

## **Guidelines for the Use of Electronic Indoor Air Quality Logo of Indoor Air Quality Certification Scheme for Offices and Public Places**

The Electronic Indoor Air Quality Logo (the “e-Logo”) is established by the Indoor Air Quality Information Centre (“IAQIC”) to promote and recognise good indoor air quality (IAQ) management practices, and provide incentives for owners of premises/buildings or property management companies to pursue the best level of IAQ. IAQIC will issue the e-Logo in JPEG format to the Holders when the IAQ Certificate is registered under the Indoor Air Quality Certification Scheme for Offices and Public Places (the “Scheme”). The e-Logos shall reflect the year of validity of the IAQ Certificate (e.g. 2017/18 or 2018/19) and the class of IAQ the premises has achieved (i.e. Excellent Class or Good Class) under the Scheme. Sample of the e-Logos is included in Annex 1.

The following are guidance on the proper use of the e-Logo:

1. The Holders shall only use the e-Logo according to the format and colour of symbol as shown in Annex 1, without any change or alteration whatsoever. The e-Logo size may be enlarged or reduced in proportion.
2. The Holders shall only use the e-Logo on the following:
  - (i) website— corporate websites and social media channels;
  - (ii) publications—including corporate newsletter, magazine, information leaflet/brochure/poster, and corporate annual report and environmental report;
  - (iii) advertisements—including press releases, print or television advertisements , and media interviews;
  - (iv) display materials—including exhibition panels, posters and banners; and/or
  - (v) presentations— including seminars and conferences.
3. When using the e-Logo at the website in 2(i) above, the Holders should create a hyperlink to IAQ Information Centre website at [www.iaq.gov.hk](http://www.iaq.gov.hk).
4. The Holders shall not use the e-Logo in any way that may harm, prejudice or damage the goodwill or reputation of IAQIC and/or Environmental Protection

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Department (EPD), or in any other misleading, misrepresentation, confusing or deception manner.

5. The right to use the e-Logo is held by IAQIC and EPD.
6. IAQIC and EPD reserve the right to modify or vary this Guidelines for the use of e-Logo at any time without prior notice.
7. For any unauthorised use or misuse of the e-Logo, or violation of this Guidelines by the Holders, IAQIC and/or EPD shall have the right to revoke the permission of the use of e-Logo by the Holders and demand the Holders to remove the Logo from all usage, and to take other necessary action if deemed necessary.

For any enquiry about the e-Logo, please contact IAQIC at Tel. No. 3863 0525 or email [epd\\_iaq@epd.gov.hk](mailto:epd_iaq@epd.gov.hk).

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## 使用辦公室及公眾場所室內空氣質素檢定計劃的 電子室內空氣質素標誌指引

室內空氣質素資訊中心（「資訊中心」）設立電子室內空氣質素標誌（「電子標誌」），以推廣及表揚良好的室內空氣質素管理，並鼓勵樓宇/處所的業主或物業管理公司設法提升室內空氣質素。如室內空氣質素證書持有人（「持有人」）要求，資訊中心將會當為辦公室及公眾場所室內空氣質素檢定計劃（「檢定計劃」）的空氣質素證書註冊時，以 JPEG 格式發出電子標誌給持有人。電子標誌會反映室內空氣質素證書的有效年份（例如 2017/18 或 2018/19）以及處所取得檢定計劃的室內空氣質素級別（即「卓越級」或「良好級」）。電子標誌的樣本可參閱附件 1。

以下是正確使用電子標誌的指引：

1. 持有人只可以跟蹤附件 1 所示的格式和顏色使用電子標誌，而不得進行任何更改或修改。電子標誌的大小可以按比例放大或縮小。
2. 持有人只可以在以下途徑使用電子標誌：
  - (i) 網站—公司網站和社交媒體渠道；
  - (ii) 出版物—包括公司通訊、雜誌、資訊傳單/小冊子/海報及公司年度報告和環境報告；
  - (iii) 廣告—包括新聞稿、印刷或電視廣告及媒體採訪；
  - (iv) 展示資料—包括展板、海報及橫額；以及/或
  - (v) 演講簡介—包括研討會和會議。
3. 在上文 2 (i) 於網站上使用電子標誌時，持有人應設立超鏈結至室內空氣質素資訊中心網站的網址：[www.iaq.gov.hk](http://www.iaq.gov.hk)。
4. 持有人不得以任何可能傷害、侵害或損害資訊中心和/或環境保護署(環保署)的信譽或聲譽的方式使用電子標誌，或以任何其他誤導，虛假陳述，混淆或欺騙的方式使用電子標誌。
5. 資訊中心和環保署保持使用電子標誌的權利。

6. 資訊中心和環保署保留隨時修改或更改本指引的權利，恕不另行通知。
7. 所有未經授權使用或濫用電子標誌或持有人違反本指引的行為，資訊中心和/或環保署有權撤銷持有人使用電子標誌的許可，並要求持有人從所有使用途徑中刪除電子標誌，以及在需要時採取其他必要措施。

有關電子標誌的查詢，請致電資訊中心 3863 0525 或電郵至 [epd\\_iaq@epd.gov.hk](mailto:epd_iaq@epd.gov.hk)。

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Annex 1  
附件 1

(i) Sample of e-Logos for certification

室內空氣質素指標檢定的電子標誌樣本

