

Training Manual for the Higg Index Advisory Tool

V1.0.2

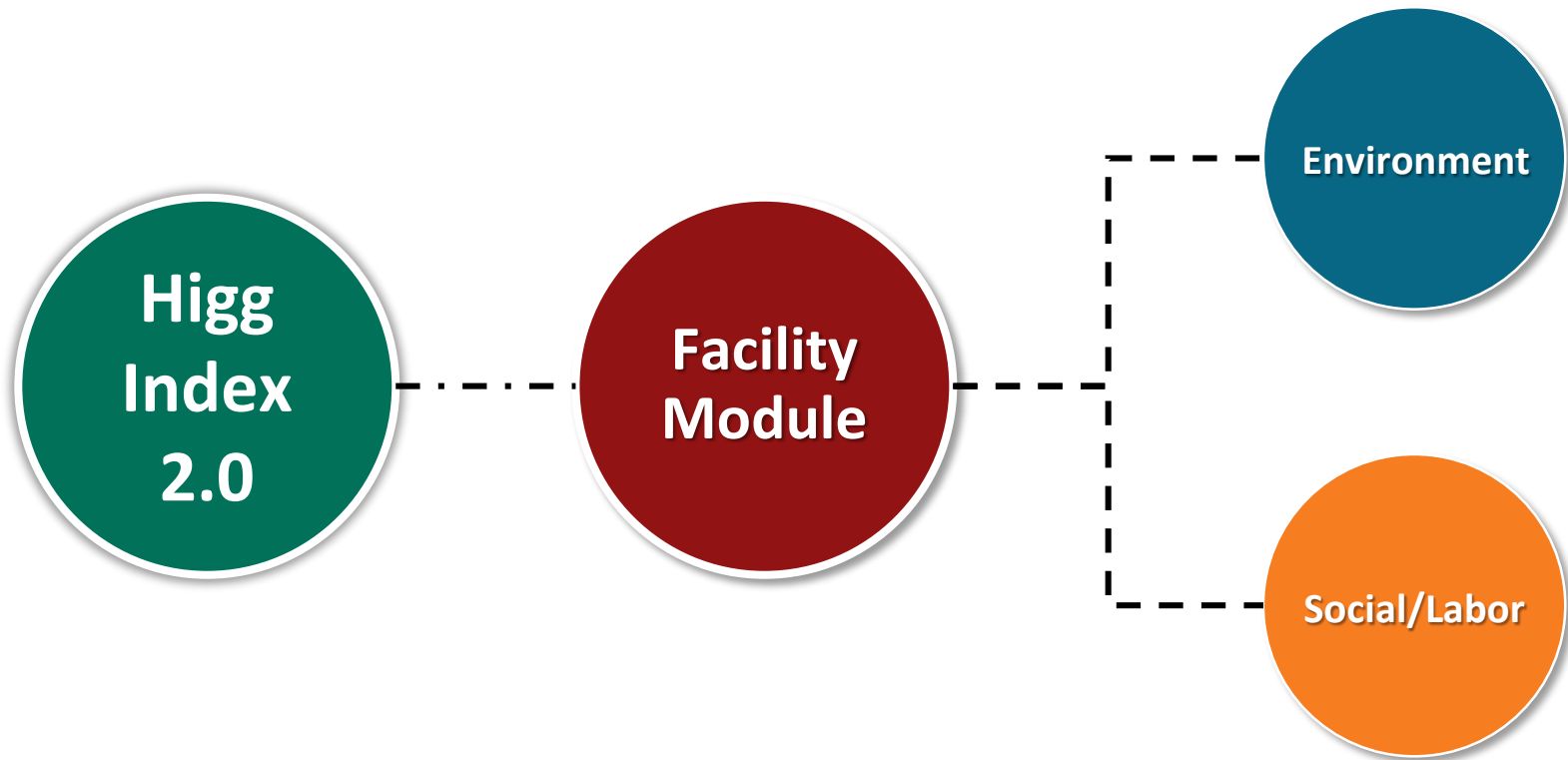
October 2015



Contents

- Background of Higg Index Advisory Tool
- Registration Procedures
- User Interface
- Assessment
- Report Generation
- Action Plan

Higg Index Advisory Tool - Background



The Higg Index Advisory Tool (the Tool) is owned by Sustainable Fashion Business Consortium (SFBC) as a free **e-learning tool** to facilitate users to understand and respond to the Facility Module of the Higg Index 2.0.

The Tool consists of Two Modules: Environment Module and Social/Labor Module.

Benefits of using the Tool

Save time and cost

- Accurately interpret and understand the Higg Index requirements
- Obtain free-of-charge sustainability advisory recommendations to improve their sustainability performance

Advance to higher level of competitiveness

- Get prepared to pass the mandatory Higg Index verification
- Easier to gain a higher score in the Higg Index assessment

