Food Wise Hong Kong Campaign
Implementation Proforma of the Food Wise Charter

Aspect of Implementation	Planned Actions, Initial Targets and Timeframe for Implementation / Progress and Achievements
1. Has your organisation promoted the best practices and behavioural changes to reduce food waste?	☐ **Yes,** the best practices and behavioural changes that our organisation has promoted include:- ☐ encouraging the ordering of appropriate amount of food ☐ encouraging the taking away of leftovers ☐ offering food portioning options in the staff canteen (if applicable) ☐ procuring from catering service providers with good reputation in food waste reduction ☐ participating in the Food Wise Eateries Scheme (if applicable) ☐ participating in the Food Waste Recycling Schemes (if applicable) ☐ monitoring food waste generation and identifying food waste reduction measures ☐ others (please specify_____) ☐ **Not yet,** but our organisation is planning to start promoting food waste reduction from_____. ☐ **Not Applicable.**
2. Has your organisation established any food waste management plans or guidelines to promote awareness and support for best practices in reducing food wastes among stakeholders within your organisation?	☐ **Yes,** to promote the awareness and support of food waste reduction best practices, our organization has established the following plans:- ☐ educate and communicate with our stakeholders about food waste reduction best practices through:- ☐ posters in public area ☐ newsletter ☐ others (please specify_____) ☐ **Not yet,** but our organisation is going to establish plans to promote awareness and acceptance from_____. ☐ **Not Applicable.**

<table>
<tr><th>Aspect of Implementation</th><th>Planned Actions, Initial Targets and Timeframe for Implementation / Progress and Achievements</th></tr>
<tr><td>3. Has your organisation implemented plans with quantifiable targets to reduce food waste generation in business operation?</td><td>☐ Yes, our organisation has implemented the following plans to reduce food waste. Their brief description, quantifiable targets and implementation periods are as follows:

<table><tr><th>Brief Description of the Plan</th><th>Quantifiable Target of Food Waste reduction</th><th>Implementation Period</th></tr><tr><td></td><td></td><td></td></tr></table>Note: your organisation is welcome to use supplementary sheet to give more details if necessary.

☐ Not yet, but our organisation is planning to implement plans with measureable targets from_____.

☐ Not Applicable.</td></tr>
<tr><td>4. Has your organisation conducted any in-house waste audits, and used the audit results to improve waste management performance?</td><td>☐ Yes, our in-house waste audits started in_____and the results of those audits were used to improve waste management performance. The audits are carried out every_____months / years *.

☐ Not yet, but our organisation is planning to conduct in-house waste audits from_____.

☐ Not Applicable.</td></tr>
<tr><td>5. Has your organisation supported the Food Wise Hong Kong Campaign or other similar initiatives to encourage behavioural and cultural changes that engender respect for our precious food and natural resources?</td><td>☐ Yes, our organisation has supported the following initiatives:

☐ Food Wise Hong Kong Campaign
☐ Food Waste Recycling Schemes
☐ others (please specify_____)

The behavioural and cultural changes that our organisation encourages are:
☐ changing the behaviour of ordering excessive amount of food
☐ changing the behaviour of throwing away leftovers
☐ others (please specify_____)

☐ Not yet, but our organisation is planning to support the Food Wise Hong Kong Campaign or other similar initiatives from _____to encourage behavioural and cultural changes.

☐ Not Applicable.</td></tr>
</table>

Aspect of Implementation	Planned Actions, Initial Targets and Timeframe for Implementation / Progress and Achievements
6. Has your organisation promoted or adopted recipes that utilize leftovers?	☐ **Yes,** our organisation has promoted / adopted * recipes that make use of food trimmings since_____. The efforts include: ☐ ordered meals which utilize leftovers ☐ promoted / adopted * recipes that utilize leftovers among our suppliers / our customers / our staff * ☐ others (please specify_____) ☐ **Not yet,** but our organisation is planning to promote or adopt better use of food trimmings from_____. ☐ **Not Applicable.**
7. Has your organisation supported any food donation activities?	☐ **Yes,** our organisation supported the following food donation activities since_____:- *Name of activity:* _____ *Type of donated food*: fresh food / canned food / non-perishable food / cooked foods / frozen foods / others (please specify: _____) * *Beneficiaries:* _____ *Amount of donated food (if quantifiable):* _____ ☐ **Not yet,** but our organisation is planning to support food donation activities from_____. ☐ **Not Applicable.**
8. Has your organisation participated any EPD's food waste recycling schemes?	☐ **Yes,** our organization has joined the food waste recycling schemes since_____:- *Amount of food waste recycled monthly in average (if quantifiable):* _____ ☐ **Not yet,** but our organisation is planning to join the food waste recycling schemes from_____. ☐ **Not Applicable.**
9. Has your organisation achieved overall food waste reduction?	☐ **Yes,** our organisation has reduced food waste by_____kg / litres / % * over the period of_____. ☐ **Not yet** ☐ **Not Applicable.**

* Please delete as appropriate

Remarks:-

_____

_____

_____

(Note: If your organisation has more information about food waste reduction that you would like to share with EPD, your organisation is welcome to send supplementary information to foodwisehk@epd.gov.hk.)

Signature: _____

Name: _____

Post Title: _____

Organisation (English): _____

Organisation (Chinese): _____

E-mail: _____

Tel. No.: _____

Date: _____