THE UNIVERSITY OF HONG KONG PUBLIC OPINION PROGRAMME

Work Life Balance Survey of the Hong Kong Working Population 2008



Summary of Findings

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Public Opinion Programme, The University of Hong Kong

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Summary of Findings

I. Preamble

- 1.1 The Public Opinion Programme (POP) was established in June 1991 to collect and study public opinion on topics which could be of interest to academics, journalists, policy-makers, and the general public. POP was at first under the Social Sciences Research Centre, a unit under the Faculty of Social Sciences of the University of Hong Kong, it was transferred to the Journalism and Media Studies Centre in the University of Hong Kong in May 2000. In January 2002, it was transferred back to the Faculty of Social Sciences in the University of Hong Kong. Since its establishment, POP has been providing quality survey services to a wide range of public and private organizations, on condition that they allow the POP Team to design and conduct the research independently, and to bear the final responsibilities. POP also insists that the data collected should be open for public consumption in the long run.
- 1.2 In March 2006, the Community Business Limited commissioned POP to conduct a public opinion poll entitled "Work Life Balance Survey of the Hong Kong Working Population 2006". The primary objective of the survey was to gauge the current status of Hong Kong people's work and personal life, their satisfaction of work-life balance as well as their expectation of a balanced life. The survey was repeated in July 2007 to track changes in the local working population. In July 2008, the Community Business Limited again commissioned POP, for the third time, to conduct this "Work Life Balance Survey" to serve exactly the same purpose.
- 1.3 The research instrument used in this study was designed entirely by the POP Team after consulting Community Business Limited, and the majority of questions were repeated from the last survey for direct comparison. Fieldwork operations and data analysis were also conducted independently by the POP Team, without interference from any outside party. In other words, POP was given full autonomy to design and conduct the survey, and POP would take full responsibility for all the findings reported herewith.

II. Research Design

- 2.1 Telephone interviews were conducted during the period of 17-29 July, 2008. A total of 1,011 full time workers of age 15 or above who speak Cantonese, English or Mandarin were successfully interviewed. The proportion between white collars and blue collars in this sample was around 70:30 (710 and 288 cases respectively), which was a natural distribution. Had the number of white collar subjects fallen significantly below the expected level, i.e. at least 60%, a booster sampling method would have been used at the final stage of the fieldwork to achieve a minimum quota of 600 cases. This standby procedure was not triggered. As shown from the calculation in Appendix 1, the overall effective response rate of this survey was 67.0% (Table 1), and the standard sampling error for percentages based on this sample was less than 1.6 percentage points. In other words, the sampling error for all percentages using the total sample was less than plus/minus 3.1 percentage points at 95% confidence level.
- 2.2 To minimize sampling bias, telephone numbers were first drawn randomly from the residential telephone directories as "seed numbers", from which another set of numbers was generated using the "plus/minus one/two" method, in order to capture the unlisted numbers. Duplicated numbers were then filtered, and the remaining numbers were mixed in random order to produce the final telephone sample. When telephone contact was successfully established with a target household, one person of age 15 or above who was currently working full time was selected. If more than one subject had been available, selection was made using the "next birthday rule" which selected the person who had his/her birthday next.

III. Research Findings

The questionnaire comprised two major topics, namely, "respondents' work and living patterns" and "problems of work-life balance and desired solutions" and ended by mapping some standard demographics of the respondents. The key findings are summarized below under these two main topics. All frequency tables referred to in this section can be found in Appendix 2.

(A) Respondents' Work and Living Patterns

3.1 In order to understand respondents' current working status, the survey began by asking their actual working hours per week in the month past. Results showed that the majority of 54% (2007: 48%) said they worked for "41-50 hours" in a week while 18% each said "31-40 hours" (2007: 13%) and "51-60 hours" (2007: 22%). Changes in the above three figures are proved to be statistically significant, but of different magnitude and in different directions (former two: up; latter: down). Notable changes were also observed for the answers "30 hours or less" (from 4% to 2%) and "don't know/hard to say" (from 5% to1%). Of 994 respondents who gave a definite answer to this question, the mean actual working time obtained was 48.8 hours per week, which has dropped for 2 consecutive times since the survey started in 2006 (Table 3). Also see Figure 1.