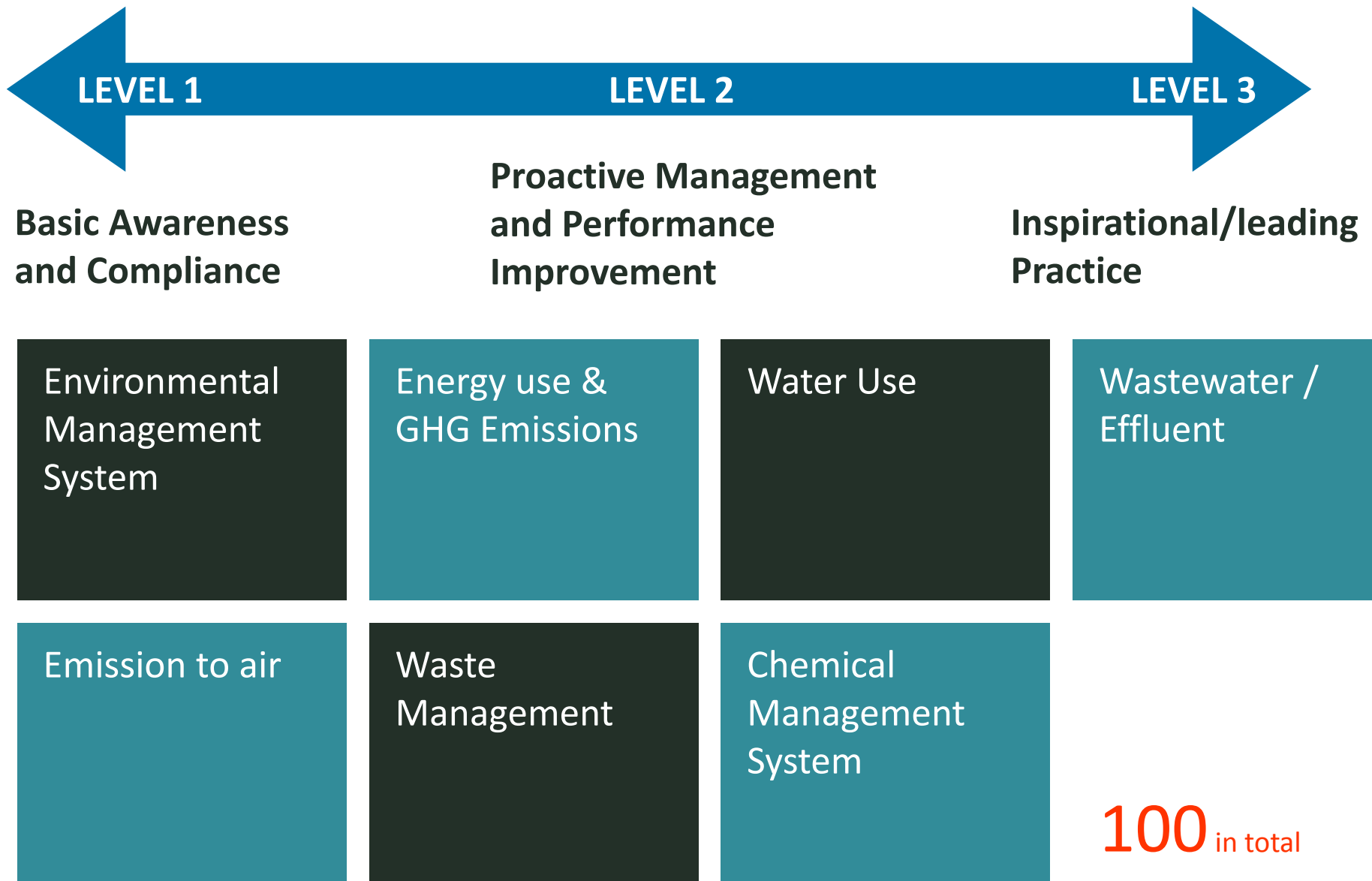
Effectively manage their compliance towards different buyers' requirements

- Adopting the Higg Index, which comprises of commonly accepted buyers' requirements

Standardized Report

- Easy to read format for internal and external communication

Environment Module



Question Types

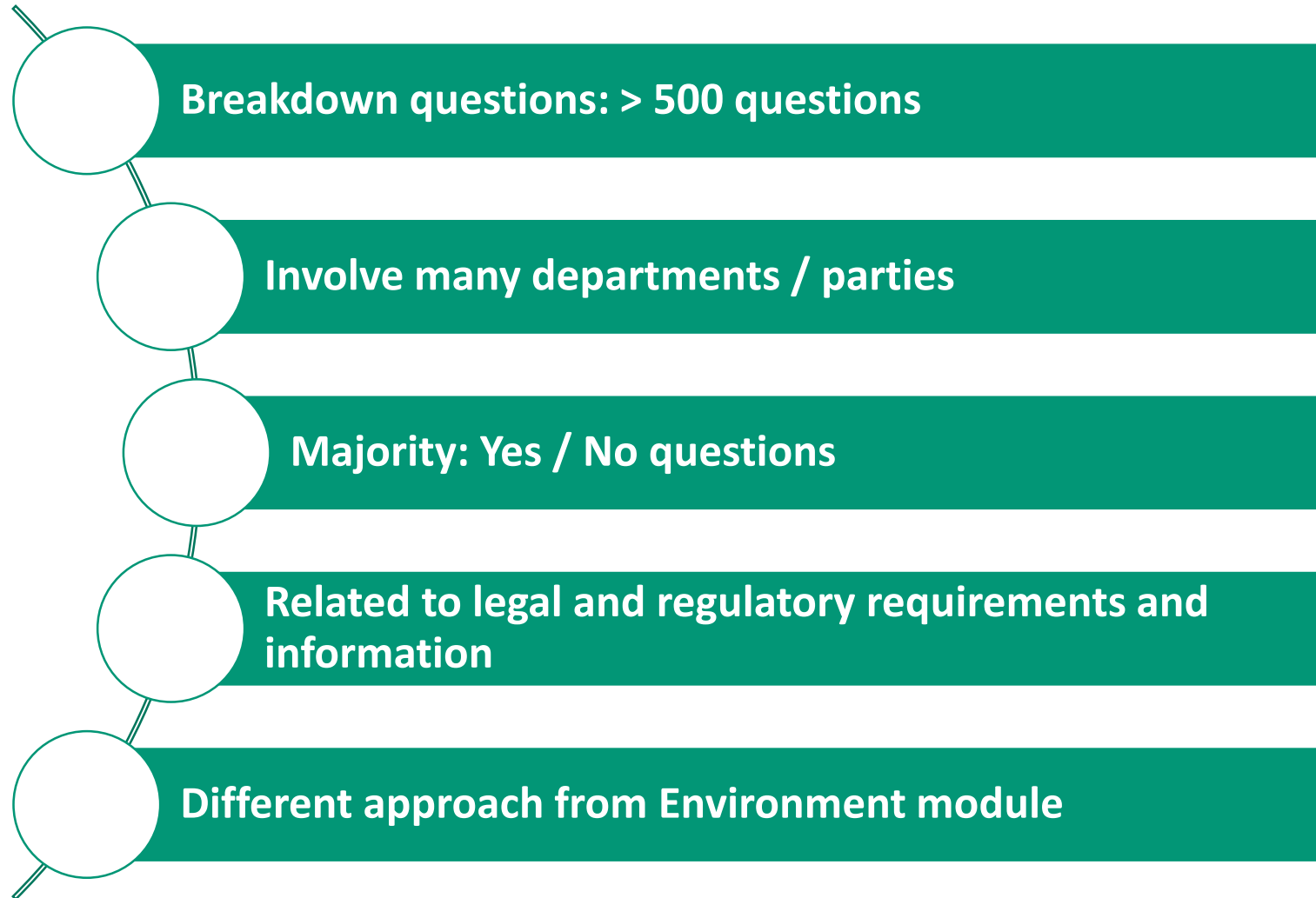
Primary Questions

- Main questions to answer “Yes” or No
- Questions requesting facility quantitative data
- Leading practice questions

