

Units of Competency related to Corruption Prevention

1. Title	Enhance integrity management and foster an ethical corporate culture
2. Code	111380L3
3. Range	This unit of competency (UoC) applies to staff with managerial / supervisory role across industries in the business sector. Practitioners will have the ability to understand the importance of enhancing integrity management and fostering an ethical corporate culture. They will learn how to integrate principles into daily operations to effectively manage staff integrity and implement clean business practices, alongside effective system controls to enhance corruption prevention capabilities to mitigate corruption and integrity risks.
4. Level	3
5. Credits	3 (for reference only)
6. Competency	<p>Performance Requirements</p> <p>6.1 Understanding the “Prevention of Bribery Ordinance” (POBO) and Integrity Requirements</p> <ul style="list-style-type: none"> ◆ Understand the importance of complying with the law and business ethics for the proper functioning and well-being of individuals, businesses and society ◆ Understand the key provisions of the POBO (Cap. 201) ◆ Comprehend the importance of adhering to professional, trade-related and company’s code of conduct, as well as other internal guidelines ◆ Be aware of common corruption risks and integrity challenges in the business sector ◆ Grasp the importance of avoiding, declaring and managing conflicts of interest ◆ Understand the significance of integrity management and its key elements ◆ Understand the principles of effective internal controls and corruption prevention measures, and their application to common functions and processes <p>6.2 Implementing Integrity Management, Clean Business Practices and Effective System Controls</p> <ul style="list-style-type: none"> ◆ Propose Suggestions to Management: Support management in adopting and implementing an integrity management programme, clean business practices and effective internal controls, including formulation of a clear code of conduct and internal guidelines ◆ Assess the Comprehensiveness of the Code of Conduct: Evaluate the comprehensiveness of the company’s code of conduct to ensure the inclusion of the essential integrity requirements, such as: <ul style="list-style-type: none"> ❖ Prohibition of bribery ❖ Disallowance of accepting, soliciting and offering advantages ❖ Avoidance and declaration of conflicts of interest ❖ Confidentiality ❖ Reporting procedures for suspected corruption and other criminal offences ◆ Ensure Understanding: Make sure that all employees well understand the code of conduct and internal guidelines ◆ Devise Implementation Mechanisms: Create effective procedures for implementing the code of conduct and internal guidelines, including managing conflicts of interest and establishing proper channels for reporting breaches of integrity and other malpractices ◆ Establish and Implement Effective Internal Control: Implement robust internal control measures, such as clear work procedures and checks and balances to mitigate the risks of corruption and malpractice in business operations ◆ Exercise Effective Supervision: Oversee the staff and daily operations to ensure compliance with integrity rules and the practising of clean business practices ◆ Address Integrity Issues: Tackle integrity challenges proactively, offering guidance and advice to subordinates, and assisting the company in resolving such issues ◆ Inspire and Exemplify Integrity: Lead by example, demonstrating the importance of upholding integrity and adherence to clean business practices to subordinates and staff ◆ Provide Integrity Training: Provide integrity training to enhance staff understanding of the POBO and raise their awareness of integrity issues

	<p>6.3 Upholding Professional Integrity and Supervisory Accountability</p> <ul style="list-style-type: none"> ◆ Possess and exhibit professional integrity and uphold high standards of business ethics, as well as discharge supervisory accountability while performing duties, including managing staff integrity and exercising proper supervisory controls ◆ Implement integrity management and foster an ethical corporate culture within the organisation ◆ Adopt and implement clean business practices and effective internal controls across various functions and processes
7. Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none"> ◆ Gain a practical understanding of the POBO and relevant integrity requirements; ◆ Be capable of assisting the organisation in establishing and implementing effective integrity management; and ◆ Be capable of supporting the organisation in adopting and enforcing clean business practices and robust internal controls to mitigate the risks of corruption and malpractice in daily operations.
8. Remark	This UoC is adopted from 105752L3.