

GROOMING OUR TALENT TO MEET NEW CHALLENGES

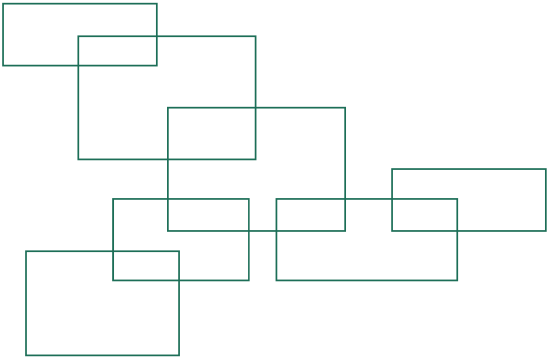
ENSURING A SAFE WORKPLACE

GRI102-44

SUPPORTING THE UNSDGS



We strive to uphold the highest health and safety standards through our commitments in the Quality, Environmental, Health and Safety Policy and by conducting regular safety inspections and risk assessments to safeguard our workforce.



We value the health and safety of all people working in premises supervised by ArchSD, and so ensure that workplaces are free of health and safety hazards. We abide by our departmental Quality, Environmental, Health and Safety Policy and seize every opportunity to reduce occupational injuries and illness.

Our department-wide ISO 45001 Occupational Health and Safety Management System aligns with international best practices and industry standards. Every quarter, our Occupational Health and Safety Representatives Working Group (OHSRWG) monitors and measures our performance against internal standards and targets, and evaluates the effectiveness of related measures. The OHSRWG also shoulders the responsibilities of consultation and communication between the Integrated Management Committee – chaired by the Deputy Director of Architectural Services – and general staff ensuring all the health and safety related matters of their concerns are heard and seriously dealt with.

Regular safety inspections identify health and safety hazards at our offices and project sites. We assess the likelihood of hazards and their impact on employees, then formulate and implement mitigation plans. Personnel are assigned to closely investigate and monitor all hazards, and maintain reports and records. Meanwhile, throughout the year, our safety audit programme covers operational, electrical, lifting and site safety.

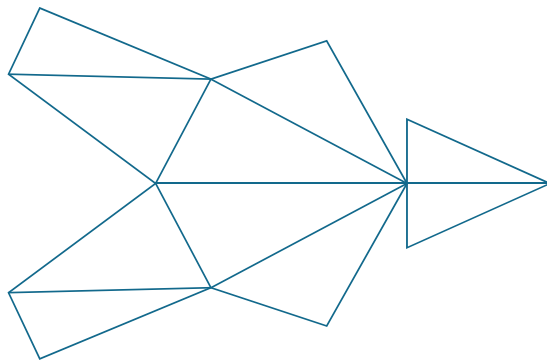
We devote time and resources to training, to enable our staff to perform their duties in accordance with required health and safety standards. This year's training included Smart Site for Safety, Construction Site Safety on Bamboo Scaffolding Works and Demolition Works, and Safety of Maintenance Works.

NURTURING OUR PEOPLE

SUPPORTING THE UNSDGS



We offer innovative learning opportunities and support our team in developing professional qualifications to unleash the talent of our staff



ArchSD understands building a professional and skilled workforce is critical in this ever-changing environment in the architecture and construction industry. Catching up with the pace of technology advancement, we spearhead to develop innovative learning platforms to keep our staff abreast of the latest trends and technical knowledge of the field, while facilitating the exchange of working experiences.

We design and offer our staff a wide range of training and development programmes by considering the departmental goals and staff development needs. Our programmes are tailored to the needs of professional officers, technical officers and site supervisory staff. This year, we placed special emphasis on innovation and technology such as MiC, BIM, MiMEP and DfMA, to ensure the agility of our talents when adapting to industry trends.

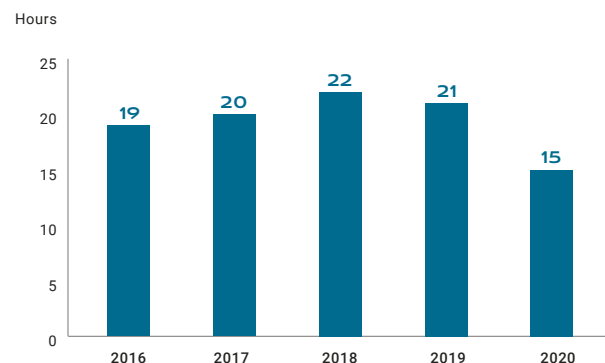
To maximise the effectiveness of the programmes, we deliver training through diverse channels. Staff can access resources in the form of academic talks, structured classroom training, workshops and seminars, large-scale symposiums, on-the-job training, coaching and mentoring, e-learning and competitions.

This year, we developed a brand new training and development programme called TechnoLand which put focus on strengthening the knowledge and skills of our technical officers, improving their versatilities to cope with new challenges. TechnoLand promotes intergenerational collaboration, whereby younger colleagues share their knowledge and tips on application of new technologies,

drafting and computer-aided design software while learning from the precious experience of their senior counterparts. It has an e-learning portal which gathers essential knowledge for newcomers to help them adapt quickly to the work environment. It also provides a platform for colleagues from different disciplines to share their experiences, tips and videos.

Amid the COVID-19 pandemic challenge, we responded quickly and adopted a hybrid method of physical attendance and on-line participation for our training courses. To ensure training continuity, we organised 422 training courses, totaling 30,238 hours. Each staff member received an average 15 hours of training.

