

Engineers without Borders (Hong Kong) Limited Handbook

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Date: 17 December, 2017 Version: 1.0

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1. INTRODUCTION

1.1 ORGANIZATION

Engineers Without Borders (Hong Kong) Limited (hereinafter referred to as “EWB-HK”) found in 2008 as a society registered in Hong Kong, and converted to a limited company under the company ordinance of Hong Kong on 12th August 2015, is an independent and charitable humanitarian organization dedicated to the provision of professional assistance by engineers and professionals, as well as other personnel of technical competence, in humanitarian work. The organization is an approved charitable institution under S.88 of the Island Revenue Ordinance.

1.2 VISION:

We envision a world of disadvantaged communities empowered by engineering solutions to achieve sustainable development.

1.3 MISSIONS:

- a) To accelerate the betterment in life of disadvantaged communities and to promote sustainable development through the empowerment of engineering means;
- b) To enhance the capacity of the professionals in Hong Kong and their generations to come to contribute to the communities in need.

1.4 OBJECTIVES:

- a) To pursue ways in bettering the life of disadvantaged communities by empowering them with engineering solutions;
- b) To work partnership with developing communities both within and outside Hong Kong, assisting them to gain access to the knowledge, resources and appropriate technologies they need to improve their livelihood from poverty and after disaster;
- c) To pursue promotion of sustainable development in daily living in any communities through the empowerment of engineering means;
- d) To provide engineering and technical support to charitable organizations with similar missions;
- e) In the furtherance of the objects of the Organization but not otherwise, to build the capacity and increase the level of preparedness of the Hong Kong engineering and environment professionals in the generations to come;
- f) In the furtherance of the objects of the Organization but not otherwise, to set up and maintain a Register of Humanitarian Engineers and Professionals in Hong Kong.

1.5 PURPOSE OF THIS HANDBOOK

EWB-HK is an organization of liked-mind people who share a common vision, and embark on a common mission. This group of people has decided to put aside their political differences, religious believes and personal financial interests to come together to pursue the common vision

While the organization respects the individual's rights and freedom on political, religious expression and personal endeavour, those who decided to be associated with EWB-HK voluntarily agree to certain restrains on their behaviours while taking part in EWB-HK activities or making decisions on behalf of EWB-HK. This is to ensure all of the associated personnel can focus their energy on the mission and efficiency and effectiveness would not be compromised.

This document attempts to lay out in specific behaviours to be agreed by all those who volunteer to take part to work in EWB-HK's missions or take part in its activities.

1.6 MEMBERS

- a) Membership of the Organization shall be open to any person who is interested in promoting and expediting the objectives of this Organization.
- b) All such persons who:-
 - i) have been elected or admitted to be Members by the Board of Directors in accordance with the Articles of Association;
 - ii) by writing under their respective hands in such form as shall from time to time be approved by the Board of Directors, have applied to be admitted to membership and agreed to be bound by the Articles of Association; and
 - iii) have paid the prescribed fees (if any); and
 - iv) have age 18 or above (include 18) when the membership application form is submitted to the Board of Directors
 shall become a Member.
- c) Any person who is eligible for Ordinary Membership may apply to the Board of Directors for admission to membership. Such application shall be made in writing, signed by the applicant, and shall be in such form as the Board of Directors shall from time to time prescribe. The prevailing form is included in Appendix I. The Board of Directors shall consider each application and the Board of Directors may reject or approve the same.
- d) The Board of Directors may from time to time determine the terms and conditions on which any further or other person shall be admitted to membership of the Organization.

- e) All Members shall be entitled to the following rights and privileges:-
 - i) to elect and be elected to the Board of Directors;
 - ii) to attend, participate in and vote at General Meetings;
 - iii) to participate in all activities and functions organized by the organization;
 - iv) to be nominated as Committee Head or other office bearing positions in the Committees;
 - v) to be nominated as Person in Charge, or Head of Mission of EWB-HK activities, events or overseas expeditions;
- f) All Members shall fulfil the following obligations: -
 - i) abide by the Articles of Association and resolutions of the Organization;
 - ii) pay Membership Fees, Annual Subscriptions and other fees or monies payable to the Organization.
- g) Membership of the Organization shall be terminated: -
 - i) on receipt by the Secretary of an one month's written notice, or
 - ii) in default in the payment of Membership Fee or Annual Subscription or other fees or monies payable to the Organization pursuant to this Articles for more than six months,
 - iii) by giving 7 days' notice to the organization in writing.
- h) The Board of Directors may issue warning to or at an Extraordinary General Meeting specially convened suspend or expel a Member who
 - i) is convicted by any competent Court on any criminal charge; or
 - ii) infringes the Articles or resolutions of the Organization; or
 - iii) commits corruptive acts by using the name of the Organization and thereby impairing its fair reputation.
- i) No Member shall be entitled to transfer his Membership or his rights in the Organization, but the rights of any individual Member shall cease upon his death or termination of his Membership in accordance with the Articles of Association.
- j) Every Member shall from time to time notify the Secretary a place of business or residence in Hong Kong to be registered as his place of address and the place so registered from time to time, shall for the purposes of all ordinances and these Articles be deemed his registered place of address.

