organise talks / workshops / activities to strengthen positive minds and respect in workplace	安排有關正面思維、壓力管理、培養抗壓能力、聆聽、給予反饋和解決衝突的講座 / 工作坊 / 活動 Arrange talks / workshops / activities on positive thinking, stress management, resilience building, listening, giving feedback and conflict resolution
<input type="checkbox"/>	C	推動有關心理健康的資訊交流 Promote information flow on mental health	提高對常見心理健康問題的意識，例如焦慮和抑鬱 Raise awareness about common mental health issues such as anxiety and depression
<input type="checkbox"/>	D	提供心理健康支援服務的資訊，鼓勵尋求協助 Encourage help-seeking behaviour by providing information on mental health support services	提供熱線、輔導人員、僱員協助計劃 Provide hotline, counsellors, employee assistance programmes
<input type="checkbox"/>	E	舉辦有關心理健康的講座 Organise talks on mental health	由具備專門知識或個人經驗的講者進行較深入的探討 Go a bit deeper with speakers with expertise or personal experience
<input type="checkbox"/>	F	向員工提供培訓，讓他們學習解決衝突、朋輩支援以及處理心理健康緊急狀況的基本技巧 Offer training to staff to equip them with basic skills to resolve conflict, provide peer support, and handle mental health emergency	舉辦或安排員工參加關於心理健康及溝通技巧的訓練課程 Organise or send staff to training courses on mental health and communication skills 提供關於朋輩支援的指導，例如如何開展有關心理健康的對話，以及如何以尊重和非批判的態度去聆聽 Provide guidance on how to offer peer support, such as proper ways to start a conversation concerning mental health and listening with a respectful and non-judgmental attitude
<input type="checkbox"/>	G	鼓勵同事互相聆聽和分享有關心理健康的經驗 Encourage colleagues to listen to each other and share mental health related experience	鼓勵同事互相聆聽並分享有關心理健康的經歷。 例：同事如果願意，可談及怎樣處理壓力、焦慮或抑鬱情緒。資深員工可組織相關分享會以帶頭討論 Encourage colleagues to listen to each other and talk about mental health related experience, e.g. how they deal with stress or anxiety or depressive mood if they feel comfortable doing so. Senior members can take the lead to do so by arranging relevant sharing session(s)
<input type="checkbox"/>	H	引入導師計劃，以促進有關心理健康問題的交流 Introduce mentorship scheme to facilitate sharing on mental health-related concerns	利用非正式場合去聆聽、鼓勵求助和促進康復 Use informal setting to listen, to encourage help seeking and to promote healing

請別選 Tick	項目 Item	行動 Action	例子 Examples
<div style="display: flex; align-items: center;"> <div style="border: 2px solid blue; border-radius: 50%; padding: 10px; margin-right: 10px; text-align: center;"> 目標 II Objective II </div> <div> <p>為有精神困擾的同事創造一個包容及友善的工作環境 (I至L 四個項目) Create an inclusive and friendly workplace environment for colleagues with mental distress. (I-L, four items)</p> </div> </div>			
<input type="checkbox"/>	I	<p>指派團隊 / 統籌人員實施所承諾的措施 Assign a team / coordinator to implement committed measures</p>	<p>安排人員或團隊跟進機構承諾實施的行動項目和收集意見 Have a person or team that will help organise, follow up and collect feedback on actions your organisation is committed to</p>
<input type="checkbox"/>	J	<p>制訂人力資源政策，關心有精神健康需要的僱員，並提供有利環境，促進康復 Introduce human resources policies to care for employees with mental health needs and offer supportive environment to facilitate recovery</p>	<p>為有精神健康需要的同事安排合適崗位 / 工作環境；創建一個鼓勵同事接受所需診治 / 出席精神健康培訓課程的環境 (例如彈性工作時間)；調整工作安排，以便有精神健康需要的僱員重返工作崗位 Arrange suitable position / work condition for colleagues with mental health needs; create an encouraging environment (e.g. flexible working hours) for colleagues to attend necessary medical consultation(s) / attend training courses on mental health; adjust work arrangements to facilitate employees with mental health needs to return to work</p>
<input type="checkbox"/>	K	<p>實施工作與生活平衡的措施 Introduce measures to promote work-life balance</p>	<p>實施五天工作週；就員工個人發展 / 興趣提供獎勵或特殊假期 Implement a five-day work week; provide incentive or special holidays to employees for personal development / interests</p> <p>除非屬偶爾及無可避免的情況，否則應避免在辦公時間以外的時間安排工作 Avoid generating work outside office hours unless it is occasional and strictly unavoidable</p> <p>將工作排序 Prioritise work</p> <p>定期與員工溝通，以加深了解他們的個人需要 Communicate regularly with employees to better understand their individual needs</p>
<input type="checkbox"/>	L	<p>提供就業機會給予已康復和正在康復的復元人士 Offer job opportunities to persons recovered or recovering from mental health issues</p>	<p>機構可透過勞工處展能就業科或相關非政府機構招聘這些求職者 Recruit the concerned job seekers through the Selective Placement Division (SPD) of the Labour Department or relevant NGOs</p>



