T.S. TONG & CO., SOLICITORS
唐天燊律師行

Weather Policy

The following outlines the firm's operational protocols during adverse weather conditions, including opening hours and staff arrangements, to provide clarity and guidance for clients, third parties, and employees.

While we aim to remain flexible, these policies take into account factors such as court opening hours, filing and service deadlines, and other operational requirements. However, there may be circumstances where the office is closed or operates with reduced staffing due to severe weather conditions, transportation disruptions, or safety concerns. In such cases, delays in responding to inquiries or processing tasks may occur.

We are committed to transparency in our communications and will keep clients and third parties informed of any changes to ensure minimal disruption to essential services while prioritizing the safety of our staff. If our office is closed or operating with limited capacity, we will notify you as soon as possible and work to accommodate urgent matters.

Amber or Red Rainstorm Signal

1. **If the Signal is in Force Before Normal Working Hours**
   - All employees are expected to report for duty as usual.
   - Employees encountering difficulties in reporting for duty should inform their supervisors as soon as practicable.
   - Clients and other parties should note that if transportation is severely disrupted, service delays may occur, and previously scheduled meeting times may be postponed or rescheduled.
2. **If the Signal is Issued During Working Hours**
   - Employees working indoors should continue their work.
   - Supervisors may exercise discretion to release staff based on individual circumstances.
   - Clients and third parties should be aware that services may be affected for the remainder of the day.
3. **If the Signal is Issued Before Working Hours and Cancelled Before 2:30 p.m.**
   - Employees working indoors should continue their work.
4. **If the Signal is Issued Before Working Hours and Cancelled After 2:30 p.m.**
   - Employees working indoors should continue their work.
   - Clients and third parties should be aware that services may be affected for the remainder of the day.
5. **If the Signal is Still in Force by the End of Working Hours**
   - Employees will be released after the end of their normal working hours.

Black Rainstorm Signal

1. **If the Signal is in Force Before Normal Working Hours**
   - Employees are not required to report for duty.
   - Our office will remain closed, and services may be temporarily suspended.
2. **If the Signal is Issued During Working Hours**
   - Employees working indoors should continue their work unless it is dangerous to do so.
   - Supervisors may exercise discretion to release staff based on individual circumstances.
   - Clients and third parties should note that staff may be unavailable or delayed in responding to inquiries.
3. **If the Signal is Issued Before Working Hours and Cancelled Before 2:30 p.m.**
   - Employees are required to return to work within 2 hours after the cancellation of the warning.
   - Employees facing difficulties in returning to work should inform their supervisors as soon as practicable.
   - Services will resume as soon as possible, but clients and other parties should expect delays in communication or task processing, and previously scheduled meeting times may also be postponed or rescheduled.
4. **If the Signal is Issued Before Working Hours and Cancelled After 2:30 p.m.**
   - Employees are not required to report for duty.
   - Our office will remain closed for the day.
5. **If the Signal is Still in Force by the End of Working Hours**
   - Employees should remain in a safe place until the heavy rain has passed.

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Tropical Cyclone Warning Signal No.8 (Gale or Storm) or Above

1. If the Signal is in Force Before Normal Working Hours

- Employees are not required to report for duty.
- Our office will remain closed, and services may be suspended until further notice.

2. If the Signal is Issued During Working Hours

- All employees will be released. Employees may take temporary shelter in the office if it is unsafe to leave immediately.
- Services will be disrupted, and clients and third parties should expect delays in communication or processing.

3. If the Signal is Issued Before Working Hours and Cancelled Before 2:30 p.m.

- Employees must return to work within 2 hours after the cancellation of the signal.
- Employees encountering difficulties in returning to work should inform their supervisors as soon as practicable.
- Services will resume as soon as possible, but clients and other parties should expect delays in communication or task processing, and previously scheduled meeting times may also be postponed or rescheduled.

4. If the Signal is Issued Before Working Hours and Cancelled After 2:30 p.m.

- Employees are not required to report for duty.
- Our office will remain closed for the day.

We appreciate your understanding and cooperation during adverse weather conditions. Depending on the severity of the weather and related disruptions, our office may be closed, and no staff will be physically present. If you have a planned visit, please contact us in advance to confirm or make alternative arrangements. We remain dedicated to prioritizing essential services and ensuring that critical deadlines are met.