Members are volunteers who are interested in the initiation of projects, organizing events, activities and the running of the organization. Thus office bearers of committees, person-in-charge of events and activities and head of missions in international projects must be filled by EWB-HK Members. Orientation programs would be provided to Volunteers who wish to become EWB-HK Members so that they can represent EWB-HK.

1.7 MEMBERSHIP FEE AND ANNUAL SUBSCRIPTIONS

- a) The Board of Directors may from time to time determine the amount of the Membership Fee to be paid upon admission to membership and the amount of Annual Subscription.

The intention is for EWB-HK Membership to be self-funded. This means Annual Membership Fee collected and donation from members should be sufficient to cover the administration costs of maintaining EWB-HK membership. These costs include meeting room costs; maintenance of website; telephone/fax line; stationery; promotion items like banners; various membership and company registration costs.

External funding and donation from the public would only be used to cover the objects of the organization and fund raising activities. Unless the donor specify, external fund would not be used to subsidize membership related activities.

In line with the spirit of the Articles of Association, the Board of Directors decided to withdraw the Life Member option. Those who are Life Members on the Membership List on 31st October 2017 would continue to be so as long as they agree to abide to the same Code of Conducts as other Ordinary Members.

2. CODE OF CONDUCT

2.1 TO WHOM DOES THIS CODE OF CONDUCT APPLIES

Everyone regardless of rank or level, board director, ordinary member, volunteer, part-time or full-time staff is expected to comply with this Code while working for EWB-HK. Where specific policies apply only to specific group, say board directors, staff etc, it would be explicitly mentioned in the document. Otherwise this code of conduct is expected of all who work for EWB-HK, generally refers to as EWB-HK Personnel.

This code is written with the whole EWB Movement in mind. It also incorporates recommendations from local NGO federations. The intention is for all persons who agree to abide the spirit and intent of this Code to also take part in activities jointly organized by EWB-HK and its partners.

2.2 WHY CODE OF CONDUCT MATTER

As part of the EWB Movement, EWB-HK embraces the highest global ideals. These include the UN Millennium Development Goals, UN Universal Declaration of Human Rights, and the Earth Charter. As EWB-HK builds up partnership with other NGOs both in Hong Kong and overseas, the long-term success of the organization and its missions depends on maintaining the respect and confidence of governments, local authorities, NGOs, donors and the public we serve in all the locations EWB-HK operates. It is fundamental that all of us discharge our duties with independence, honesty, impartiality, and incorruptibility. EWB-HK is judged by the collective behavior of all of us. Thus one becomes obliged to this code when one sign up for any work of EWB-HK.

2.3 THE HUMANITARIAN IMPERATIVE COMES FIRST

- a) The right to receive humanitarian assistance, and to offer it, is a fundamental humanitarian principle which should be enjoyed by all citizens of all countries. As members of the international community, we recognise our obligation to provide humanitarian assistance wherever it is needed. Hence the need for unimpeded access to affected populations is of fundamental importance in exercising that responsibility. The prime motivation of our response to disaster is to alleviate human suffering amongst those least able to withstand the stress caused by disaster. When we give humanitarian aid it is not a partisan or political act and should not be viewed as such.

As EWB-HK Personnel we will ensure we undertake our duties in the interests of EWB-HK. We will uphold and promote the highest standards of ethical and professional conduct as well as values, such as commitment, engagement and solidarity. We shall also uphold the highest standards of

efficiency, competence and integrity. The concept of integrity includes, but is not limited to, probity, impartiality, fairness, honesty and truthfulness in all matters affecting our work and status.

