

CORPORATE SOCIAL RESPONSIBILITY REPORT



The Bank organises a wide range of Health Care Programmes to help staff members maintain or improve their fitness.

本行舉辦一系列的「關注健康計劃」，讓僱員保持健康的體魄，提升體能。

As the largest independent local bank in Hong Kong, BEA prides itself on being widely recognised as an exemplary corporate citizen. We provide the very best service to our customers, while at the same time maintaining a deep commitment to the well-being of our employees, the community and the environment.

EMPLOYEES

With a workforce of over 9,400, we view people as our most important asset. We constantly bench-mark staff compensation against the market, in order to ensure that our employees are fairly rewarded for their service. Further, we strive to offer an optimum work-life balance to promote physical and mental health, and encourage staff members to pursue interests beyond the workplace.

Family-friendly Employment and Benefit Policy

All staff, apart from certain members with specific job responsibilities, work a five-day week. Marriage and compassionate leave, hospitalisation and outpatient medical benefits are provided. Emergency financial relief and personal assistance are available to staff members in need.

We take occupational health and safety initiatives very seriously. We aim not only to minimise hazards and maintain an accident-free workplace, but also to promote wellness and health among all employees in the BEA Group.

As part of this effort, we run popular staff canteens at our main office premises, providing a healthy lunch free

of charge. The canteens also serve breakfast and provide catering services at low cost to our staff.

Staff Relations

Our Employee Assistance Programme provides counselling services, clinical psychology services, management consultation, critical incident stress management and wellness programmes for staff members facing both work and general stress-related problems. Furthermore, we provide support to staff members in the event of illness through our Hospitalisation Visit Programme.

Health Care Programmes, such as health seminars, fat burning training class, line dance class, kickbox aerobic class and pilates exercise class, are offered in-house for staff members who wish to maintain and improve their fitness. Air fresheners and sterilizers are installed in the canteens to maintain high standards of hygiene. Vaccinations against Influenza are provided prior to the start of the flu season to all who wish them, and a response strategy has been developed in preparation for any local outbreak of avian flu.

A staff library offers a wide range of professional and personal reading matter to promote emotional health, a positive attitude toward life and good family relationships. Reference books, audio CDs and cassette tapes are also available for loan to staff members and their families.

The Bank encourages life-long learning and offers sponsorship for job-related external courses and seminars. E-learning courses and self-learning materials are available at our Learning Resources Centre for staff who wish to

企業責任報告



Staff canteens and the Learning Resources Centre are part of the staff benefit programmes.

員工餐廳及「學習資源中心」是本行僱員福利計劃其中項目。



本行現為全港最大的獨立本地銀行，一直竭盡良好企業公民責任，並因獲各界認同而深感自豪。我們除為客戶提供卓越的服務外，更恪守對僱員、市民和環境的社會責任。

僱員

本行現聘用逾9,400名員工。我們重視人才，更視員工為公司最重要的資產。我們定期參照市場的僱員薪酬方案，以確保為僱員提供合理的薪酬。此外，我們竭力使僱員能平衡工作和生活，保持身心健康，並鼓勵他們積極發掘工餘的嗜好。

家庭事業兼顧的工作模式和薪酬政策

除個別負責特定工種的員工外，本行所有職員均實行五天工作制，並享有婚假、喪假、住院及門診醫療福利。此外，本行為有需要的僱員提供緊急財務及個人支援。

本集團嚴格執行職業健康及安全措施，不僅竭力減低可能導致意外的風險及消除工作地點的意外，更希望確保全體員工安全健康。

有見及此，本行其中一項措施包括在各主要辦公室大樓營運餐廳，為僱員提供免費的健康午餐。餐廳也備有早餐及其他餐飲服務，收費廉宜。

僱員關係

本行設有「僱員輔助計劃」，為員工提供專業心理輔導、臨床心理輔導、管理諮詢、協助處理突發性危機事件及康健訓練計劃，以助減輕員工的工作壓力及其相關問題。此外，本行亦透過「醫院探病計劃」，為身罹疾病或遭逢意外受傷而需住院的員工提供慰問。