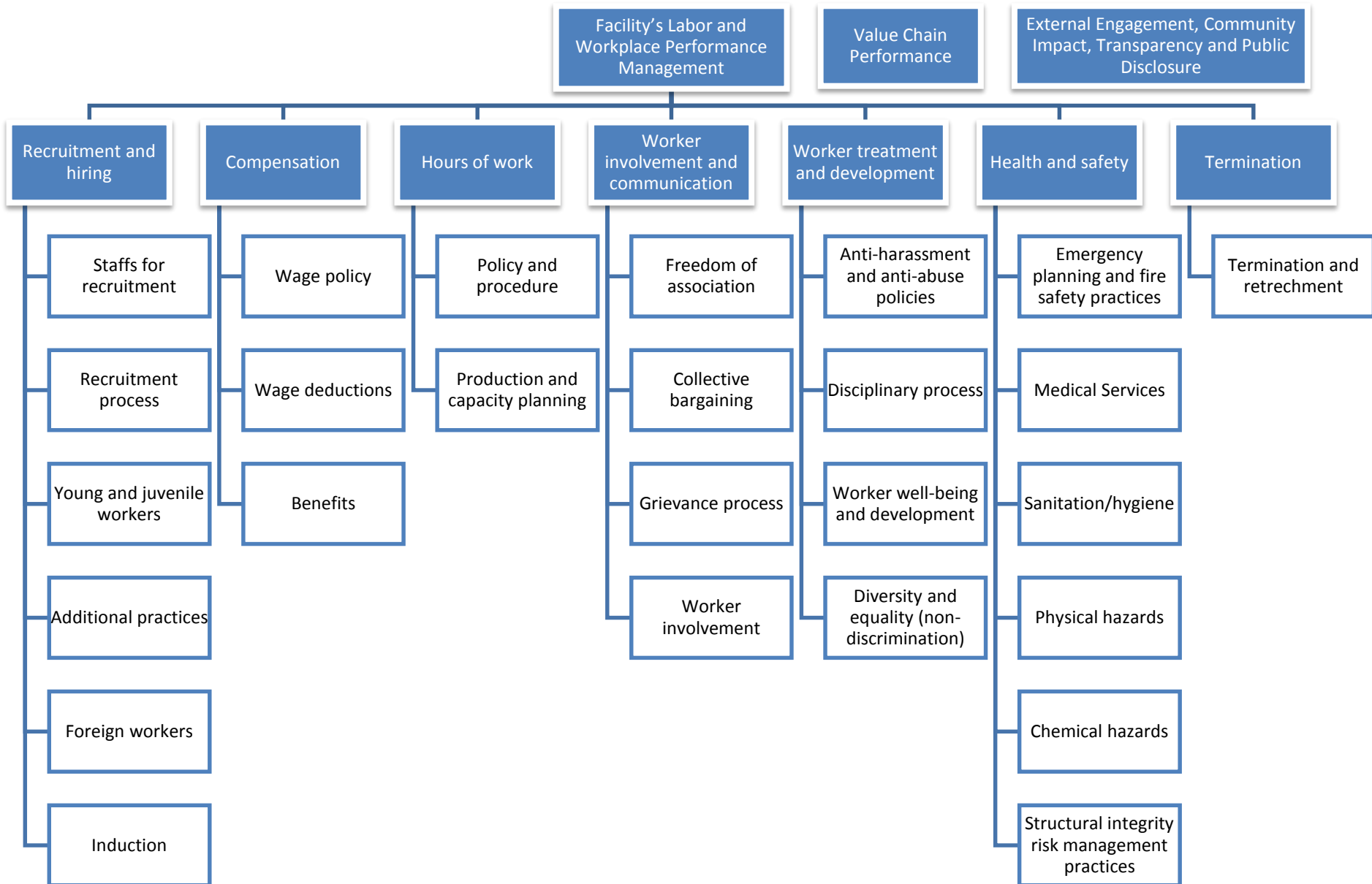
Secondary Questions

- Only applicable if answered “Yes” for the Primary Question
- Provide additional details about the suppliers and brand/retailer