We shall not use our function for EWB-HK or knowledge obtained therefrom for private benefit of ourselves or others, or to the detriment of others

- b) EWB-HK board directors, members and volunteers will be guided by the motivation to devote our knowledge and abilities without regard to financial remuneration or other financial interest.

2.4 AID IS GIVEN REGARDLESS OF THE RACE, CREED OR NATIONALITY OF THE RECIPIENTS AND WITHOUT ADVERSE DISTINCTION OF ANY KIND. AID PRIORITIES ARE CALCULATED ON THE BASIS OF NEED ALONE

- a) Wherever possible, we will base the provision of relief aid upon a thorough assessment of the needs of the disaster victims and the local capacities already in place to meet those needs. Within the entirety of our programmes, we will reflect considerations of proportionality. Human suffering must be alleviated whenever it is found; life is as precious in one part of a country as another. Thus, our provision of aid will reflect the degree of suffering it seeks to alleviate. In implementing this approach, we recognise the crucial role played by women in disaster-prone communities and will ensure that this role is supported, not diminished, by our aid programmes. The implementation of such a universal, impartial and independent policy, can only be effective if we and our partners have access to the necessary resources to provide for such equitable relief, and have equal access to all disaster victims.
- b) EWB-HK Personnel shall uphold, respect and be loyal to the principles set out in the UN Millennium Development Goals, UN Universal Declaration of Human Rights, and the Earth Charter, in the dignity and worth of the human person and the equal rights of men and women. Consequently, EWB-HK Personnel will show respect for all person equally and shall not discriminate against any individual or group of individuals.
- c) EWB-HK Personnel must report any breach of the Code of Conduct to the Person-in-Charge (PIC) appointed by the EWB-HK Board of Directors, or the partner hosting NGO to take appropriate action. In particular EWB-HK Personnel must report any form of discrimination, retaliation or harassment, including sexual or gender harassment, and any form of sexual exploitation and abuse. We are obliged to cooperate with any duly authorized audits and investigations.
- d) EWB-HK Personnel understand we must comply with local laws and honor our private legal obligations. In case functional privileges and immunities

are granted to EWB-HK Personnel directly or through participation in an event of government or public institution, these privileges and immunities are granted in connection with the work of EWB-HK and not for the personal benefit of the individuals and therefore no excuse for EWB-HK Personnel to fail to comply with local laws and our private obligations.

2.5 AID WILL NOT BE USED TO FURTHER A PARTICULAR POLITICAL OR RELIGIOUS STANDPOINT

- a) Humanitarian aid will be given according to the need of individuals, families and communities. EWB-HK affirms that assistance will not be dependent on the adherence of the recipients to those opinions. We will not tie the promise, delivery or distribution of assistance to the embracing or acceptance of a particular political or religious creed.
- b) EWB-HK shall endeavour not to act as instruments of government foreign policy. EWB-HK formulates our own policies and implementation strategies and do not seek to implement the policy of any government, except in so far as it coincides with its own independent policy. We will never knowingly – or through negligence – allow ourselves, our volunteers or our employees, to be used to gather information of a political, military or economically sensitive nature for governments or other bodies that may serve purposes other than those which are strictly humanitarian, nor will we act as instruments of foreign policy of donor governments. We will use the assistance we receive to respond to needs and this assistance should not be driven by the need to dispose of donor commodity surpluses, nor by the political interest of any particular donor. We value and promote the voluntary giving of labor and finances by concerned individuals to support our work and recognize the independence of action promoted by such voluntary motivation. In order to protect our independence we will seek to avoid dependence upon a single funding source.
- c) EWB-HK Personnel shall declare our source of funding if we receive subsidies from a third party to participate in the activities of the organization.
- d) EWB-HK Personnel shall not use our positions, material or resource in EWB-HK to run for public office, promote a particular political party or religion.

2.6 WE SHALL RESPECT CULTURE AND CUSTOM

EWB-HK Personnel will endeavor to respect the culture, structures and customs of the communities and countries in which we are working.

- a) We will respect the local dietary practices and make every effort to deal with

any differences.

- b) We will respect the local norm on dress code and avoid to be seen as too sexy or inappropriate.

2.7 EWB-HK SHALL ATTEMPT TO BUILD HUMANITARIAN RESPONSE ON LOCAL CAPACITIES

All people and communities – even in disaster – possess capacities as well as vulnerabilities. Where possible, we will strengthen these capacities by employing local staff, purchasing local materials and trading with local companies. Where possible, we will work through local partners in planning and implementation, and cooperate with local government structures where appropriate. We will place a high priority on the proper co-ordination of our emergency responses. This is best done within the countries concerned by those most directly involved in the relief operations.