3.2 When it comes to the amount of time spent on their personal or private activities, such as meeting friends and engaging in activities for leisure like sports and traveling, one-third of the respondents (35%) claimed that they spent "less than 1 hour a day" on these personal events, while over a quarter (28%) could afford "1-2 hours" and over one-tenth (12%) could spare ">2-3 hours a day". Besides, respondents who spent ">6 - 7 hours a day" has dropped significantly to 1% from last year's 3%. On average, each respondent spent 10.4 hours a week (1.5 hours a day) on their personal and re-energizing activities. This is the lowest figure registered across the past three years, with a significant decrement of 1.6 hours per week from 2007. Judging from the above figures, personal time and leisure activities continued to remain a luxury to most full time workers in Hong Kong (Table 4). Also see Figure 2.



3.3 Regardless of their current situation, the survey continued to ask the respondents what would be their preferred but realistic ratio between the time they wanted to spend on working and on private activities. This year's results found that despite the swapped positions, the three most popular work-life ratios remained to be "70-75% to 25-30%" (2nd rank in 2007), "60-65% to 35-40%" (3rd in 2007) and "50-55% to 45-50%" (1st in 2007). Their respective percentages were 27%, 25% and 24% (Table 5). Only one notable change was observed, i.e. the "40%-45%:55%-60%" figure dropped from 5% to 3%. In terms of the overall mean ratio as provided by 942 workers, the ideal distribution between work and

life changed from 2007's 60:40 to **62:38** this year (Table 6). When it was compared with the actual ratio (calculated by dividing the actual work hours reported in Q1 by their leisure hours in Q2), a significant discrepancy continued to exist over the past three years because their actual distribution of time between work and life was in a rough ratio of **84:16**. Both variations in the two ratios are proved to be statistically significant, but of different magnitudes (Table 7). Also see Figure 3 and 4.





(B) Problems Facing Work-Life Balance and Desired Solutions

3.4 The next section of the questionnaire focused on the problems faced by the full time workers in Hong Kong with respect to their work-life balance and their desired solutions to tackle the problems. By use of a rating scale of 0-10, the survey measured how far the respondents thought they had achieved in terms of an ideal work-life balance. The higher the score, the closer they were to their ideal situation. Among the 1,010 raters, 2% gave "0 mark", 15% "1-4 marks" while 31% opted for the middle ground by giving "5 marks". Nearly half of the total sample (48%) scored "6-9 marks" whilst 2% claimed they had already achieved their ideal situation by giving "10 marks". Excluding those who said "don't know/hard to say", the mean score obtained climbed up slightly to 5.7 marks from last year's 5.6 marks, but this change is not statistically significant (Table 8). Also see Figure 5.



3.5 Have the respondents ever encountered any physical and social disturbances due to a problematic work-life balance? Leading with a large margin, "prolonged fatigue and extreme tiredness" which amounted to 62% continued to top the list. "Insufficient time with partner and family" jumped significantly from last year's 44% to 49% and "insomnia and poor diet caused by work pressure" (42%) came next. With a significant increment of 5 percentage points, "reduced productivity and work quality" attained 38% this year and ranked the 4th place. Other common problems encountered by the working class included

"impact on relationship with friends" (34%), "no private time for recreation activities or sports at all" (33%) and "frequent physical sickness due to heavy workload" (30%). In line with last year's result, 14% of them were not bothered by any of these problems at all (Table 9). Also see Figure 6.