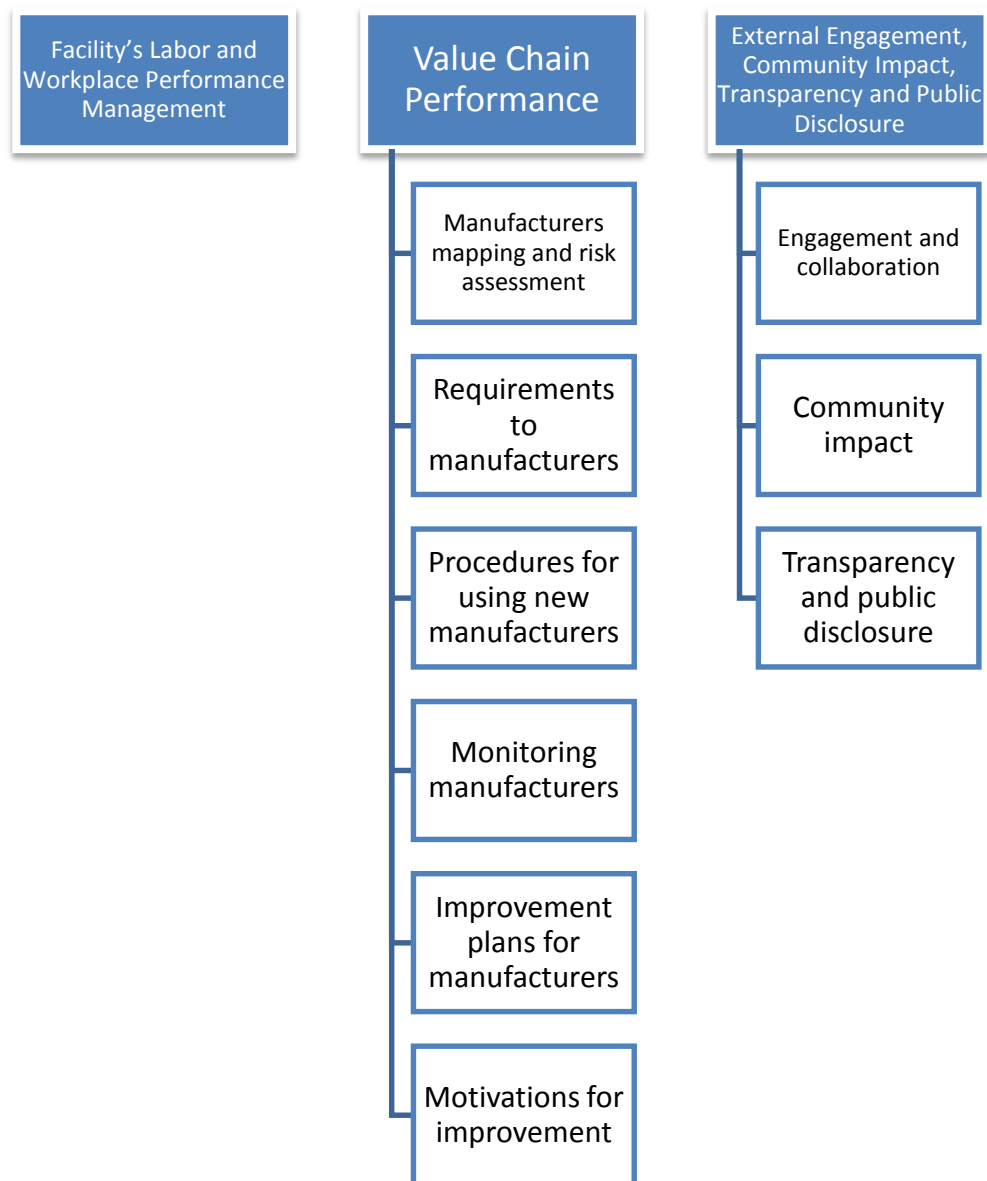
Social/Labor Module



Social/Labor Module - Framework



Social/Labor Module - Framework



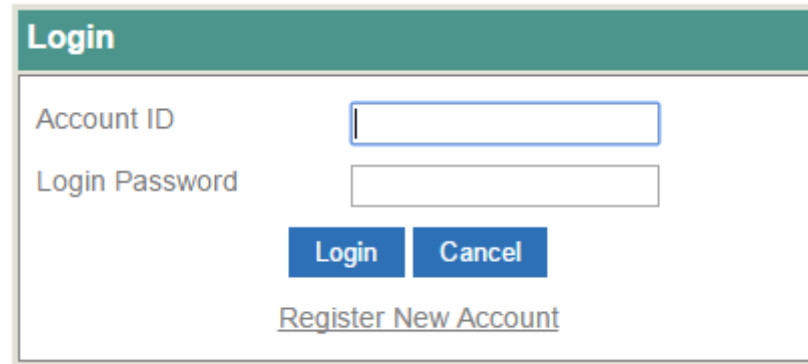
Entering the tool

Assess from the website
<http://higgweb.sfbc.org.hk>



Website
<http://higgweb.sfbc.org.hk>

Registration Procedures



The image shows a login form with a green header bar labeled "Login". Below the header, there are two input fields: "Account ID" and "Login Password". The "Account ID" field has a blue border and a cursor. Below these fields are two blue buttons labeled "Login" and "Cancel". At the bottom of the form, there is a link labeled "Register New Account".

Step 1. Enter required information
(Email, Password, Facility Name, Type)

Step 2. Email verification

Step 3. Activation

Note: The registered email will be the **Account ID**

User Interface

Funded by SME Development Fund Organizer Implementation agents

工業貿易署 Trade and Industry Department 製衣業訓練局 CLOTHING INDUSTRY TRAINING AUTHORITY HKPC[®]

Higg Index Advisory Tool

Home EN 簡 Logout

Home

Create New Response for Module
Facility Module - Environment: Apparel/Footwear
Facility Module - Social/Labor: Apparel/Footwear beta

Account
Change User Info
Change Company Info

My Module Responses

Module Status Assessment Period Description

 From 2014-10-25 To

4 5 6 7

Search Result Open Report Action Plan Copy Delete

	Module	Assessment Date From	Assessment Date To	Description	Status	Scored	Last Modify Date
<input type="radio"/>	Facility Modules - Environment: Apparel/Footwear	2014-11-08	2015-01-07	facility-Jianli	Completed	432.5	2015-10-08
<input type="radio"/>	Facility Modules - Environment: Apparel/Footwear	2014-11-07	2015-10-07	environment-facility	Completed	520.0	2015-10-08
<input type="radio"/>	Facility Modules - Social/Labor: Apparel/Footwear beta	2014-11-07	2015-10-07	social-labor-facility	Completed	245.0	2015-10-08
<input type="radio"/>	Facility Modules - Environment: Apparel/Footwear	2014-11-08	2015-01-07	Shing Wang	Completed	237.5	2015-10-08
<input type="radio"/>	Facility Modules - Environment: Apparel/Footwear	2015-10-01	2015-10-29	test 3	InProgress	32.5	2015-10-08
<input type="radio"/>	Facility Modules - Social/Labor: Apparel/Footwear beta	2015-09-01	2015-09-30	social new	InProgress	48.0	2015-10-06
<input type="radio"/>	Facility Modules - Social/Labor: Apparel/Footwear beta	2015-08-17	2015-08-10	my first social labor Higg Index practice 2	InProgress	64.0	2015-10-06

Please select the form first

1. Create
2. Edit Account Info
3. Search Engine
4. Start the Self-assessment
5. Create the Report
6. Formulate Action Plan for improvement
7. Copy the old assessment form for next cycle

Assessment Procedures



1. Create

Create New Response

Module

Assessment Period

Description

Facility Modules - Environment: Apparel/Footwear 2.0

From To

September 2015

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

2. Assessment Interface

Funded by SME Development Fund Organizer Implementation agents

工業貿易署 Trade and Industry Department SFBC 製衣業訓練局 CLOTHING INDUSTRY TRAINING AUTHORITY HKPC[®] Higg Index Advisory Tool

Home Logout

Module Response - Facility Modules - Environment: Apparel/Footwear 2.0 **Summary** Edit