2.8 WAYS SHALL BE FOUND TO INVOLVE PROGRAM BENEFICIARIES IN THE MANAGEMENT AND COMMUNICATION OF RELIEF AID

Humanitarian response assistance should never be imposed upon the beneficiaries. Effective relief and lasting rehabilitation can best be achieved where the intended beneficiaries are involved in the design, management and implementation of the assistance program. We will strive to achieve full community participation in our relief and rehabilitation programs.

2.9 RELIEF AID MUST BE SUSTAINABLE, MUST STRIVE TO REDUCE FUTURE VULNERABILITIES TO DISASTER AS WELL AS MEETING BASIC NEEDS

All relief actions affect the prospects for long-term development, either in a positive or a negative fashion. Recognizing this, EWB-HK will strive to implement relief programs which actively reduce the beneficiaries' vulnerability to future disasters and help create sustainable lifestyles. We will pay particular attention to environmental concerns in the design and management of relief programs. We will also endeavor to minimize the negative impact of humanitarian assistance, seeking to avoid long-term beneficiary dependence upon external aid.

2.10 WE HOLD OURSELVES ACCOUNTABLE TO BOTH THOSE WE SEEK TO ASSIST AND THOSE FROM WHOM WE ACCEPT RESOURCES

- a) EWB-HK may sometimes act as an institutional link in the partnership between those who wish to assist and those who need assistance during disasters. We therefore hold ourselves accountable to both constituencies. All our dealings with donors and beneficiaries shall reflect an attitude of

openness and transparency. We recognize the need to report on our activities, both from a financial perspective and the perspective of effectiveness. We recognize the obligation to ensure appropriate monitoring of aid distributions and to carry out regular assessments of the impact of disaster assistance.

We will also seek to report, in an open fashion, upon the impact of our work, and the factors limiting or enhancing that impact. Our programs will be based upon high standards of professionalism and expertise in order to minimize the wasting of valuable resources.

- b) We meet our legal and compliance obligations.
- c) We acknowledge that unauthorized possession or use of narcotic or hallucinogenic drugs is illegal in all countries and that possession or use of illegal drugs may result in immediate termination of my volunteer deployment.

EWB-HK Personnel who travels with large amount of prescribed drug/medicine(s) are required to report to the PIC well before they leave Hong Kong. This is because we have to forestall the situation that local customs officials may suspect drug trafficking on our part. The person concerned may have to bring along letters from appropriate discipline(s) of medical doctors(s), and in cases where required, may have to source the required drug(s)/medicine(s) locally so as to cut down the amount he/she has to carry in the trip.

- d) We undertake to build up responsible and independent governance mechanisms and appropriate human resource capacity and capability to deliver our work.

2.11 IN OUR INFORMATION, PUBLICITY AND ADVERTISING ACTIVITIES, WE SHALL RECOGNIZE DISASTER VICTIMS AS DIGNIFIED HUMANS, NOT HOPELESS OBJECTS

Respect for the disaster victim as an equal partner in action should never be lost. In EWB-HK public information we shall portray an objective image of the humanitarian situation where the capacities and aspirations of victims are highlighted, and not just their vulnerabilities and fears. While we will cooperate with the media in order to enhance public response, we will not allow external or internal demands for publicity to take precedence over the principle of maximizing overall relief assistance. We will avoid competing with other disaster response agencies for media coverage in situations where such coverage may be to the detriment of the service provided to the beneficiaries or to the security of our staff or the beneficiaries.

2.12 INFORMATION MANAGEMENT AND INTELLECTUAL PROPERTY

- a) The work produced in the capacity as a EWB-HK Personnel is the property of the Organization. EWB-HK has the right to use all such work in any manner that it deems appropriate. As the intellectual property becomes part of the official EWB-HK record, EWB-HK Personnel should ensure the quality and integrity of all work produced.

Other organizations also protect their intellectual property. We respect their rights. We do not tolerate the unauthorized copying or disclosure of another's intellectual property. EWB-HK Personnel may use other people's information only if their consent has been received or if the information is publicly available without restriction.

Our rules and guidance about information management and intellectual property also extend to the use of electronic media, social networks, and other forms of non-print based communications.