3.6 In this year's survey, the most difficult work life balance challenge as reported by the respondents was "long working hours" which accounted for 18% of the total sample. With a significant decrement of 4 percentage points, "financial well-being/wealth management" (15%) which topped the list last year fell to the 2nd rank this time. "Leader's attitude" (13%) occupied the 3rd place after encountering a notable increase of 4 percentage points this year. Meanwhile, significant decrements were also observed in "taking care of children or family members" (from 9% to 5%) and "personnel changes" (from 6% to 4%). The proportion of respondents who had no problem in attaining work-life balance rebound to 8% from 2007's 5% after a significant plunge from the 9% registered in 2006 (Table 10). Also see Figure 7.



3.7 Looking ahead, "5-day work week" (27%) remained to be the most desired arrangement, as cited by over a quarter of respondents, in order to achieve a better work-life balance at their workplace. Following at quite a distance was "more paid annual leave" with 20%. Besides, 10% each chose "career breaks" and "flexible working hours", closely followed by "option to work from home sometimes" (9%; Table 11). Also see Figure 8.



3.8 By means of a 0-10 rating scale again, the survey attempted to measure the efforts and resources paid by respondents' workplace/boss to promote work-life balance, with 0 representing no effort being made, 10 all possible efforts made and 5 being half-half. Specifically, 11% of the working class interviewed gave "0 mark" while 24% chose "1-4 points". Another 29% opted for a mid-point of "5 marks" whilst 32% appraised their workplace/boss positively by scoring "6-9 marks". Those who gave a full mark accounted for 1% only. Overall speaking, of the 972 valid raters, the mean score obtained by the workplace/boss was 4.6 marks, which is highly comparable with 2007's 4.7 marks. (Table 12). Also see Figure 9.



3.9 A new question was added to ask respondents if they would leave their current job for a better work-life balance. Findings indicated that the majority of 67% said "no" while those who would take it into consideration accounted for the remaining 33% (Table 13). Also see Figure 10.





3.10 Finally, the survey ended by asking all respondents if they would consider leaving Hong Kong to achieve a better work-life balance. This year, only one-fifth of the total sample (21%) would consider this, representing a notable 6-percentage-point plunge from last year's 27%. On the other hand, the opposite sentiment, i.e. not leaving HK, was on a remarkable rise from 2007's 72% to 78% this year (Table 14). Also see Figure 11.



IV. Concluding Remarks

- 4.1 As with our 2007 benchmark survey, the sample size of this survey was set at 1,000+ successful cases, so that we are able to control the sampling error of our findings down to not more than plus/minus 3.1 percentage points at 95% confidence level, for percentage figures based on the full sample.
- 4.2 As in previous years, this survey has found that working long hours continues to be a common problem facing our work force, but the situation is somewhat improving. Using "last month" as the time frame, the number of actual working hours has dropped from 51.3 in 2006, 49.2 in 2007 to 48.8 this year, probably due to the gradual adoption of the 5-day work week.
- 4.3 However, the slight shortening of working hours is not paralleled by an increase in personal time. In 2006 and 2007, about 70% of employees say they spent less than 2 hours per day on personal or private activities. It is 73% this year. In terms of absolute numbers, the average amount of time employees spend on personal activities has changed from 11.1 hours in 2006, 12.0 hours in 2007 to 10.4 hours this year. Travelling time, study time, idle time and the like, are probably not included in respondents' self-definition of "personal time".
- 4.4 Turning to employees' subjective appraisal of their work-life balance, on a scale of 0 to 10, employees on average give themselves a score of 5.7 in terms of their achievement towards ideal work-life balance. However, they only give a 4.6 to their employers' contribution in terms of effort and resources to promote work-life balance. These scores have been fairly consistent over the past 3 years. The preferred work-life ratio for 2008 is 62:38, while the actual work-life ratio is 84:16.
- 4.5 To conclude, just like two years ago when we started our benchmark surveys, the work-life balance of Hong Kong's work force is far from satisfactory, but they seem to be fairly complacent with the current situation, and there are significant variations across different industries, occupation and income groups. We have by now conducted three annual benchmark surveys, accumulating more than 3,500 successful samples. Other than tracking employees' work-life balance over time, we now have much bigger database to compile benchmarks for different industries and demographic groups. This would probably become another focus for our future studies.