「關注健康計劃」安排的活動包括健康講座、纖體訓練班、排排舞班、拳擊健康舞班和普拉蒂運動班，讓僱員保持健康的體魄。餐廳已安裝空氣清新機及消毒器以達致衛生標準。其他措施還包括在流感高峰期前為有意注射流行感冒疫苗的員工進行注射，以及制訂適時的策略，以防禽流感擴散。

本行設立的圖書閣備有參考書、音樂光碟和錄音帶供員工及其家人借用，以確保僱員精神健康，並建立正面的生活態度和有助維繫和諧的家庭關係。

本行提倡終生學習，並提供津貼予僱員參與工作相關的外間課程和講座。「學習資源中心」提供網上學習課程和自學材料，讓有心進修的僱員在合適的地方按本身的時間和進度學習。



The gymnasium and the rooftop garden featuring an ornamental pool are among the recreational facilities designed to enhance the quality of life at work.

健身房和建有水池的天台空中花園，為其中兩項旨在提升員工在工作場所生活素質的設施。



The Bank has established three corporate athletic teams to participate in competitive sports with other organisations.

本行成立了3支代表球隊，積極參與外界比賽。

upgrade their skills and to develop new knowledge at their own pace, time and place.

Staff Sports and Recreational Club

Recreational activities are organised regularly, and include such activities as country life at leisure, BBQ Fantastic Nights, hiking, boat trips, vegetarian tours and China tours. A gymnasium has been specially designed to cater for staff members who wish to improve their physical fitness. A multifunctional room is open to staff at lunch time with TV, newspapers and magazines, and a table-tennis facility. At other times, the multifunctional room can be used for health and fitness courses and interest classes.

The Bank has established three corporate ball teams to participate in competitive sports with other teams. These activities encourage staff members to maintain a healthy lifestyle, enhance team spirit, build better personal relationships and network with the community. In addition, they help project a positive image of the Bank.

Others

A rooftop garden with pool and specially designed landscaped area is provided for staff members to take a break after a busy day. BEA employees may practise Tai Chi, improve their putting on a small golf green or have a barbeque in the garden.

Our effort to enhance the quality of life at work for all employees was recognised in the Asian CSR Awards 2007. We received an Award of Excellence in the Best Workplace

Practices category for our submission "BEA Tower Office Centralisation Project – Caring Design and Implementation."

COMMUNITY

The Bank is committed to supporting the communities in which it operates.

The Bank of East Asia Education Foundation was established in 1969 to promote education. Currently, the Foundation is financing over 20 scholarships to local universities and institutes each year.

We are an active supporter of local tertiary institutions. Among our most recent initiatives, we have supported The Hong Kong University of Science and Technology for its 10th anniversary of Kellogg-HKUST Executive MBA Program; Lingnan University for its Hong Kong Encyclopedia Project; and the Hong Kong Management Association for various projects, including its annual conference, HKMA Best Annual Reports Awards and HKMA/TVB Awards for Marketing Excellence.

In recognition of our efforts, the Bank was named a "Caring Company" by The Hong Kong Council of Social Service in 2007 for the fourth consecutive year.

We are a long-standing supporter of the Community Chest of Hong Kong, and have received the President's Award for many years in succession. Employees are encouraged to participate in blood donations and activities such as the Corporate and Employee

企業責任報告（續）

Employees are encouraged to participate in blood drives and other activities in support of the community.

本行鼓勵員工參與捐血和其他活動，以支持社區公益事務。



A long-standing supporter of the Community Chest of Hong Kong, the Bank has received a number of awards for its contributions.