- b) The retention guidelines for the safekeeping and/or disposition of all records and documents are as follow:
 - i) For documents pertaining to the incorporation of EWB-HK, retention is perpetual.
 - ii) For formal agreement with external parties, retention is 7 years after the end of the agreement.
 - iii) For financial records, retention complies with the Company Ordinance of Hong Kong.
- c) EWB-HK Personnel shall not place excerpts from EWB-HK documents on their personal websites, blogs or other social media for public access.
- d) EWB-HK letterhead and @ewb.hk email addresses should only be used to conduct official correspondence in connection with EWB HK.
- e) EWB-HK Personnel acknowledge and accept that the organization is in possession of some of their personal information which are gathered for project and/or other agreed purposes such as traveling or insurance and access is limited the responsible EWB-HK Personnel. EWB-HK will hold the personal information in a safe and secure location. EWB-HK Personnel shall use the personal information for the intended purpose only.

2.13 PROHIBITION OF SEXUAL EXPLOITATION AND SEXUAL ABUSE

- a) In the spirit of respect for all persons, EWB-HK Personnel must not engage in any form of harassment as well as all forms of sexual exploitation and abuse. For the protection of all, the following specific standards are promulgated:
 - i) Sexual exploitation and sexual abuse violate universally recognized international legal norms and standards and are unacceptable behavior,

constitute acts of serious misconduct and are therefore grounds for summary dismissal;

- ii) Sexual activity with children (persons under the age of 18) is prohibited regardless of the age of majority or age of consent locally. Mistaken belief in the age of a child is not a defense;
- iii) Exchange of money, employment, goods or services for sex, including sexual favors or other forms of humiliating, degrading or exploitative behavior, is prohibited. This includes any exchange of assistance that is due to the beneficiaries;
- iv) Sexual relationships between EWB-HK Personnel and beneficiaries of assistance undermine the credibility and integrity of the work of the EWB-HK and are strongly discouraged;
- v) Where a member of EWB-HK Personnel develops concerns or suspicions regarding sexual exploitation or sexual abuse by a fellow worker, whether in the same agency or not and whether or not within the EWB framework, he or she must report such concerns via established reporting mechanisms;
- vi) EWB-HK Personnel are obliged to create and maintain an environment that prevents sexual exploitation and sexual abuse. Managers at all levels have a particular responsibility to support and develop systems that maintain this environment.

The standards set out above are not an exhaustive list. Other types of sexually exploitative or sexually abusive behavior may be grounds for administrative action and/or disciplinary measures, including summary dismissal, pursuant to EWB-HK conditions of deployment.

- b) If, after proper investigation, there are credible allegations of sexual exploitation or sexual abuse, these cases may, upon consultation with EWB-HK Legal Adviser, be referred to local authorities.

2.14 PROHIBITION OF DISCRIMINATION, HARASSMENT, INCLUDING SEXUAL HARASSMENT, AND ABUSE OF AUTHORITY

a) Definitions

- i) Discrimination is any unfair treatment or arbitrary distinction based on a person's race, sex, religion, nationality, ethnic origin, sexual orientation, disability, age, language, social origin or other status. Discrimination may be an isolated event affecting one person or a group of persons similarly situated, or may manifest itself through harassment or abuse of authority.
- ii) Harassment is any improper and unwelcome conduct that might reasonably be expected or be perceived to cause offence or humiliation to another person. Harassment may take the form of words, gestures or actions which tend to annoy, alarm, abuse, demean, intimidate, belittle, humiliate or embarrass another or which create an intimidating, hostile or

offensive work environment. Harassment normally implies a series of incidents. Disagreement on work performance or on other work-related issues is normally not considered harassment and is not dealt with under the provisions of this policy but in the context of performance management.

- iii) Sexual harassment is any unwelcome sexual advance, request for sexual favour, verbal or physical conduct or gesture of a sexual nature, or any other behaviour of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation to another, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment. While typically involving a pattern of behaviour, it can take the form of a single incident. Sexual harassment may occur between persons of the opposite or same sex. Both males and females can be either the victims or the offenders.
 - iv) Abuse of authority is the improper use of a position of influence, power or authority against another person. This is particularly serious when a person uses his or her influence, power or authority to improperly influence the career or employment conditions of another, including, but not limited to, appointment, assignment, contract renewal, performance evaluation or promotion. Abuse of authority may also include conduct that creates a hostile or offensive work environment which includes, but is not limited to, the use of intimidation, threats, blackmail or coercion. Abuse of authority is particularly serious when accompanied by discrimination or harassment, including sexual harassment.
 - v) For the purposes of the present text, discrimination, harassment, including sexual harassment, and abuse of authority shall collectively be referred to as “prohibited conduct”.
- b) General Principles
 - i) Every member of the EWB-HK Personnel has the right to be treated with dignity and respect and to work in an environment free from prohibited conduct as described above.
 - ii) In their interactions with others, EWB-HK Personnel are expected to act with tolerance, sensitivity and respect for differences. Any form of prohibited conduct in the workplace or in connection with work is a violation of these principles and may lead to disciplinary action, whether the prohibited conduct takes place in the workplace, in the course of official travel or an official mission, or in other settings in which it may have an impact on the workplace.
- c) Duties of EWB-HK Personnel
 - i) All EWB-HK Personnel are obliged to ensure that they do not engage in or condone behaviour which would constitute prohibited conduct with respect to their peers, supervisors, supervisees and other persons