Appendix 1

Bilingual Questionnaires

Work Life Balance Survey of the Hong Kong Working Population 2008

Questionnaire (English)

Final Draft

10 July 2008

Part 1 Introduction

Good evening, sir/madam, this is Mr/Ms X, an interviewer from the Public Opinion Programme of the University of Hong Kong. We would like to ask for your opinion on some work life issues which would only take you a couple of minutes. Please be rest assured that your phone number is randomly selected by our computer and your information provided will be kept strictly confidential.

- (R1) Verification of telephone number
- (R2) Living district
- (R3) Household size

The target of this interview is **full time worker of age 15 or above who speak Cantonese**, **English or Mandarin**.

Part 2 Selection of Respondents

(S1) Is there any full time worker in your household of age 15 or above? Since we need to conduct random sampling, if there is more than one available, I would like to speak to the one who will have his / her birthday next. (If the target is not available at the moment, make an appointment to recall.)

Yes
No
Refuse to answer
Terminate interview, skip to end.

(S2) Are you currently working full time? (Interviewers read out: "Full time workers" can be defined as those who work at least 5 days a week, or total working time not less than 40 hours a week.)

Yes
No
Refuse to answer
Terminate interview, skip to end.

Part 3 Opinion Questions

- I. Respondents' Work and Living Patterns
- [Q1] Take the last month as an example, how many <u>hours a week</u> do you ACTUALLY work on average for your full time job?

hours (Insert exact figures) Don't know/Hard to say Refuse to answer

[Q2] Take the last month as an example, how many <u>hours a week</u> do you ACTUALLY spend on doing some personal or private activities, like meeting friends and engaging in activities for leisure such as sports and traveling?

hours (Insert exact figures) Don't know/Hard to say Refuse to answer

[Q3] In your view, what would be the PREFERRED but REALISTIC ratio between the time you want to spend on working and the time you want to spend on personal or private activities? Please based on your realistic number of working hours and exclude sleeping time (the ratio must add up to 100%)

_____% on work and _____% on private life Don't know/Hard to say Refuse to answer

- II. Problems Facing in terms of Work-Life Balance and Desired Solutions
- [Q4] Using 0-10, how much have YOU achieved in terms of an ideal work-life balance? 0 represents the worst case possible, 10 represents already ideal, and 5 being half-half.

(Exact figure from 0-10) Don't know/Hard to say Refuse to answer [Q5] Have you ever encountered any of the following problems due to a disturbed work-life balance? (Read out each answer, order to be randomized by computer and multiple responses allowed) [Interviewers read out: I am going to read out a few options, and you can choose multiple answers]

Productivity and work quality has reduced dramatically due to long working hours. Prolonged fatigue level, sleepiness and extreme tiredness. I get physically sick easily and frequently due to heavy workload. I do not have any private time for recreation activities or sports at all. My work has affected my relationship with my friends. I don't have time staying with my partner and family. I feel stressed out, depressed and exhausted after work. Work pressure creates insomnia and poor diet None of the above Don't know/Hard to say Refuse to answer

[Q6] Which of the following would you consider to be the most difficult work life balance challenge for yourself? (Read out each answer, order to be randomized by computer, single response only) [Interviewers read out: I am going to read out a few options, and you can choose one answer only]

Job security Long working hours Lack of flexibility in working hours Work location Leader's attitude Peer pressure and competition among colleagues Personnel changes Taking care of children or family members Not enough time for exercise and re-education Financial well-being / Wealth management I do not find work life balance is a challenge to me Others (Please specify) Don't know/Hard to say Refuse to answer [Q7] In order to help you achieve a better work-life balance, what type of work facility/arrangement would help you best? (Read out each answer, order to be randomized by computer, single response only) [Interviewers read out: I am going to read out a few options, and you can choose one answer only]

