

Work Arrangements under Inclement Weather Conditions

1. When a No. 8 or higher Tropical Cyclone Signal or a Black Rainstorm Warning Signal has been issued **before office hours**:
 - (i) If the signal is lowered to No. 3 (or below) or cancelled at or before 6:45 a.m., the Torture Claims Appeal Board (“the Board”)/Non-refoulement Claims Petition Office (“Petition Office”) will open as usual in the morning;
 - (ii) If the signal is lowered to No. 3 (or below) or cancelled after 6:45 a.m. and not less than 2 hours before the end of office hours, the Board/Petition Office will open within 2 hours after the signal is lowered or cancelled;
 - (iii) Notwithstanding paragraphs (i) and (ii) above, in the event that the Government has announced to the public that, due to certain extreme conditions (the “extreme condition”), employees should be advised to stay in their places or safe locations for another two hours (or longer if extended) after the No. 8 or higher Tropical Cyclone Warning Signal has been lowered to No. 3 (or below) or cancelled, the Board/Petition Office will follow the advice accordingly. If the “extreme condition” is cancelled not less than 2 hours before the end of office hours, the Board/Petition Office will open within 2 hours after the “extreme condition” is cancelled.
2. If a No. 8 or higher Tropical Cyclone Warning Signal is issued **during office hours**, the Board/Petition Office will close immediately. If the signal is lowered to No. 3 (or below), or an “extreme condition” in force is cancelled, whichever is the later, not less than 2 hours before the end of office hours, the Board/Petition Office will re-open within 2 hours after the signal or the “extreme condition” is lowered or cancelled.
3. In any event, the Board/Petition Office will remain closed if a No. 8 or higher Tropical Cyclone Warning Signal is lowered to No. 3 (or below), or a Black Rainstorm Warning Signal or the “extreme condition” is lowered or cancelled, whichever is the later, less than 2 hours before the end of office hours.