- performing duties for EWB-HK.
- ii) EWB-HK Personnel are responsible for familiarizing themselves with the hosting NGO's policy on prohibited conduct and with the various options and internal channels available for addressing such conduct.

Appendix I MEMBERSHIP APPLICATION FORM



Engineers Without Borders (Hong Kong)
無國界工程師 (香港)

Web site: www.ewb.hk

Membership Application / Renewal Form 會員申請/續期表		Official use only
		Application received: _____
		Membership no.: _____
Ordinary Member 一般會員	2017-18 Concessionary Membership Fee 會員年費: HK\$260	Aged 18 or above 年滿18歲或以上

EWB-HK Membership fee is charged on annual basis. Annual fees are payable to the EWB-HK from 1 April and are valid until 31 March of the following year.
無國界工程師會費按年度計算，由每年的四月一日起按至翌年的三月三十一日為止。

MEMBERSHIP APPLICATION PROCEDURE 會員申請手續

Please fill in the application form together with membership fee (posting cheque or bank payment receipt), and then send back to our office via post. You will be notified with the acceptance of application through our application procedure. Successful applicants would also automatically be registered as a volunteer.
請填妥申請表格及會費(支票或電匯銀行入票)以寄往香港工程師無國界(香港)。本會將快遞手續，待會費正式生效後，閣下將收到本會確認通知，成功申請者自動成為本會義工。
By Post: "Engineers Without Borders (Hong Kong)", Unit B 13/F Pui Commercial Building, 17-19 Pui Avenue Tsim Sha Tsui, Kowloon Hong Kong
郵寄：香港九龍尖沙咀彌敦道17-19號寶德大廈13樓B室「無國界工程師(香港)」收。

* Required / 必須填寫

A. MEMBERSHIP APPLICANT'S INFORMATION 會員申請人資料			
<input type="checkbox"/> Application 新申請 Salutation 稱謂: <input type="checkbox"/> Mr. 先生 <input type="checkbox"/> Mrs. 夫人 <input type="checkbox"/> Ms. 小姐 <input type="checkbox"/> Dr. 博士 <input type="checkbox"/> Prof. 教授 <input type="checkbox"/> N/A		<input type="checkbox"/> Renewal 續期 * Surname 姓: _____ * Given Name 名: _____ * Gender 性別: <input type="checkbox"/> Female 女 / <input type="checkbox"/> Male 男 * Date of Birth 出生日期: _____ mm/yyyy eg 05/2008 * HKID / Passport No. 香港身份證號碼/護照號碼: _____ First 4 digits is A123 for A12345678	
Tel No. 電話號碼: _____ Contact Tel. 聯絡電話: _____ * Mobile 手提電話: _____ * E-mail address (1) 電子郵件 (1): _____ * E-mail address (2) 電子郵件 (2): _____ * Mail address 郵寄地址: _____			

B. JOIN AS OUR VOLUNTEER 加入成為我們的義工		
如欲參與以下工作委員會的工作，請以 "Yes" 表示意向 (可選多項) If you are interested in joining our Committee as Volunteer, please tick YES		(Yes 是)
香港項目委員會 Hong Kong Projects Committee		負責策劃及執行本地服務項目
海外項目委員會 Overseas Projects Committee		負責策劃及執行海外服務項目
人道工程培訓委員會 Humanitarian Engineering Training Committee		策劃及執行人道工程、職業能力及社會服務培訓工作
青年及學生事務委員會 (青聯社) Young Members Group (Including Student Chapters)		負責策劃青年及學生參與本會工作及服務項目
宣傳及公關關係委員會 Communication and Public Affairs Committee		負責宣傳、通訊、推廣活動、網站及社交媒體管理等工作
會員事務委員會 Membership Management Committee		負責管理會員及義工招募和管理以及項目人力資源配對
其他義務工作 Other Volunteering Tasks		協助活動各項活動如：文書記錄、編輯、與商攝影、司儀、義工招募等工作