宣言 Declaration

我謹代表本機構，

On behalf of the Organisation, I

- 聲明以上所填報的資料全屬真確無誤；
declare that all the details given above are true and correct to the best of my knowledge;
- 承諾創造精神健康友善職場；
pledge to create a mental health-friendly workplace;
- 同意衛生署及合辦機構對甄選《精神健康職場約章》參與機構的一切決定均為最終決定；及
agree to abide by the decisions of the Department of Health and co-organisers, which are final on all matters relating to Mental Health Workplace Charter; and
- 同意衛生署及合辦機構使用參加表格內的資料（個人資料*除外）用作推廣《精神健康職場約章》用途。
agree that the information provided in this enrolment form (except personal data*) to be used by the Department of Health and co-organisers for promotional purposes of Mental Health Workplace Charter.

負責人姓名：

Name of Person in Charge: _____

負責人職銜：

Post Title of Person in Charge: _____

負責人簽名：

Person in Charge Signature: _____

機構印章
Organisation Chop

日期
Date



* 有關《個人資料 (私隱) 條例》 About Personal Data (Privacy) Ordinance

1. 收集資料的目的

Purposes of Collection

i. 衛生署及合辦機構將使用申請表上的個人資料作下列用途：

The personal data provided will be used by the Department of Health (DH) and co-organisers for the following purposes:

(a) 辦理「精神健康職場約章」報名之用；

handling the enrolment application for the “Mental Health Workplace Charter”;

(b) 製備統計數字，進行研究或教學；及

compiling statistics for research or teaching purpose; and

(c) 利便組織有關健康教育及社區聯絡的活動。

facilitating the organisation of activities related to health education and community liaison.

ii. 申請表上的個人資料均由申請人自願提供。如申請人提供的資料不足，可能會影響申請程序，甚至申請不獲接納。

The provision of personal data is voluntary. Failure to provide sufficient information may affect the procedures of your application or render your application unable to be processed.

2. 資料傳交的對象類別

Classes of Transferees

你所提供的個人資料，主要供衛生署及合辦機構內部使用，但亦可能於有需要時因上文第 1 段所列目的向本署所授權的機構披露。

The personal data you provide are mainly for internal use by the DH and co-organisers but may also be disclosed to authorised organisations for the purposes mentioned in paragraph 1 above, if required.

3. 查閱個人資料

Access to Personal Data

根據《個人資料 (私隱) 條例》第 18 條、第 22 條及附表 1 第 6 原則，申請人有權要求查閱或改正表格上的個人資料。

You have the right of access to and correction of personal data as provided for in sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance.

4. 有關所提供個人資料 (包括查閱及修正資料) 的查詢，請送交：

衛生署 (經辦人：高級行政主任 (健康促進))

地址：香港灣仔軒尼詩道 130 號修頓中心 7 樓

聯絡電話：2835 1821

Enquiries concerning the personal data provided (including access to and correction of the data) can be sent to:

Department of Health (Attention to: Senior Executive Officer (Health Promotion))

Address: 7/F Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong

Contact Tel No.: 2835 1821