Flexible working time 5-day work week Option to work from home sometimes Free sports facilities Crèche facilities/Child care Work support services (e.g. employee counseling scheme, stress management training) Paternity leave Longer maternity leave (for internal ref only: 10 weeks by law) Job-share (for internal ref only: split up one full-time job to more than 1 staff) Career breaks More paid annual leave Others (Please specify) Don't know/Hard to say Refuse to answer

[Q8] In terms of effort and resources required to balance work and life, how much effort do you think your workplace/boss has paid to promote work-life balance? Please use a scale of 0-10 to measure it, with 0 representing no effort at all, 10 representing all possible efforts have been made, and 5 being half-half.

(Exact figure from 0-10) Don't know/Hard to say Refuse to answer

[Q9] Would you consider leaving your current job for better work-life balance?

Yes No Don't know/Hard to say Refuse to answer

[Q10] Would you consider leaving Hong Kong for better work-life balance?

Yes No Don't know/Hard to say Refuse to answer

Part 4 Demographics

We would like to ask you some personal information for further analyses.

[DM1] Gender

Male Female

[DM2a] Age

(Exact age) Do not want to tell

[DM2b] [For those who do not want to tell their exact age] Age interval (Interviewer can read out the intervals)

15-19 20-24 25-29 30-34 35-39 40-44 45-49 50-54 55-59 60 years old or above Do not want to tell

[DM3] Education Attainment

Primary school or below Secondary school Matriculated Tertiary, non-degree course Tertiary, degree course Master's degree Doctor's degree Refuse to answer [DM4] Position (Pls refer to attached "occupation" sheet for detailed categorizations)

White collar:

Professional / Manager / Executive Trader / Proprietor Office: skilled Office: unskilled *Blue collar:* Factory/Shop/Outdoor: skilled Manual worker Factory/ Shop/Outdoor: unskilled Manual worker Refuse to answer

[DM5] Industry

Banks and Finance Sector **Commercial Service Construction Industry** Education Film / Entertainment Industry Government / Public Affairs Import / Export Trade Information Technology (IT) Insurance Law, Accountancy, Professional Information Services Manufacturing Industry Media Medical, Hygiene and Welfare Sector Oil, Energy, Resources and Utilities Other Personal Services Property Restaurants / Hotels Telecommunication **Transportation Industry** Warehouse Duties Wholesale / Retail Others (Please specify) Refuse to answer

[DM6] Your personal monthly income, including bonus, is...?

HK\$ 10,000 or below HK\$ 10,001~20,000 HK\$ 20,001~30,000 HK\$ 30,001~40,000 HK\$ 40,001~50,000 HK\$ 50,001 or above Refuse to answer

Thank you for your time. If you have any questions regarding this interview, you can call 3921-2703 to talk to our supervisor Ms Louise Pun, or the Human Research Ethics Committee for Non-Clinical Faculties of the University of Hong Kong at 2241-5267 during office hours to verify this interview's authenticity and confirm my identity. Good-bye!

***** End of questionnaire *****

香港在職人士的生活及工作平衡調查 2008

問卷(定稿)

2008年7月14日

你好,我姓X,我係香港大學民意研究計劃既訪問員,我地宜家做緊一項意見調查,想訪問 你一D有關個人生活及工作既問題,我地只會阻你幾分鐘時間,請你放心,你既電話號碼係 經由我地既電腦隨機抽樣抽中既,而你提供既資料係會絕對保密,請問可唔可以呢?

