

**Legislative Council Panel on Manpower
Meeting on 20 May 2004**

**Agenda item IV:
Labour Department's strategy in promoting good employer-employee
relations**

Background

At the LegCo Panel on Manpower meeting on 20 May 2004, the Administration was requested to provide information on Labour Department (LD)'s work plan on the preparation of special guidebooks on industry-specific good human resources management practices.

Special guidebooks for respective industries

2. The LD has been actively promoting tripartite dialogue and cooperation through nine industry-based tripartite committees in the catering, construction, hotel and tourism, logistics, printing, property management, retail, cement and concrete, and theatre industries. In 2004-05, LD will continue to work closely with the tripartite committees to promote the adoption of good human resources management practices among the respective industries. To this end, it will prepare guidebooks highlighting good human resources management practices and labour laws of special interest to the respective industries.
3. Details of the planned publications and the timetable for their completion are as follows:

Industry	Brief description of publication	Expected time of completion
Printing	<ul style="list-style-type: none"> • Provides a digest of good human resources management practices in the printing industry as well as examples of successful cases in the printing industry. 	August 2004

Industry	Brief description of publication	Expected time of completion
Catering	<ul style="list-style-type: none">• Highlights major provisions of the Employment Ordinance (EO) and good human resource practices.• Contains useful tips for small and medium enterprises in the catering trade in preparing employment contracts.	September 2004
Hotel and Tourism	<ul style="list-style-type: none">• Provides real-life examples of good people management practices adopted by establishments in the hotel and tourism industries.	September 2004
Retail	<ul style="list-style-type: none">• Easy-to-read Questions & Answers to enhance the understanding of frontline supervisors of retail outlets on the major provisions of EO with special emphasis on leave arrangements and termination of employment contracts.	September 2004
Property Management	<ul style="list-style-type: none">• Features good human resource management practices adopted by establishments in the property management industry.	February 2005

Publications already produced for respective industries

4. Apart from the guidebooks mentioned above, LD has already produced a series of publications on various subjects tailored to the needs of respective industries. They include :

- Points to Note for Employers in the Construction Industry : Simplified Employment Contract and Wage Record;

- Points to Note for Employees in the Construction Industry : Simplified Employment Contract and Wage Record;
- Sample Employment Contract for the Catering Trade and Major points to note;
- Code of Labour Relations Practice for the Catering Trade;
- Employment Related Questions and Answers for Hotel and Tourism Industries;
- Skills Training Opportunities of the Printing Industry; and
- Contract of Employment vs Contract for Service in the Cargo Transport Industry.

Labour Department
Economic Development and Labour Bureau
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