Module Score: 185 / 410 Assessment Period: From 2015-08-30 To 2015-08-26
Response Progress: 100.0% Description: My first environmental Higg

Score Summary (score: 20 / 700, weighted point: 3 / 100)

Section	Actual / Possible	Weightage	Point
FAC-1 EMS	0 / 100	15.0%	0
FAC-1.1 Level 1	0 / 30		
FAC-1.2 Level 2	0 / 30		
FAC-1.3 Level 3	0 / 40		
FAC-2 GHG	20 / 100	15.0%	3
FAC-2.1 Level 1	20 / 30		
FAC-2.2 Level 2	0 / 30		
FAC-2.3 Level 3	0 / 40		
FAC-3 Water Use	0 / 100	15.0%	0
FAC-3.1 Level 1	0 / 30		
FAC-3.2 Level 2	0 / 30		
FAC-3.3 Level 3	0 / 40		
FAC-4 Waste Water	0 / 100	15.0%	0
FAC-4.1 Level 1	0 / 30		
FAC-4.2 Level 2	0 / 30		
FAC-4.3 Level 3	0 / 40		
FAC-5 Emission to Air	0 / 100	10.0%	0
FAC-5.1 Level 1	0 / 30		
FAC-5.2 Level 2	0 / 30		
FAC-5.3 Level 3	0 / 40		
FAC-6 Waste Management	0 / 100	15.0%	0
FAC-6.1 Level 1	0 / 30		
FAC-6.2 Level 2	0 / 30		
FAC-6.3 Level 3	0 / 40		
FAC-7 Chemicals	0 / 100	15.0%	0
FAC-7.1 Level 1	0 / 30		
FAC-7.2 Level 2	0 / 30		
FAC-7.3 Level 3	0 / 40		

Section **Score**

- FAC-1 EMS 30 / 100
- FAC-1.1 Level 1 30 / 30
- FAC-1.2 Level 2 0 / 30
- FAC-1.3 Level 3 0 / 40
- FAC-2 GHG 0 / 0
- FAC-2.1 Level 1 0 / 0
- FAC-2.2 Level 2 0 / 0
- FAC-2.3 Level 3 0 / 0
- FAC-3 Water Use 40 / 100
- FAC-3.1 Level 1 30 / 30
- FAC-3.2 Level 2 10 / 30
- FAC-3.3 Level 3 0 / 40
- FAC-4 Waste Water 0 / 0
- FAC-5 Emission to Air 70 / 100
- FAC-5.1 Level 1 0 / 30
- FAC-5.2 Level 2 30 / 30
- FAC-5.3 Level 3 40 / 40

FAC-3 - Water Use

FAC-3.1 - Level 1

FAC-3.1.0 Does this facility site only use Domestic Water?

Hint

☐ Yes
☐ No

Your responses indicate that you must answer the module.

FAC-3.1.1 Do you measure and track total water consumed in your process water? (25 points)

Hint

Score: 0 / 25

☐ Yes
☐ No

FAC-3.1.2 How much water do you use each year at your facility?

Hint

If you do NOT measure this impact, leave the Usage dropdown.

Score: 5 / 5

Usage Unit of measure

678 hgal

Save and Next

Free to Move or Hide

Selection Menu
(Remember to
save!)

Remember to save for completing every part

2. Assessment



Guidance

Keyword Explanation

Suggested Response

Examples

Legal Reference

Industry Benchmark Practices

2. Assessment

FAC-1 - Environmental Management System or Program
FAC-1.1 - Level 1
Score: 12.5 / 30

FAC-1.1.1 Do you know what your site's environmental impacts are (positive or negative)? (2.5 points)

Hint

Score: 2.5 / 2.5

☒ Yes
☐ No

What are your site's most significant impacts?

Negative impacts	Positive impacts
<div>+ Recommended Content</div> <div>+ Example</div> <div>i. 废水：主要来自清洗车间/生产或印染或印刷工序</div>	<div>(1) 我们每两年在工厂附近的郊野公园种植2000棵桉树</div>

Hint - FAC-1.1.1

"YES" represents:

- Your site has already carried out environmental impact assessment to identify the most significant environmental impacts;
- You have records of the impacts identified, and are able to describe why the identified impacts are considered most significant.

"NO" represents:
Your site has not conducted an environmental impact assessment to identify significant environmental impacts.

Keyword

Environmental Aspect can be described as "Cause", which is the element of an organization's activities, products and services which can interact with the environment. The outcome from an activity, product or service, e.g.

- (a) Emission to air (smoke, dust, odor, fumes, etc.)
- (b) Waste water discharge to water stream or land
- (c) Waste discharge to land
- (d) Noise generation
- (e) Vibration Radiation

Environmental Impact can be described as "Effect" and any change to the environment, whether adverse or beneficial, wholly or partially resulting from an organization's activities, products or services.
Coming from an activity, product or service, e.g.

- (a) Air pollution
- (b) Water pollution
- (c) Noise pollution
- (d) Natural resources / conversation
- (e) Nuisance
- (f) Ozone depletion
- (g) Global warming

The relationship between Environmental Aspects and Environmental Impacts can be best described as "CAUSE" and "EFFECT". One "CAUSE" could have one or multiple "EFFECT".

List of top environmental impacts and for each impact, a short description of the physical origin of the impact at the site.

+ Example

i. Wastewater: Effluent mainly from washing workshop / discharge from production or dyeing and printing process

ii. Air pollutants: Exhaust from diesel powered power generator / oil-fueled boiler / liquefied natural gas (LNG) boiler / smoke from kitchen / use of coal / using gasoline for vehicle transport; release of ozone depleting substances (ODS), especially fluorchlorocarbon (CFCs) which was banned by the China Government.

iii. Solid waste: mainly from waste fabric, sludge, waste packaging materials and/or domestic waste from dormitory

iv. Noise: From machinery operations

v. Energy consumption: Electricity use in production and dormitory

(1) Our factory plant 2000 eucalyptus seedlings every 2 years in a country park nearby the factory to improve the environment of the local community.