C. DONATION 捐款		
I would like to support Engineers Without Borders (Hong Kong)'s works by making: 本人願意捐助無國界工程師的工作，並作：	Single donation 一次過捐款	Donation Amount 捐款額: (Please select 請選擇)
Payment methods 支付方式: 1. Crossed Cheque / Send a Crossed Cheque Payable to "Engineers Without Borders (Hong Kong) Limited", Unit B 13/F Pui Commercial Building, 17-19 Pui Avenue Tsim Sha Tsui, Kowloon Hong Kong 郵寄支票：支票抬頭填寫「無國界工程師(香港)有限公司」，請將劃線支票連同表格一併寄回 香港九龍尖沙咀彌敦道17-19號寶德大廈13樓B室「無國界工程師(香港)」收。 2. Bank Transfer / Please make a direct deposit into the following HSBC account: 652-516097-638; To get a donation receipt, please email a digital copy of the receipt together with this form to info@ewb.hk . 銀行入賬：請將款項匯入銀行帳戶：匯豐銀行 652-516097-638 請將收據掃描及本表格電郵至 info@ewb.hk 。		<input type="checkbox"/> HK\$ 2,500 <input type="checkbox"/> HK\$ 1,000 <input type="checkbox"/> HK\$ 500 <input type="checkbox"/> HK\$ 200 <input type="checkbox"/> Any amount will help, please specify 任何數額均可，請註明：(請寫)
Cheque No. 支票號碼: _____		

本會為香港稅務局註冊的慈善機構 We are an approved charitable institution under S.88 of the Inland Revenue Ordinance

I hereby confirmed that I have read and agreed to the terms and conditions of joining as a member set out in the Engineers without Borders (Hong Kong) Limited Handbook .	_____ Date: _____ Signature
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About our privacy policy, please refer to Engineers Without Borders (Hong Kong) web site www.ewb.hk 有關我們的私隱政策，請參閱無國界工程師網站 www.ewb.hk

Appendix II VOLUNTEER FORM



Engineers Without Borders (Hong Kong)
無國界工程師

Web site: www.ewb.hk

JOIN AS OUR VOLUNTEER 加入成為我們的義工

Official use only

Application received:

Membership no.:

APPLICATION PROCEDURE 申請手續

Please complete this form and return to Engineers Without Borders (Hong Kong) by one of the following methods:

請填妥本表格並寄回下列任何一處為「無國界工程師」收

(1) By Email 電郵: info@ewb.hk (2) Fax 傳真: (852) 30202067

(3) By Post: "Engineers Without Borders", Unit 10A, Times Media Centre, 133 Wan Chai Road, Wan Chai, Hong Kong

郵寄: 香港 灣仔道133號 時代廣場中心10樓A室「無國界工程師」收

We will acknowledge your application and confirm the acceptance via e-mail soon. 我們將會快遞確認及以電郵通知 閣下的申請。

A. APPLICANT'S INFORMATION 會員申請個人資料

Salutation 稱謂:	<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Dr. <input type="checkbox"/> Prof. <input type="checkbox"/> X.	Surname 姓:	Given Name 名:	中文姓名
	Gender 性別:	<input type="checkbox"/> Female 女 <input type="checkbox"/> Male 男	Date of Birth 出生日期:	mm/yyyy eg 05/2008
Tel No. 電話號碼:	Mobile 手提電話:	Contact Tel. 聯絡電話:	E-mail address (1) 電子郵件 (1):	E-mail address (2) 電子郵件 (2):
		Mail address: 郵寄地址:		

B. JOIN AS OUR VOLUNTEER 加入成為我們的義工

如欲參與以下工作委員會的工作，請以 "Yes" 表示意向 (可選多項)