- [R1] 核實電話號碼
- [R2] 居住地區
- [R3] 住户人數

呢個調查既訪問對象係15歲或以上操粵語、國語或英語既香港全職人士。

第二部分 選出被訪者

[S1] 請問你屋企有方 15 歲或以上既全職人士係度,因為我地要隨機抽樣,如果多過一位,請你叫即將生日果位黎聽電話。(如被訪者暫未能接受訪問,訪問員另約時間再致電。)

有	
冇	
拒答	 訪問完成,多謝合作,拜拜。(結束訪問)

[S2] 請問閣下宜家係唔係全職工作人士?【訪員讀出:全職的定義為每星期最少工作5 天,或一星期總工作時間不少於40小時】

係 唔係 ______ → 訪問完成,多謝合作,拜拜。(結束訪問)

第三部分 意見部分

- I. 被訪者的生活及工作模式
- [Q1] 就以你上個月既全職工作為例,你平均<u>每個星期實際</u>工作咗幾多個鐘頭?

_____ 小時 (入實數) 唔知/難講 拒答

[Q2] 就以上個月為例,你每個星期實際有幾多個鐘頭參與個人或私人既活動,好似同朋友聚會或者參加一D閒餘活動,例如運動以及旅行?

_____ 小時 (入實數) 唔知/難講 拒答

[Q3] 對你黎講,你覺得最理想但合乎現實既工作同理私人活動既時間分配比例應該係點樣?時間分配必須是一個合乎現實既比例,以及扣除瞓覺時間。(比例相加必須等如100%)

____%工作及____%私人活動 唔知/難講 拒答

- II. 生活及工作平衡所面對的問題及理想解決方法
- [Q4] 請用 0-10 分評價一下你自己, 達到最理想生活及工作平衡方面既邊個階段?0 分代表現時情況非常差, 10 分代表已達到非常理想階段、5 分代表一半半。

____[入實數] 唔知/難講 拒答 [Q5] 你有方試過因為生活及工作失去平衡而遇到以下既問題?【訪員依照電腦排序讀出 首8項答案,可選多項】(訪員讀出:我宜家會讀出一D答案,你可以選出多項)

因長時間工作而令生產力及工作質素嚴重下降 經常感到疲累,渴睡及極度疲倦 由於工作沉重,我很容易生病 我完全沒有私人時間進行閒餘活動或運動等 我的工作影響我和朋友的關係 我沒有足夠時間跟自己的伴侶或家人相聚 每次工作後我感到身心漰潰、抑鬱及氣餒 工作壓力導致失眠及冇胃口 以上全部沒有 唔知/難講 拒答

- [Q6] 你認為以下邊一項係對你達到生活及工作平衡既最大既障礙呢?【訪員依照電腦排 序讀出首 10 項答案,只選一項】(訪員讀出:我宜家會讀出一D答案,你只可以選 出一項)

[Q7] 為咗達到一個較佳既生活及工作平衡,你最希望得到以下邊一項工作既安排或者設施?【訪員依照電腦排序讀出首 11 項答案,只選一項】(訪員讀出:我宜家會讀出一D答案,你只可以選出一項)

彈性上班時間

5天工作週

間中可選擇在家工作

免費運動設施

托兒所/幼兒照顧服務

就業支援的服務(如情緒輔導計劃,壓力管理訓練)

男士產假

更長的女士產假 (現法例規定產假為10星期)

工作共享(即由多於一位員工分擔同一個全職職位) 短暫休假/停薪留職

享有更多有薪假期

其他(請註明)

唔知/難講

- 拒答
- [Q8] 以你公司/上司所付出既資源黎講,你覺得佢地有幾努力去提昇公司員工係生活及工作既平衡?請用 0-10 分評價,0 分代表完全方付出任何努力、10 分代表付出很多努力、5 分代表一半半。

____[入實數] 唔知/難講 拒答

[Q9] 你會唔會考慮辭職或者轉工以達到更好既生活及工作平衡?

會 唔會 唔知/難講 拒答 [Q10] 你會唔會考慮離開香港以嘗試達到更好既生活及工作平衡?