TRAINING HOURS PER STAFF



TRAINING SUMMARY OF 2020

TRAINING	NO. OF TRAINEES	NO. OF TRAINING HOURS
Leadership & Management Skills	62	993
Professional & Vocational Training	8,234	27,667
Career Development	255	1,578
Total	8,551	30,238

INTERVIEW WITH STAFF



TECHNOLAND TEAM

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ArchSD

Our TechnoLand team – comprising technical officers from different branches of ArchSD – is very pleased that the Department actively provides cross-disciplinary knowledge exchange opportunities for its staff by creating this innovative programme. ArchSD is dedicated to serve as an exemplary industry leader through developing, adopting and promoting innovative technologies to improve construction productivity and sustainability performance in public facilities. When it comes to nurturing its talents, the Department is willing to take one step beyond as well. Unlike the traditional one-way training, TechnoLand programme promotes intergenerational collaboration that allows younger colleagues to share their experiences and skills regarding applications of new

technologies and software while cherishing the valuable insights of senior colleagues. This multifaceted and inclusive programme enables staff of all generations to acquire industry knowledge faster and adapt to industry changes and challenges.

An e-learning portal is also established under this Technoland programme which encompasses systematic and active knowledge transfer for our technical staff. For instance, there is a Technical Information section gathering essential knowledge for newcomers. The Site Tactics and Training Materials sections allow colleagues from different disciplines to share their experiences and tips on a wide array of technical topics. The sharing enables staff to learn by examples and pay extra attention to details in similar works of future projects. Members in this team also act as a helpdesk for all other colleagues: any staff encountering technical issues can ask for expert assistance from designated staff on specific topics during their daily work. We are very pleased to witness the increasing willingness of our colleagues in knowledge sharing their dedication to drive the Department's service quality as a whole.

The Department strives to keep us abreast of the latest industry information and help us adopt new innovative ideas. In addition, our

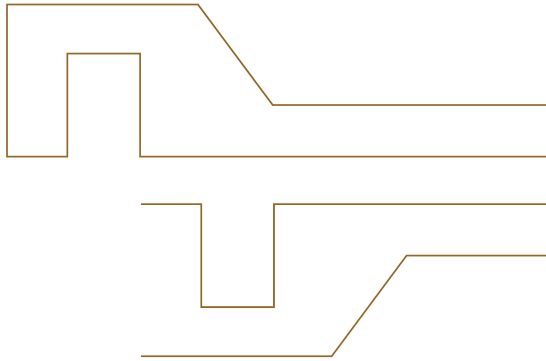
management takes the initiative to share valuable articles and courses through e-mail and other channels to encourage us to learn proactively. Our departmental training section also regularly organises events and invites staff to participate in external webinars, for example academic talks related to innovative technologies.

ArchSD provides us with solid training and daily support on new technologies. Management's proactiveness in implementing new ideas creates an excellent working culture that is open and nurturing.

OUR RESPONSE

We feel very honoured to be recognised by our colleagues. As a professional service provider, staff is always the foundation of our operation. We regard employees as our greatest asset, and hence devote tremendous resources to our training and development opportunities. Thanks to the contribution and dedication of every colleague, our performance has been recognised by the industry. We are committed to exploring and upgrading our supporting measures to ensure our team embraces upcoming challenges.

FOSTERING STAFF WELLNESS



Amid the unprecedented COVID-19 crisis, ArchSD responded promptly to protect the health and safety of staff. We adopted measures including home working, virtual meetings, promoting online co-working portals and maintaining social distancing. Despite the challenges, we remained agile and quickly adopted innovative solutions to maintain our efficiency and quality.

Complex global challenges such as COVID-19 and climate change have reinforced our belief in the importance of team spirit and cohesion. We continued to organise a wide spectrum of sports and recreational activities, such as hiking, beach-cleaning, photography courses and a bowling competition, through our ArchSD Site Supervisory Staff's Recreation, Sports and Welfare Group in order to promote our staff's mental and physical wellbeing as well as bonding within the team so that they support each other when faced with tasks and challenges, and advance together. We also organised an event "ArchSD Family Photo" for our staff to boost departmental harmony and create opportunities for team bonding.

We also encourage our staff to pursue work-life balance and maintain a good mental and physical wellbeing. We organised an innovative programme "Lunchat" in our Mentorship Scheme. Over lunch, we discuss a rich mix of topics, from wellness, ceramic art to outdoor activities and travelling. Through this relaxing chat sessions, we hope to foster a harmonious working environment of which the team supports each other through work and also personal challenges. Strict social distancing and hygiene measures were observed during these events.

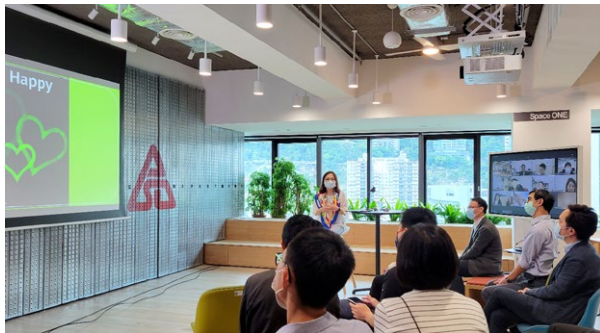
SPORTS AND RECREATIONAL HIGHLIGHTS



Sharing Session on Photography Theory



Beach Cleaning Day



Lunchchat event

SPORTS AND RECREATIONAL HIGHLIGHTS



ArchSD Family Photos

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