

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

Functional Area - Generic Skills

Title	Comply with anti-bribery and related legislation
Code	108533L1
Range	This unit of competency is applicable to staff at different posts in catering establishments. This UoC concerns the continuous compliance with regulations in anti-bribery and related legislation in catering establishments or related workplaces, to establish a clean and law-abiding overall image of individuals and establishments.
Level	1
Credit	1
Competency	<p>Performance Requirements</p> <p>1. Knowledge for complying with anti-bribery and related legislation:</p> <ul style="list-style-type: none"> <li>• Possess knowledge of the major provisions in the Prevention of Bribery Ordinance, the matters establishment employees should pay attention to and the related clean work practices</li> <li>• Possess knowledge of the importance for employees to work with integrity and the consequences of breaching integrity</li> <li>• Possess knowledge of the risks of corruption in various types of businesses/processes in the catering industry</li> <li>• Possess knowledge of establishments' internal measures for monitoring corruption and the related code of conduct for employees (if any)</li> <li>• Possess ethical standards of professional conduct and incorruptibility</li> </ul> <p>2. Comply with anti-bribery and related legislation while on duty:</p> <ul style="list-style-type: none"> <li>• While on duty, always adopt the proper anti-bribery attitude, and ensure honest and clean work practices are implemented</li> <li>• Cope with issues and challenges related to integrity, and assist management to deal with related issues</li> <li>• Set a good role model to inspire other employees to uphold integrity and honesty when carrying out work practices</li> <li>• Report to supervisor when a suspected case of corruption is spotted in the workplace</li> <li>• Seek explanation or clarification from supervisor when in doubt about the above issues</li> </ul> <p>3. Exhibit professionalism</p> <ul style="list-style-type: none"> <li>• With professionalism, assist establishments to implement clean work practices in all types of businesses/ processes, as well as to carry out effective internal monitoring measures</li> <li>• Cherish and maintain the clean and law-abiding image of catering staff</li> </ul>
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none"> <li>• Understand and apply the basic knowledge and regulations of anti-bribery legislation</li> <li>• Help establishments build and promote good, clean code of conduct</li> </ul>
Remark	