

THE CHINESE UNIVERSITY OF HONG KONG

Social Responsibility and Sustainable Development Office

'No Shark's Fin' Policy

1. Mission

The Chinese University of Hong Kong (CUHK) recognizes the need for a policy to conserve the declining shark populations worldwide. Since most of the shark's fin products currently available in the market are unsustainably produced, CUHK is committed to stopping shark's fin consumption. This policy demonstrates CUHK's commitment, as a socially responsible institution, to ensuring our marine ecosystems are properly preserved and measures are in place to use species in a sustainable way so as to protect these natural assets for our future.

2. Policy

- Shark's fins shall not be consumed at all activities that are either organized or paid for by CUHK.
- All official meal expenses shall be claimed together with a declaration (pre-printed on the entertainment expenditure claim form for checking by the claimer) to declare that no shark's fins were served/ consumed in the meal concerned.
- Shark's fins shall not be served by club houses, canteens or restaurants operated by the University and the Colleges.
- Shark's fin consumption shall not be promoted under any circumstances.
- Shark's fins must not be purchased under any circumstances.

3. Commitments

- The Social Responsibility and Sustainable Development Office is responsible for executing this policy and ensuring that necessary procedures are in place to implement this policy, and shall explain this policy to staff responsible for claiming reimbursement for official meals or catering expenses for official events.
- The Finance Office and the Colleges shall respectively ensure that no shark's fins are served by club houses, canteens or restaurants operated by the University and the Colleges.
- The Business Office and Colleges shall encourage canteens and restaurants operated by external caterers not to serve shark's fins within university premises. If appropriate, the Business Office and Colleges are encouraged to make this policy a required item in the catering tenders and contracts they manage when the existing contracts expire, in order to ensure that shark's fins are not served in any restaurant or canteen within the university premises.
- The Finance Office shall ensure compliance when processing reimbursement applications for official meals.
- If a staff member fails to follow this policy, he or she must provide the reason for non-compliance when claiming relevant expense reimbursements. The Finance Office is authorized to allow exemption from the policy on a case-by-case basis such as for specific considerations of business relationship with external parties in

particular social contexts. Such an exemption must be used sparingly and should not be applicable to any meal or function exclusively for CUHK staff.

- The policy shall be documented in the staff handbook to provide CUHK staff an overview of CUHK's commitment in ensuring a better future for our marine environment.
- In addition to conserving shark populations, CUHK also encourages offices and staff members to avoid consuming seafood that is unsustainably produced, as listed in: <http://www.wwf.org.hk/en/whatwedo/footprint/seafood/sci/species/>.

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香港中文大學

社會責任及可持續發展處

停止食用魚翅政策

1. 使命

香港中文大學(中大)認同有需要制定政策，以保育全球日漸減少的鯊魚族群。由於市面上的魚翅製品多以不可持續的方法捕獲鯊魚而生產，中大承諾停止食用魚翅。作為一所對社會有承擔的院校，中大致力保護海洋生態，支持以可持續方式採用海洋資源，確保物種能繼續存活及繁衍。

2. 政策

- 所有由中大舉辦或支付的活動，均不會食用魚翅。
- 所有員工申請退還公務餐飲開支時，必須以書面聲明該次餐宴上並無食用魚翅(聲明已預列在申請表內以供確認)。
- 大學或書院所經營的會所、飯堂及餐廳均不會提供魚翅。
- 在任何情況下，中大均不會鼓吹食用魚翅。
- 在任何情況下，中大均不會購買魚翅。

3. 承諾

- 校園規劃及可持續發展處負責執行本政策，確保有足夠的程序落實政策，並負責向申請退還公務餐飲開支的員工解釋此項政策。
- 財務處及書院應確保其經營的會所、飯堂或餐廳不供應魚翅。
- 商務組及書院應鼓勵校內的飯堂或餐廳承辦商不要供應魚翅。在情況許可下，商務組及書院應在飯堂或餐廳的經營合約期滿時，將本政策加入招標及合約的條文之內，以確保校內的飯堂或餐廳不會再供應魚翅。
- 財務處須確保申請退還公務餐飲開支的申請符合本政策的規定。
- 如有員工未能遵守本政策，應在申請相關的退款時說明原因。財務處獲授權因應參與的外界人士與中大的商務關係及特別社交場合決定是否豁免有關個案，每宗個案需獨立處理。此等豁免必須謹慎使用，且不適用於只為中大員工舉行的內部餐宴及活動。
- 本政策將刊載於員工手冊內，以便向大學同人展示中大維護一個更美好的海洋生態環境的承諾。

- 除保育鯊魚族群外，中大同時鼓勵各辦公室及員工盡量避免食用以不可持續的方法捕獲的海產，詳情請參閱以下網頁。

<http://www.wwf.org.hk/whatwedo/footprint/seafood/sci/species/>

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