

Extract From Office Handbook

E. Typhoon and Rainstorm Arrangements

I. Typhoon

1. When No. 8 signal (or above) is hoisted during office hours, the office will be closed immediately and you should leave office or client's office as soon as possible.
2. When No. 8 signal is down before 8:00 a.m., you should return to office as usual.
3. When No. 8 signal is down before 1:00 p.m., you should return to office as soon as possible.
4. If No. 8 signal is still hoisted at or after 1:00 p.m., the office will be closed for the whole day.

II. Rainstorm

1. If **RED** signal of rainstorm is issued, staff should report for work as usual. Staff working outdoors should suspend work and take temporary shelter and to resume duty when weather conditions permit.
2. If **BLACK** signal of rainstorm is issued before working hours, staff should stay at home and need not report for work. If the warning is cancelled before 1:00 p.m., staff should report for work as soon as conditions permit. Offices will be open to provide shelter for those staff who have arrived office premises.
3. If **BLACK** signal is issued during working hours, staff in office shall continue their duties. Staff working outdoors in exposed areas should cease work and take shelter. They should not be required to resume work until the warning is cancelled and weather conditions permit.
4. If the **BLACK** signal warning remains in effect when business closes, staff should be released as usual. However, if weather and/or traffic conditions are so bad, for the safety of staff, the office will remain open for those staff who desire to stay in the office.