本行多年來一直支持香港公益金，因而屢獲公益金榮譽獎項。



員工康體會

舉辦的康體活動包括輕鬆郊遊、中秋迎月狂歡夜、遠足、遊船河、新春齋宴行大運和內地遊等。經專人設計的健身房，可以讓僱員提升體能。多用途活動大堂於午飯時間開放，該處備有電視、報紙、雜誌，以及乒乓球活動設施等。多用途活動大堂於其他時間可以用作康體課程和興趣小組的活動場地。

本行成立了3支代表球隊參與外界比賽。有關活動除讓僱員保持健康的生活外，還可以提高工作士氣、強化團隊精神、鞏固社區網絡及為公司建立良好形象。

其他

天台空中花園建有水池和精心設計的綠化園藝，是大家在公餘時間洗滌心靈的地方。僱員可以在該處練習太極、哥爾夫球或燒烤。

本行因致力為僱員提升在工作場所的生活素質而獲頒2007亞洲企業社會責任大獎。本行「東亞銀行中心辦公室集中計劃 — 關懷設計與執行」榮獲最佳工作場所運作組別卓越獎項。

社會

本行積極參與業務所在地區的社會事務。

東亞銀行教育基金自1969年成立，旨在推動教育。目前該基金每年提供20個獎學金予本地大學及院校。

本行積極贊助本地專上學院的各項活動。近期的活動包括香港科技大學凱洛格 — 科大行政人員工商管理碩士課程10周年紀念活動、嶺南大學香港百科全書計劃，以及香港管理專業協會多項活動包括周年會議、香港管理專業協會最佳年報獎和HKMA/TVB傑出市場策劃獎。

本行於2007年已連續4年獲香港社會服務聯會嘉許為「商界展關懷」機構。

本行在過去多年一直支持香港公益金，並屢獲「公益最高榮譽獎」。公司鼓勵僱員參與捐血行動及其他活動包括「商業及僱員募捐計劃」、「公益慈善馬拉松」、「公益金百萬行」和「便服日」等。

Corporate Social Responsibility Report (continued)



The Bank has also supported numerous community projects organised by charitable and social welfare organisations, including projects promoting education, art and culture, and community services.

本行亦贊助多間慈善和社會團體所舉辦的活動，包括支持教育、文化藝術及社會服務計劃。



Contribution Programme, Treasure Hunt Corporate Challenge, Walk for Millions and Dress Casual Day.

The Bank has also supported community projects organised by various charitable and social organisations. These include Children Storytelling Competition organised by The Boys' and Girls' Clubs Association; Hike for Hospice and "Light Up A Life" organised by the Society for the Promotion of Hospice Care; FHS Charity Walkathon 2007 by Fu Hong Society; 2007 Haven of Hope Fundraising Golf Tournament by Haven of Hope Christian Service; "Guide to the Future", a gala event by the Hong Kong Girl Guides Association; "Race to Feed" by Heifer International Hong Kong; a charity gala dinner event by Wu Zhi Qian (Bridge to China) Charitable Foundation; plus "Walk for Nature" and "Big Bird Race 2007", organised by WWF Hong Kong.

The Bank sponsored the China Hong Kong Gymnastics Elites Extravaganza organised by the Gymnastics Association of Hong Kong, China in celebration of the 10th anniversary of the establishment of the Hong Kong Special Administrative Region; Le French May by the Association Culturelle France – Hong Kong Ltd.; SAR Philharmonic Charitable Foundation Limited for its USA Shanghai Quartet Concert; The Hong Kong Philharmonic Society for its Yundi Li Concert and Gala Charity Dinner Event; the Arts for Charity Foundation for its Fine Art Photographic Exhibition; and the 2008 Hong Kong Arts Festival for its festival finale performance to be held in March 2008.

Besides providing sponsorship, the Bank also encouraged and supported employees to participate in community programmes. Among the activities our employees joined in 2007 were "UNICEF Charity Run", organised by the Hong Kong Committee for UNICEF (United Nations Children's Fund); "Bank Cup of the 14th Green Power Hike", organised by Green Power, and "The Hong Kong & Macau O! Day 2007", organised by the Salvation Army.