會 唔會 唔知/難講 拒答

第四部分 個人資料

我想問你些少個人資料,方便分析。

[DM1] 性別

男

女

[DM2a] 年龄 (Age)

_____(準確數字)

唔肯講

[DM2b] 【只問不肯透露準確年齡被訪者】年齡 (範圍)[訪問員可讀出範圍]

15-19 歲

20-24 歲

25-29 歲

30-34 歲

35-39 歲

40-44 歲

45-49 歲

50-54 歲

55-59 歲

60 歲或以上

唔肯講

[DM3] 教育程度

小學或以下

中學

預科

專上非學位

專上學位

碩士學位

博士學位

拒答

[DM4] 職位(Pls refer to attached "occupation" sheet for detailed categorizations)

白領:

專業人士/經理/行政人員 商人/東主 辦工室:技術白領人士 辦工室:非技術白領人士 藍領: 工廠/舖位/户外:技術藍領人士 工廠/舖位/户外:非技術藍領人士 拒答 [DM5] 行業 銀行及金融 商業服務 建造業 教育 電影/娛樂事業 政府/公共事務 出入口貿易 資訊科技 保險 法律、會計、專業資訊服務 製造業 傳媒 醫療、衛生及福利 石油及能源 其他個人服務 房地產

食肆/酒店 通訊業 運輸 倉務 批發/零售 其他(請註明)

拒答

[DM6] 請問你的個人每個月的平均收入大約是....?(包括花紅)

HK\$ 10,000或以下 HK\$ 10,001~20,000 HK\$ 20,001~30,000 HK\$ 30,001~40,000 HK\$ 40,001~50,000 HK\$ 50,001或以上 拒答

問卷已經完成,多謝你接受訪問。如果你對呢個訪問有任何疑問,可以打熱線電話 XXXX-XXXX 同我地既督導員潘小姐聯絡,或者係辦公時間打 XXXX-XXXX 向香港大 學操守委員會查詢今次訪問既真確性同埋核對我既身分。拜拜!

*****問卷完****

Appendix 2

Definition of Occupation Categories

Definition of Occupation Categories:

Working:

Prof (Professional)/ Mgr (Manager)/ Exec (Executive) 專業人士/經理/行政人員

- company directors and managers
- members of recognised professions/ university and secondary school teachers
- administrative and executive officers in the civil service
- gazetted officers in the uniformed services
- editors/ journalists
- technologists
- artists/ actors/ musicians/ designers

Trad (Trader)/ Prop (Proprietor) 商人/東主

- self-employed merchants
- owners of shops and other properties

Office: skilled 技術白領人士

- office supervisors
- secretaries
- nurses
- kindergarten and primary school teachers/ private tutors
- inspectors and sergeants in public services
- reporters
- models
- singers
- sales representatives
- auditing, account and surveyor clerks

Office: unskilled 非技術白領人士

- general clerks
- receptionists
- typists

Factory/Shop/Outdoor:skilled 技術藍領人士

- factory supervisors
- carpenters
- cooks
- drivers
- foremen

- farmers/ fishermen/ gardeners
- blacksmiths/ mechanics
- policemen/ soldiers
- tailors/ shoemakers/ barbers
- photographers
- captains (hotel/ restaurant)
- monks
- outdoor sales
- life guards
- soccer players
- detectives
- escorts/ tourist guides
- jockeys
- herbalists

Factory/ Shop/ Outdoor: unskilled 非技術藍領人士

- factory workers
- cleaners
- labourers
- messengers
- postmen
- seamen
- servants
- waiters
- shop assistants
- hawkers
- security guards
- shop sales
- cashiers

Non-working:

Retired/ Unemployed

- exclude non-working housewives

Student

- includes full-time students only
- those that claim to be full-time students but have part-time jobs are also considered in this category

Full-time housewife

- not working