

**Specification of Competency Standards**  
**for the Banking Industry**  
**Unit of Competency**

Functional Area - 10. General Management  
(Key Function – 10.2 Human Resources Management)

Title	Establish and regularly review the professional ethical codes for the bank
Code	109541L5
Range	Creating and/or reviewing code of ethics to communicate the bank's philosophy to employees, business partners, vendors, clients and the general public. This applies to the professional codes of conduct that are adopted by the bank as a means of inspiring trust and a mutual sense of respect amongst different groups of stakeholders.
Level	5
Credit	4 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Knowledge in the Subject Area</p> <p>Be able to:</p> <ul style="list-style-type: none"> <li>• Possess the knowledge on the professional ethical codes of the global financial services industries and refer to these documents and look for information which can be applied to the bank;</li> <li>• Understand the bank's mission and key values and make effort to review the codes of professional ethics to ensure their spirit is covered in the codes;</li> <li>• Understand the bank's written collection of rules, principles and values and make reference to them to develop and / or revise the ethical codes;</li> <li>• Understand regulatory requirements on professional banking ethics and take actions to ensure they are incorporated in the bank's professional ethical codes.</li> </ul> <p>2. Applications</p> <p>Be able to:</p> <ul style="list-style-type: none"> <li>• Engage board of directors and a cross-section of executive team employees from various functions to provide their input;</li> <li>• Incorporate and integrate the views of corporate development, corporate communication, marketing, Human Resources and business partner representatives to develop/review the ethical codes;</li> <li>• Engage key stakeholders to promulgate principles and ethics to make the code attractive to clients, employees and the general public;</li> <li>• Evaluate key stakeholders' expectations and behaviours, and that the bank considers significant; and include them as the fundamental elements of the ethical codes;</li> <li>• Employ bank specific mechanism to review the ethical codes to ensure they are in compliance with regulatory requirements.</li> </ul> <p>3. Professional Behaviour and Attitude</p> <p>Be able to:</p> <ul style="list-style-type: none"> <li>• Publish and disseminate the codes to board of directors, employees, existing and potential clients, suppliers, business partners and other stakeholders;</li> <li>• Deliver the codes at employee induction training, annual report, employee handbook, notice boards and other communication channels, etc.</li> </ul>
Assessment Criteria	<p>The integral outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> <li>• Developing and reviewing regularly a set of professional ethical codes which outlining the social norms, belief, values, responsibilities of, and/or proper practices of the bank to ensure they are in line with regulatory requirements;</li> </ul>

**Specification of Competency Standards**  
**for the Banking Industry**  
**Unit of Competency**

Functional Area - 10. General Management  
(Key Function – 10.2 Human Resources Management)

	<ul style="list-style-type: none"><li>• Conducting evaluation regularly if the set of ethical codes is effective in reflecting the principles, standards or rules of behaviours that guide the decisions, procedures and systems of the bank in a way to contribute to the well-being of the stakeholders.</li></ul>
Remark	