



# OUR PEOPLE



## *Inspire talents to embrace their vision*

Talents are the critical factor of our Kyosei culture and values. It is also an important foundation for the continued development of Canon HK. We value our employees with training and development, progression and promotion, recognition and reward. The comprehensive performance management system can ensure we get the best out of them while always making sure they are well looked after. It is our desire to create an working environment for everyone to thrive and grow together.

Canon HK is committed to cultivation and development of talents. We invest in their professional development and engage them to achieve their vision. With plenty of opportunities to share, contribute and collaborate, our employees can achieve the meaning of Delighting You Always in their role.

## **Diversified training programs**

We offer different kinds of workplace training programs including classroom learning, company visit, dedicated tutor orientation and eLearning course. Experiential learning and video stimulation video trainings are strategically created with the goal of enabling employees to access the professional knowhow in an interactive way.



## Encourage continuing self-learning

Learning is a life long process. Under the 'San-ji' spirit, every Canon HK's employee is achieving their own exceptional through diversified learning programs. We promote the two-way training mechanism, either through department head nomination or self-initiation, our Human Resources department will offer suitable on-the-job training and support employee to obtain a higher education level or professional qualification.

**36%**  
Supervision and  
leadership skills



**13%**  
On-boarding orientation

**16%**  
Mental health and  
interpersonal relationship

**35%**  
Regular courses

## Tailor-designed programs by training experts

With customized corporate training and development courses, our trainers will equip employees with the technical skills that can build resilience for the unpredictable commercial world.

Our variety of trainings are suitable for junior to executive level employees, from one hour lunch time sharing session to a 3-day executives training. Department head and trainer can review the training roadmap to achieve individual growth objective thus cultivate the lifelong learning culture in Canon HK.



## Grooming International Talent

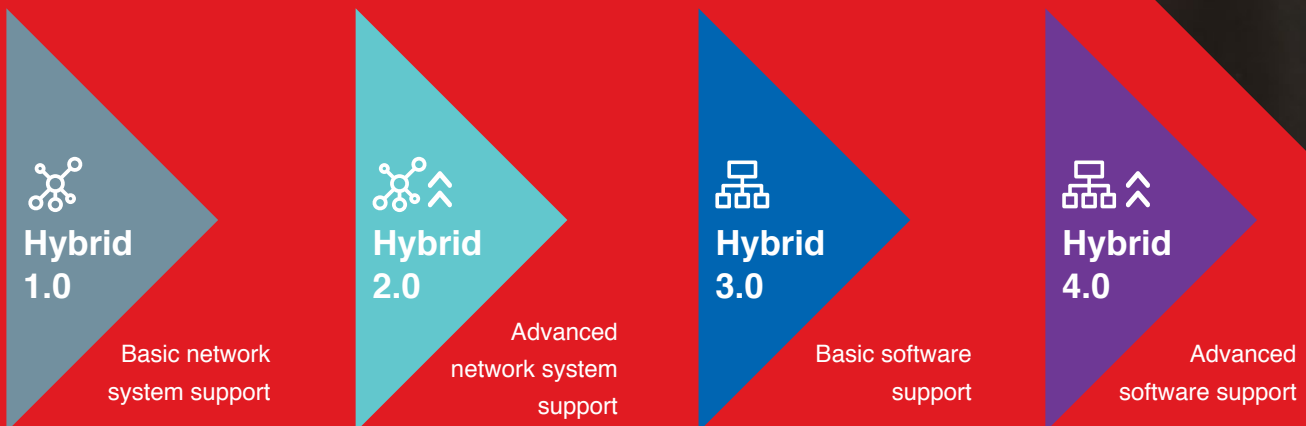
Canon encourages employees to cultivate global perspective by making good use of the company's vast network around the world. Taking the opportunities to exchange with overseas branches, employees can choose to work in the US, Europe and Japan under the 'Rolling Stone' Programme which allows them to gain more training and experience. This enables them to broaden the horizon for their work and promote personal career development. As a result, they can contribute diversified ways of thinking for the company and achieve personal growth with the company.



