

### Units of Competency related to Corruption Prevention

1. Title	Comply with the “Prevention of Bribery Ordinance” and uphold a high standard of integrity in performing work-related duties
2. Code	111370L1
3. Range	This unit of competency (UoC) applies to all levels of staff working in any functional areas across industries in the business sector. Practitioners will have the ability to understand the importance of complying with the law and upholding business integrity, key provisions of the “Prevention of Bribery Ordinance” (POBO) and relevant integrity requirements; be aware of the integrity challenges that may arise in the daily work environment and gain knowledge on how to address these challenges, including managing conflicts of interest and making ethical decisions; and develop a high standard of integrity, fostering an ethical as well as law-compliant culture.
4. Level	1
5. Credits	1 (for reference only)
6. Competency	<p>Performance Requirements</p> <p>6.1 Understanding the POBO and Integrity Requirements</p> <ul style="list-style-type: none"> <li>◆ Understand the importance of complying with the law and business ethics for the proper functioning and well-being of individuals, businesses and society</li> <li>◆ Understand the key provisions of the POBO (Cap. 201)</li> <li>◆ Comprehend the importance of adhering to professional, trade-related and company’s code of conduct, as well as other internal guidelines</li> <li>◆ Be aware of common corruption risks and integrity challenges in the business sector</li> <li>◆ Understand the values, requirements and expectations of business ethics, including fairness, justice, impartiality, integrity, fiduciary duty, trust and loyalty and confidentiality</li> <li>◆ Grasp the importance of avoiding, declaring and managing conflicts of interest</li> </ul> <p>6.2 Compliance with the POBO and Integrity Standards in Work-related Duties</p> <ul style="list-style-type: none"> <li>◆ Ensure that one’s performance of duties, whether in Hong Kong or elsewhere, complies with the POBO and related legal requirements</li> <li>◆ Ensure that performance of duties aligns with business ethics principles, integrity requirements, and the company’s code of conduct and other internal guidelines</li> <li>◆ Undertake responsibilities to safeguard the company’s funds, assets and information</li> <li>◆ Refrain from misusing one’s official position in the company for personal interests</li> <li>◆ Report any corruption, criminal offences or breaches of the company’s code of conduct encountered or discovered while performing one’s duties</li> </ul> <p>6.3 Upholding Professional Integrity</p> <ul style="list-style-type: none"> <li>◆ Possess and exhibit a standard of personal integrity, and foster an ethical and law-compliant culture in performing one’s duties;</li> <li>◆ Be aware of the corruption risks and integrity challenges that may arise in the work environment of the business sector, and be able to address them properly</li> </ul>
7. Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none"> <li>◆ Develop law-abiding awareness, gain practical understanding of the POBO and relevant integrity requirements, and strengthen awareness of corruption risks at work;</li> <li>◆ Gain solid understanding of the expected standards of integrity and common ethical challenges at work, and be able to address them properly; and</li> <li>◆ Adopt a zero-tolerance attitude towards corruption.</li> </ul>
8. Remark	This UoC is adopted from 106886L1.