

1 July 2019

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”) and the Environmental Protection Department (“EPD”) 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. Starting from 1 July 2019 and upon the request of IAQ Certificate Holders (the “Holders”), 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 guidances 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.
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 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. 2788 6177 or email enquiry@iaq.gov.hk.

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」）及環境保護署（「環保署」）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。由 2019 年 7 月 1 日起，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。
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 2788 6177 或電郵至 enquiry@iaq.gov.hk。

2019 年 7 月 1 日

Annex 1
附件 1

- (i) Sample of e-Logos for certification against old IAQ objectives
舊室內空氣質素指標檢定的電子標誌樣本



- (ii) Sample of e-Logos for certification against new IAQ objectives
新室內空氣質素指標檢定的電子標誌樣本