If you are interested in joining our Committee as Volunteer, please tick YES

	(Yes 是)	工作範疇
香港項目委員會 Hong Kong Projects Committee	<input type="checkbox"/>	負責策劃及執行本地服務項目
海外項目委員會 Overseas Projects Committee	<input type="checkbox"/>	負責策劃及執行海外服務項目
人道工程培訓委員會 Humanitarian Engineering Training Committee	<input type="checkbox"/>	策劃及執行人道工程、職安健及社會服務培訓工作
青年及學生事務委員會 (青聯社) Young Members Group (Including Student Chapters)	<input type="checkbox"/>	負責策劃青年及學生參與本會工作及服務項目
宣傳及公關關係委員會 Communication and Public Affairs Committee	<input type="checkbox"/>	負責宣傳、通訊、推廣活動、網站及社交媒體管理工作
會員事務委員會 Membership Management Committee	<input type="checkbox"/>	負責管理會員及義工招募及管理以及項目人力資源配對
其他義務工作 Other Volunteering Tasks	<input type="checkbox"/>	幫助推動各種活動如：文書紀錄、編輯、英語攝影、司機、義工組導等

C. DONATION 捐款

I would like to support Engineers Without Borders (Hong Kong)'s work by making:
本人願意支持無國界工程師的工作，並作:

Payment methods 支付方式:

1. Crossed Cheque: Send a Crossed Cheque Payable to "Engineers Without Borders (Hong Kong) Limited", Unit 5 13/F Post Commercial Building, 17-19 Post Avenue Tsim Sha Tsui, Kowloon Hong Kong
郵寄支票: 支票抬頭請寫「無國界工程師 (香港) 有限公司」，請將支票交與總局收條一併寄回 香港九龍尖沙咀彌敦道17-19號 寶利商業大廈13樓B室「無國界工程師(香港)」收

2. Bank Transfer: Please make a direct deposit into the following HSBC account: 652-616067-036;
To get a donation receipt, please email a digital copy of the receipt together with this form to info@ewb.hk.
銀行入賬: 請將款項直接存入銀行帳戶: 匯豐銀行 652-616067-036 請將收據影印本及本表格電郵至 info@ewb.hk

Single donation
一次過捐款

Donation Amount 捐款額:
(please select 請選擇)

- ☐ HK\$ 2,500
☐ HK\$ 1,000
☐ HK\$ 500
☐ HK\$ 300

☐ Any amount will help, please specify
任何數額均可，請註明:
(HK\$)

本會為香港政府認可的慈善機構 We are an approved charitable institution under 5.08 of the Inland Revenue Ordinance

I hereby confirmed that I have read and agreed to the terms and conditions of joining as a member set out in the Engineers without Borders (Hong Kong) Limited Handbook.

Signature

Date:

About our privacy policy, please refer to Engineers Without Borders (Hong Kong) web site www.ewb.hk 關於我們的私隱政策，請參閱本會網頁 www.ewb.hk

Appendix III VOLUNTEER AWARD SCHEME

Engineers Without Borders (Hong Kong)
無國界工程師(香港)
Volunteer Award Scheme
工嘉許計劃



Volunteer Award is based on the level of service participation in terms of hours of volunteer work to encourage the individual. When accumulated to 50, 100, 200, 300, 500, 1000 service hours, a Certificate of Appreciation would be issued. The Certificate of Appreciation will be presented to the volunteer at the Annual General Meeting. Please complete and submit volunteer hours to (info@ewb.hk) prior to end September every year so that our records can be updated for consideration.

Volunteer service hours calculation commence date: . 1OCT2012

Volunteer service hour calculation guideline

- Preparation/review meetings – actual meeting time.
- Service activities, including preparation work prior to the service, actual service and post service review/venue cleaning and reinstatement (if the activity is local residential or involves mainland or overseas trip, service hours are calculated based on actual time and cap at 12 hours)
- Traveling time is not included.
- The organization reserve the right to interpret how the service hours should be calculated.

義工嘉許制度將以個人參與義務工作之服務時數作獎勵，當服務時累積達50, 100, 200, 300, 500, 1000 小時可獲發嘉許證書。嘉許證書將於每年的周年會員大會頒發。每年義工服務記錄收集日期為 9 月，請有意在該年申請嘉許證書的義工在每年9 月底前把義工服務記錄發送至本會 (info@ewb.hk) 以作審批。

服務時間計算生效日期: 2012 年10 月1 日

服務時間計算準則:

- 籌備/檢討會議 - 實際會議時間。
- 服務活動 - 包括服務前的準備工作, 實際服務及事後檢討/清理場地所需的時間(如涉及本地住宿、內地和海外工作, 每人每日的服務時間以實際服務時間，或最多12 小時計算)。
- 交通時間不應計算在內。
- 本會有服務時數最終計算之決定權。