To encourage sharing by the wider community, we regularly include leaflets promoting charitable organisations with bank statements sent to our customers.

Each year, we provide summer internship, work attachment and company visit opportunities for secondary and university students. This gives participants a better understanding of the banking and finance industry, related work environment and career prospects.

We provide sponsorship support to various professional bodies (e.g. Hong Kong Institute of Bankers, Hong Kong Management Association, etc.) to further their professional objectives and industry standards in Hong Kong. Many of our senior staff members serve as committee and working group members in various professional and government bodies to provide advice and suggestions.



BEA sponsored the China Hong Kong Gymnastics Elites Extravaganza in celebration of the 10th anniversary of the establishment of the HKSAR.

本行贊助「體操精英大匯演」，紀念香港特別行政區成立10周年。



The Bank's employees joined a variety of activities in 2007 including the "UNICEF Charity Run".

本行員工於2007年參與多項社區活動，包括「聯合國兒童基金慈善跑」。

此外，本行亦贊助由多間慈善和社會團體舉辦的活動，包括香港小童群益會的「全港兒童故事演講比賽」、善寧會的「登山善行」和「燃亮生命火花」、扶康會的「褸中好友齊扶康步行籌款2007」、基督教靈實協會的「2007靈實高爾夫球慈善賽」、香港女童軍總會的「Guide to the Future」慈善首映夜、國際小母牛香港分會的「競步善行」比賽2007和無止橋慈善基金的慈善晚宴，以及世界自然基金會（香港）的「步行大自然」和「2007年度香港觀鳥大賽」。

本行贊助由中國香港體操總會為紀念香港特別行政區成立10周年所舉辦的「體操精英大匯演」、The Association Culturelle France — Hong Kong Ltd. 的「法國五月」、香港愛樂團（慈善基金）的「美國上海弦樂四重奏」、香港管弦協會的李雲迪演奏會慈善晚宴、藝術慈善基金的「藝術攝影展覽」及2008香港藝術節的閉幕演出（將於2008年3月舉行）。

除提供贊助外，本行鼓勵及支持僱員積極參與各項社區活動。2007年參與的活動包括聯合國兒童基金會的「聯合國兒童基金會慈善跑」、綠色力量的「第14屆 — 綠色力量環島行慈善行山比賽（銀行盃）」，以及救世軍的「第2屆港澳定向追蹤日」。

為鼓勵社會人士捐獻，本行寄出銀行月結單時會定期隨附慈善機構的募捐單張。

本行每年均為大學及中學的學生提供暑期實習機會，讓學生在各個部門或系內不同公司工作，以汲取工作經驗，加深其對銀行和金融業、有關工作環境和就業前景的了解。

我們亦贊助多個專業學會如香港銀行學會和香港管理專業協會等，以推廣專業目標和提升本港的業界標準。本行多名高層人員更參與各個專業學會和政府機構的委員會及工作小組的工作，以提供意見及建議。

ENVIRONMENT

In 2005, the Bank completed the office centralisation project and successfully consolidated back offices located in seven different locations throughout Hong Kong at BEA Tower, a newly constructed intelligent office building at Millennium City 5, Kwun Tong. BEA Tower has been given an Excellent rating in the Hong Kong Building Environmental Assessment Method, which is Hong Kong's leading management tool to measure and label the environmental sustainability of buildings.

BEA Tower is equipped with a modern building management system that controls the efficiency of various building services systems, including air-conditioning, lighting and the tailor-made room booking system, all designed to prevent wastage of energy and resources.

Various environmental protection programmes established by BEA continued in the past year as set out below:

Energy Saving Programme

With a view to saving energy, the air-cooled chiller plant at our Head Office Building was replaced with water-cooled chillers. The chilled water pump is equipped with a variable speed driver to control water flow precisely. This helps reduce power consumption by one million kilowatt-hours per year.

