

# Specification of Competency Standards for Human Resource Management

## Unit of Competency

Title	Promote and support corporate governance initiatives
Code	106912L5
Range	Defining proper individual and group behaviour for employees to follow. This applies to the development of policies and systems to promote and support corporate governance initiatives that meet the expectations of major stakeholders of the organisation.
Level	5
Credit	5
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> <li>1. Knowledge in the Subject Area <ul style="list-style-type: none"> <li>• Understand the key components of corporate governance (e.g. principles, guidelines, related regulations, support systems and implementation issues)</li> <li>• Understand the latest requirements of new regulations and internal control in order to promote and support corporate governance initiatives</li> </ul> </li> <li>2. Applications and Processes <ul style="list-style-type: none"> <li>• Facilitate and support the organisation to meet external or compliance requirements at organisational level</li> <li>• Alert senior management of the latest regulation changes and their potential impacts on cost, workforce, employee relations and operation</li> <li>• Enhance awareness through training (e.g. e-learning programme) on the regulatory and internal control requirements to all employees</li> <li>• Promote ethical behaviour in the workplace</li> <li>• Develop policies and systems around whistle-blowing with legal and compliance department</li> <li>• Provide ongoing communication to educate employees on compliance policies</li> </ul> </li> <li>3. Professional Behaviour and Attitude <ul style="list-style-type: none"> <li>• Review code of conduct regularly to maintain clearly defined guidelines</li> <li>• Facilitate the development of policies and systems to effectively identify non-compliance practices and potential non-compliance risks</li> </ul> </li> </ol>
Assessment Criteria	<p>The integrated outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> <li>• Establishment of policies and systems to promote and support corporate governance initiatives.</li> <li>• Provision of training to introduce the HR compliance policies, regulatory requirements, internal control systems and ethical behaviour in the workplace.</li> <li>• Engagement with all employees for promotion of corporate governance initiatives.</li> </ul>
Remark	