(2) i. Using renewable energy to generate heat, e.g. for heating dormitory water and operating heater.
ii. Using low-power electric boiler, e.g. liquefied natural gas (LNG) boiler, instead of diesel-fueled boilers
iii. Using less energy consumed lighting, e.g. LEDs, T5 light tubes

Guidance

Keyword Explanation

Suggested Response and Examples

2. Assessment

SL-F-1 - Section 1: Facility's Labor and Workplace Performance Management
SL-F-1.3 - Hours of Work (SL-F-1.3.1 - Policy and procedure) Score: 0 / 33

SL-F-1.3.1.0 Which statements best describe the Facility policy and procedure towards hours of work? Please select all that apply:

SL-F-1.3.1.1 There is a written policy on hours of work and it applies to all workers in the Facility. The policy outlines the following. Please select all that apply:

[Hint](#)

☒ Yes
☐ No

Please upload your supporting document(s), if any

選擇檔案 未選擇任何檔案 Upload (in PDF format, maximum 2 files, less than 2 MB)

SL-F-1.3.1.2 Regular hours of work are to be within legal limits per week. Please describe (text required to score points): (1 point)

[Hint](#)

Score: 0 / 1

☐ Yes
☐ No

Hint - SL-F-1.3.1.2

Mainland China: 8 hours per day, not more than 44 hours per week
Hong Kong: No specific limit, but according to the FLA Workplace code of conduct, the regular hours of work should be exceed 48 hours.

The Tool allows users to upload the supporting documents for the preparation of future verification and enhance the communication with stakeholders

3. Report Generation

Standardized Report

Module Response - Facility Modules - Environment: Apparel/Footwear 2.0

Module Score:	160 / 410	Assessment Period:	From 2015-08-30 To 2015-08-26
Response Progress:	100.0%	Description:	My first environmental Higg Index trial 7

Report Criteria

Please select the section(s) which you would like to include the details in the report:

- ☐ FAC - Facility Modules - Environment: Apparel/Footwear
 - ☐ FAC-1 - Environmental Management System or Program
 - ☐ FAC-2 - Energy Use & Green House Gas (GHG) Emissions
 - ☐ FAC-3 - Water Use
 - ☐ FAC-4 - Waste Water / Effluent
 - ☐ FAC-5 - Emissions To Air
 - ☐ FAC-6 - Waste Management
 - ☐ FAC-7 - Chemicals Management

Generate Report (docx)

Download Supporting Documents

User can select the all sections or particular section(s) only

Docx format. Users can freely edit the downloaded document

Documents are re-named and stored in .zip format

3. Presentation of the Report



Standardized Report

Social/Labor Module of Higg Index Assessment
For
HK Company Ltd.

Generated by
Higg Index Advisory Tool

Report is generated by the Higg Index Advisory Tool owned by the Sustainable Fashion Business Consortium (SFBC). This report presents the data based on their input in response to the Higg Index assessment questions in the Advisory Tool.

Facility Modules - Social/Labor: Apparel/Footwear (Beta)	
action social	
From 2015-10-01 To 2015-10-31	
15 / 594	
Last Modify Date	2015-10-23

Section	Score
Section 1: Facility's Labor and Workplace Performance Management	15 / 391
Recruitment and Hiring	5 / 58
Compensation	0 / 43
Hours of Work	0 / 54
Worker Involvement and Communication	0 / 53
Worker Treatment and Development	10 / 101
Health and Safety	0 / 76
Termination and Retrenchment	0 / 6
Section 2: Facility's Labor and Workplace Performance Management for the Value Chain	0 / 125
Manufacturers mapping and risk assessment	0 / 30
Requirements to manufacturers	0 / 7
Procedures for using new manufacturers	0 / 26

3. Presentation of the Report

SL-F-1.1.6.1: Workers are provided with an employee handbook⁺

0 / 1⁺

⁺

⁺



SL-F-1.1.6.2: Workers are provided training on the content of the employee handbook⁺

0 / 1⁺



⁺

⁺

SL-F-1.1.6.3: Workers induction / onboarding training cover. Please select all that apply:⁺

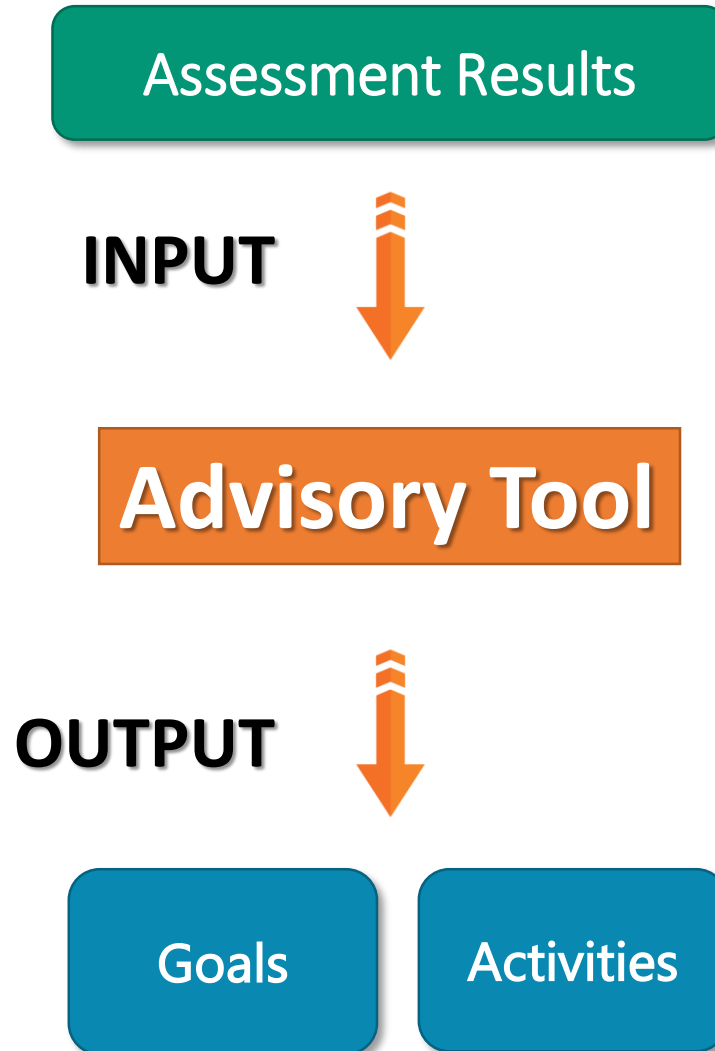
4 / 12⁺

- ☒ Worker compensation⁺
- ☒ Hours of work regulations⁺
- ☒ Treatment of special classes of worker: Young and Juvenile workers⁺
- ☒ Worker involvement and communication⁺
- ☐ Worker treatment and worker rights⁺
- ☐ Worker development opportunities⁺
- ☐ Worker health & safety⁺
- ☐ Facility operational information⁺
- ☐ Worker hotlines and grievance procedures⁺
- ☐ Training is provided to foreign workers before they leave their sending (home) country⁺
- ☐ None of the above⁺
- ☐ Other. Please describe⁺

⁺

For No Response Questions, the answer will leave as empty.