The latest technologies have been installed to help save energy, including motion detector for lighting control, detection sensor for urinal cleansing, CO2 sensor at the auditorium and variable refrigerant volume air-conditioning system. In addition, energy saving measures such as re-setting the chilled water supply temperature to a higher range during winter, early stop part of the chiller and lift at the end of office hours, re-adjusting the indoor

temperature of offices to a higher set-point and switching off the lighting in the carpark in late evenings are in place. As a result, we have been able to save 300,000 kilowatt-hours per year.

Lights in conference rooms and manager rooms at BEA Tower are automatically turned off when not in use after a pre-set time.

Green Lighting Programme

To reduce greenhouse gas emissions and save operating costs, the Bank has adopted a Green Lighting Programme for all public areas in our Head Office Building, as well as newly opened and renovated branches and offices. Traditional lamps are replaced with energy saving lamps and electronic ballasts wherever possible. Power consumption related to lighting has been significantly reduced in recent years as a result of this programme.

Waste Management Programme

To help extend the life span of landfills in Hong Kong, the Bank established paper and empty toner cartridge recycling programmes at all local branches and offices. The activity not only helps save natural resources, but also enhances our staff's awareness in environmental protection.

Paperless Environment

The Bank is working towards a paperless environment. A choice has been made available to Shareholders to receive corporate communications by electronic means. Employment candidates are invited to submit employment applications via e-mail.

We will continue to make the greatest effort to adopt policies that protect the environment, in order to maintain a clean living environment for the next generation.

環境

本行的辦公室集中計劃於 2005 年圓滿結束，成功將分佈於 7 個不同地方的單位集結在觀塘創紀之城 5 期 — 東亞銀行中心的智能辦公大樓。東亞銀行中心榮獲香港建築環境評估（用以評估樓宇的環境持續性的主要工具）最高級別「優秀」評級獎項。

東亞銀行中心備有先進的樓宇管理系統，可有效控制多個樓宇服務系統（包括空調系統、照明系統和特製的房間保留系統）的效益，以減少浪費能源和資源。

公司亦採納多項環保措施如節約能源計劃、環保照明計劃和廢物處理計劃等，詳情如下：

節約能源計劃

總辦公大樓的冷凍系統已換作水冷式冷凍系統，冷凍水泵備有多種速度控制水流，以達到節能的目的。每年可以節省用電量達 100 萬度。

本行已加裝最先進的節能設備如行動探測器，以控制照明系統、尿兜清潔探測器、演講廳二氧化碳量探測器，以及多變冷凍劑量空調系統。此外，其他節能措施包括在冬季時，將水冷式冷水供應系統調校至較高的溫度、辦公時間即將完結時提早關閉部分冷凍系統和升降機、將辦公室的室溫調高和深夜時關掉停車場的照明系統。每年我們因此而節省的用電量達 30 萬度。

東亞銀行中心各個會議室和經理辦公室，若無人使用，照明系統於指定時限過後便會自動關上。

環保照明計劃

為減少溫室效應和節省營運開支，本行在總行大廈、新啟用的分行和剛進行翻新工程的分行和辦公室內的所有公眾地方採用環保照明計劃，盡量以慳電燈泡和電子鎮流器取代傳統電燈。近年，照明系統的耗電成本已大幅下調。

廢物處理計劃

本行在本港各間分行和辦公室推廣廢紙和碳粉盒循環再用計劃，希望有助延長本港堆填區的使用壽命。此舉既善用資源，亦提高僱員的環保意識。

無紙化工作環境

本行為邁向無紙化的工作環境，除向股東提供收取網上企業通訊的選擇外，亦鼓勵有意申請本行職位的人士透過電子郵件遞交職位申請書。

我們將繼續竭力保護環境，為下一代提供良好的居住環境。