## Engineers From The New Generation Equipped With Software And Hardware Skills

New engineers are required to receive a series of training prior to their employment duty.

With the increasing popularity of Internet of Things technology, even multi-functional file management system needs to be coupled with liquidity, automation, cloud platform applications and security. Engineers who only focused on hardware in the past must keep up with the times and continue to equip themselves in order to become an all-round engineer who is capable of responding to the ever-changing digitalization of the business ecosystem, as well as coping with the latest digital technologies and innovative solutions.



## Continuous Training and Development

The competence of our engineers, Canon HK established Certified Engineer Program since 2017. This particular course fully meets the needs of engineers, providing step-by-step training ranging from network to software support. Cooperating with the highly recognized professional certification courses in the market, engineers significantly increase their confidence and provide customers with comprehensive and rapid service.

In addition, Canon organizes Service Meister contest in Asia regularly where worldwide employees can exchange their experience in delivering service and complement with each other. Not only did the participants receive recognition from the company, they also spare their time to share valuable experience with other engineers from Canon HK after the competition, thus promoting constructive competition among colleagues.





## ***Environmental Intelligence Office***

Canon HK creates a dynamic and positive working environment for colleagues, inspiring them to be more creative and changeable thinking. We will also consider the concept of a green office when we are in the office. In 2018, the Canon HK head office moved to the China Life Center, which uses green and sustainable design. The building was awarded the LEED® Gold Award by the US Green Building Council and the Green Award from the Hong Kong Green Building Council. Established BEAM Plus final gold standard certification. Innovative design can further make us more efficient in reducing the consumption of the natural environment in our daily operations.

The office design is based on the concept of sustainability, with a focus on change, communication, comfort and convenience. It features an open workspace and a variety of meeting spaces outside the conference room, such as high-profile work desks, benches and coffee tables, chairs, etc., create a highly collaborative work environment that promotes inter-departmental communication to increase work efficiency.

## **Energy and paper saving**

Electricity and paper consumption are the keys environmental aspects in office. Canon HK realizes its importance and adopts a series of measures in order to help saving energy and paper, for instance, switching off the lights during office lunch hour, using energy-efficient electrical appliances, using lighting sensors along the window sides and time controllers at our head office, using UniFlow paper recording system to analyze the paper consumption, etc.

In 2018, the electricity and paper consumption reduced by 11.8% and 13.6% respectively comparing with the same period of 2017. This is the lowest records since 2012.

## **How much do you know about Indoor Air Quality (IAQ)?**

To provide our staff a healthy working environment, we have participated in the "Indoor Air Quality Certification Scheme" organized by the Environmental Protection Department (EPD) since 2005. In August 2018, the EPD has awarded our head office in Hung Hom the IAQ Certificate with "Good Class" level, based on the assessments by an accredited laboratory. Besides, our old office in Beverly House has received a 10 Years Commitment recognition by the EPD, in honour of our unwavering participation to the IAQ Scheme.



## Respect for work and life balance

Promoting wellbeing at work benefits both employees and the company. With the wellness facilities in the office, we can achieve a further goals together. Indoor spinning bikes makes it easier for our employees to find the time to exercise at any time of the day. The three private wellness rooms equipped with massage chairs and lounge chairs welcome staffs to recharge and enjoy a break from their desk.

While paying attention to professional knowledge training, Canon HK also focuses on the ideas and needs of employees. Therefore, through different communication platforms, such as luncheons with management, annual conferences and corporate communications, the company allows employees and management to make regular exchanges and bring new thinking to the development of the company. Employees can also provide advice to the company through employee satisfaction surveys, focus group meetings, reporting hotlines, and departmental regular briefings. In addition to foster two-way communication, employees can also use the functions of the intranet ifeedback and iThanks to express their opinions and gratitude to colleagues.

The activities organized by the Staff Recreation Club focus on the four major aspects of the staff: sports, cooking, green living plus physical and mental health. Through the diversified activities, we can help the physical and mental development of Canon employees in Hong Kong and achieve a balance between work and life.