4. Improvement Recommendation



Recommendations

Goals

Activities

Recommendation	
Please click the checkbox(es) to select the recommendation(s) which you plan to implement and then click the Generate Action Plan button at the end of this page to generate the action plan document:	
G1	Improvement of the recruitment and hiring process
G2	Prevention of child labor
G4	Enhancement of the Induction programme for all new workers
G5	Enhancement of the wage policy
G6	Provision of better benefits to workers
G7	Set up or improve working hours policies and procedures that comply with national laws or benchmark industry standards or customers' code of conducts
G8	Enhancement of the production / capacity planning and monitoring
G9	Protection and recognition of the rights to freedom of association and collective bargaining
G10	Effective management of worker complaints and grievances
G11	Improvement of the communication of social and labor policies
G12	Prevention of harassment and abuse
<input type="checkbox"/>	Provide specific training to managers and supervisors on implementing anti-harassment, anti-abuse policies and identifying unacceptable behaviors, procedures to handle complaints, etc.
<input type="checkbox"/>	Provide refreshment training on anti-harassment to all workers regularly to ensure they are aware of the list of unacceptable behaviors and the procedures on how to respond cases.
G13	Provision of skill development / promotion
G14	Provision of special caring to workers
G15	Prevention of discrimination
G16	Improvement of fire safety practices
G17	Improvement of medical services
G18	Maintain clean and hygiene environment
G19	Prevention of physical hazards
G20	Prevention of chemical hazards
G21	Reduction of the structural risk
G22	Improvement of the termination and retrenchment procedures
G23	Improvement of the supply chain's sustainability performance
G24	Enhancement of the sharing and partnership with external parties
G25	Enhancement of the involvement in the local community
G26	Active sharing of the Facility social / labor performance with the public

Generate Action Plan (docx)

The Tool will generate a list of recommendations based on the results of the Self-assessment.

5. Action Plan

Recommendations



Internal Discussion

User Selection

Responsible Parties

Completion Date



**Sustainability
Action Plan**

Action Plan Report

Facility Modules - Environment: Apparel/Footwear

Question code	Description	Recommendations / Best Practices	Supporting Document(s)	Verification Preparation	Designated Person / Department	Completion Date
FAC-6.1.2	How much solid waste is generated at your site each year?	(i) Refer to "Annual waste disposal/recycling record", find out the total amount of solid waste generated at the site and the corresponding unit of measure.	(i) Annual waste disposal/recycling record			
FAC-6.2.1	Do you set, and review at least annually, ("improvement targets to reduce the quantity of waste generated for your site?	1. Construct a "Waste management plan" with formal reduction target(s) and baseline for significant waste streams. The report should be kept properly for future review and involve the following components: (i) Target name and target type (absolute or normalized) (ii) Base year and target year (iii) Percentage(%)	(i) Waste reduction target and strategies; or (ii) Waste management plan	Management should: - Provide resources to review waste reduction and recycling targets annually - Engage with suppliers to identify waste avoidance/recycling/reuse opportunities		

Social/Labor Module

Facility Modules - Social/Labor: Apparel/Footwear (Beta)

Goal 1: Prevention of child labor				
Action(s):	Responsible parties:	Resources:	Estimated Completion Date:	Remarks:
Provide regular training to the personnel who are involved in the hiring process (e.g. managers, supervisors, human resources department, etc.). The training should cover topics on interviewing skills, relevant legal requirements, principles of non-discrimination, equal opportunities and human rights.				
Provide adequate training to all supervisors to ensure all of them understand and compile with all applicable legal employment regulations, international industry benchmark practices and customer requirements.				
Provide assistance to illiterate workers to safeguard their rights. For example, the Facility may arrange staff to explain the full content of their contract and the illiterate workers fully understand their rights before signing the contracts.				
Avoid to recruit workers with short-term contract				

