

1. Title	Know about job ethics and code of conduct
2. Code	BEZZCN101A
3. Range	Understand the importance of job ethics and comply with the organizational staff code of conduct in beauty-related workplaces, have basic knowledge of Employment Ordinance of Hong Kong, and act according to the operation of the organization.
4. Level	1
5. Credit	3 (for reference only)
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Know about job ethics, staff code of conduct and Employment Ordinance</p> <ul style="list-style-type: none"> ◆ Know about job ethics and staff code of conduct, such as: <ul style="list-style-type: none"> • Personal conduct • Equal opportunities • Respect for privacy • Confidentiality and strictly keeping the trade secret of the company ◆ Know the importance of upholding work ethics and code of conduct for the organization and its professional image ◆ Know about Employment Ordinance of Hong Kong <p>6.2 Comply with job ethics and staff code of conduct</p> <ul style="list-style-type: none"> ◆ Ensure that personal behaviour complies with the organizational staff code of conduct ◆ Perform daily operations in a fair and proactive manner, be in line with the overall business operation and assist in business development of the organization ◆ Never act against the organization's interest. ◆ Comply with the provisions of Employment Ordinance of Hong Kong
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Capable to comply with guidelines of the organization and code of ethics of the industry when performing routines so as to project the professional image of the organization and assist in its business development; and</p> <p>(ii) Capable to know about the provisions of Employment Ordinance of Hong Kong.</p>
8. Remarks	