Re-assessment for next year

4

2

Search Result

Open

Report

Action Plan

Copy

Delete

3

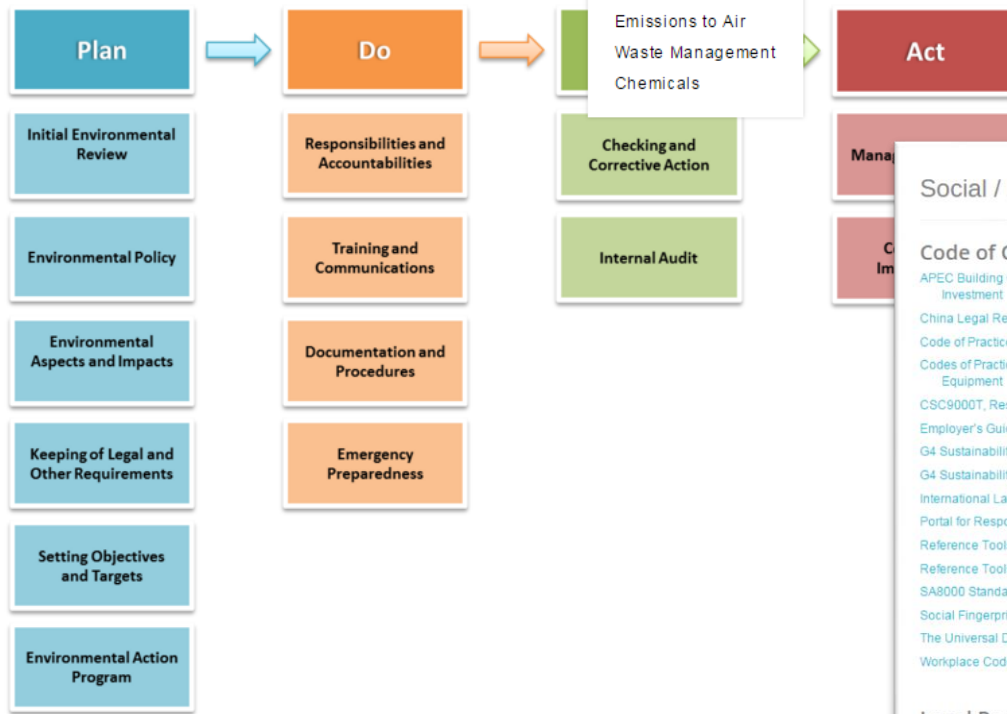
1

	Module	Assessment Date From	Assessment Date To	Description	Status	Scored	Last Modify Date
<input type="radio"/>	Facility Modules - Social/Labor: Apparel/Footwear (Beta)	2015-10-01	2015-10-31	action social	Completed	15.0	2015-10-27
<input type="radio"/>	Facility Modules - Environment: Apparel/Footwear	2015-10-01	2016-09-30	testing	In Progress	30.0	2015-10-27
<input type="radio"/>	Facility Modules - Environment: Apparel/Footwear	2015-10-26	2015-10-26	test 2	In Progress	15.0	2015-10-27
<input type="radio"/>	Facility Modules - Environment: Apparel/Footwear	2015-01-01	2015-12-31	Jianli - matched score	Completed	437.5	2015-10-26
<input type="radio"/>	Facility Modules - Environment: Apparel/Footwear	2015-07-30	2015-08-26	My first environmental Higg Index trial 7	Completed	462.5	2015-10-26
<input type="radio"/>	Facility Modules - Environment: Apparel/Footwear	2015-10-01	2015-10-27	empty	In Progress	20.0	2015-10-24
<input type="radio"/>	Facility Modules - Social/Labor: Apparel/Footwear (Beta)	2015-10-01	2015-10-31	action social	Completed	15.0	2015-10-23
<input type="radio"/>	Facility Modules - Social/Labor: Apparel/Footwear (Beta)	2015-08-17	2015-08-10	my first social/labor Higg Index practice 2	Completed	210.0	2015-10-23
<input type="radio"/>	Facility Modules - Environment: Apparel/Footwear	2015-10-01	2015-10-29	test 3	In Progress	17.5	2015-10-08
<input type="radio"/>	Facility Modules - Social/Labor: Apparel/Footwear (Beta)	2015-09-01	2015-09-30	social new	In Progress	45.0	2015-10-06

1. Select the form
2. Select "Copy"
3. The entire new form is created (Note: including the support documents).
4. Open it and edit the information

Additional Resources

EMS



Environmental Management System
Social / Labor

EMS
Energy & GHG
Water Use
Wastewater
Emissions to Air
Waste Management
Chemicals

Social / Labor

Code of Conduct / Guidelines

APEC Building Codes, Regulations, and Standards, APEC Sub-committee on Standards and Conformance, APEC Committee on Trade and Investment

China Legal Requirements by BSCI Code Provision, Business Social Compliance Initiative (BSCI)

Code of Practice for Fire Safety in Buildings 2011, Building Department, the Government of the HKSAR

Codes of Practice for Minimum Fire Service Installations and Equipment and Inspection, Testing and Maintenance of Installations and Equipment

CSC9000T, Responsible Supply Chain Association

Employer's Guide to Establishing Breastfeeding Friendly Workplace, Department of Health, the Government of HKSAR

G4 Sustainability Reporting Guidelines, Global Reporting Initiative (GRI) - Standard Disclosure

G4 Sustainability Reporting Guidelines, Global Reporting Initiative (GRI) - Implementation Manual

International Labour Organization

Portal for Responsible Supply Chain Management, The European Alliance for CSR

Reference Tools on Management Systems, Global Social Compliance Programme (GSCP) - For Buying companies

Reference Tools on Management Systems, Global Social Compliance Programme (GSCP) - For Suppliers

SA8000 Standard and Documents, Social Accountability International (SAI)

Social Fingerprint, Social Accountability International (SAI)

The Universal Declaration of Human Rights, The United Nations

Workplace Code of Conduct, Fair Labor Association (FLA)

Legal Requirements

Discrimination Legislation, Equal Opportunities Commission

Fire Safety (Buildings) Ordinance Cap 572, the Government of the HKSAR

Hong Kong Labour Legislation - Labour Department, the Government of the HKSAR

Disclaimer

Sustainable Fashion Business Consortium (SFBC) provides the Higg Index Advisory Tool (Tool) as a free service to facilitate users to understand and respond to the Higg Index assessment. It is NOT the Higg Index Web Tool developed by Sustainable Apparel Coalition (SAC) and it is for e-learning only. The Tool is currently only intended for facilities based in Hong Kong and mainland China. If you want to complete the SAC Higg Index 2.0 and share with your stakeholder, please visit:
<http://apparelcoalition.org/the-higg-index/>

By viewing and utilizing this Tool, you acknowledge that you have read, agreed to, and understood this Disclaimer.

Recommendations contained in this Tool are provided only as reference. Users are responsible for assessing the relevance and accuracy of the content in this Tool. SFBC will not be liable for any loss, damage, cost or expense incurred or arising by reason of any person using or relying on information in this Tool.

The Tool includes links to external sites which are not maintained by SFBC. SFBC is not responsible for the content of these external sites. The use of external links does not necessarily imply approval of the external sites, nor the content thereof. SFBC disclaim any and all liability for any claims or damages that may result from the use of these external sites. SFBC does not accept responsibility for the timeliness of the information/software when accessed.

You are responsible for maintaining the confidentiality of your account and password and for restricting access to your computer, and you agree to accept responsibility for all activities that occur under your account or password. SFBC has the right to refuse service, terminate accounts, remove or edit content, in its sole discretion.

The copyrights of this Tool are owned by SFBC.

Helpdesk

Clothing Industry Training Authority

Ms Kit Li



Telephone: (852) 2263 6342

Fax: (852) 2795 0452

Address: 63, Tai Yip Street, Kowloon Bay, Kowloon, Hong Kong

Email: kit.li@cita.org.hk

Hong Kong Productivity Council

Mr Perry Chan



Telephone: (852) 2788 5785

Fax: (852) 2776 1617

Address: HKPC Building, 78 Tat Chee Avenue,
Kowloon, Hong Kong

Email: perrychan@hkpc.org