

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

Functional Area - Testing and Certification

Title	Formulate the ethics management policy and code of conduct for the gemmological laboratories
Code	109021L6
Range	This unit of competency is applicable to practitioners responsible for formulating policies in gemmological laboratories in the jewellery industry. Practitioners should be capable of formulating the ethics management policy and code of conduct by critically examining the industry standards and requirements related to quality assurance and integrity of services provided by testing and certification bodies, so as to implement, monitor and evaluate the ethics management policy in the organization.
Level	6
Credit	6
Competency	<p>Performance Requirements</p> <p>1. Master the knowledge of ethics management and policy development</p> <ul style="list-style-type: none"> <li>• Possess in-depth knowledge of the legal requirements of the testing and certification industry, including relevant laws and regulations, guidelines and circulars issued by regulatory bodies, and industry standards, guidelines and codes of practice issued by the industry, including: <ul style="list-style-type: none"> <li>○ Hong Kong accreditation schemes and their requirements for seeking or maintaining accreditation status, such as Hong Kong Accreditation Service Supplementary Criteria No. 6 Code of Conduct</li> <li>○ Commercial practices guidelines by the Independent Commission Against Corruption (ICAC) of Hong Kong</li> <li>○ Code of ethics and code of conduct of government/non-government departments, government funded organizations and public bodies</li> <li>○ Government policies and protocols for corruption prevention related to organizational management, such as Corruption Prevention Guide for Testing and Certification Industry issued by ICAC</li> <li>○ Policy implementation processes and practices in government/non-government departments</li> <li>○ Establish procedures for developing policy guidelines</li> </ul> </li> </ul> <p>2. Formulate the ethics management policy and code of conduct</p> <ul style="list-style-type: none"> <li>• Formulate the ethics management policy, including: <ul style="list-style-type: none"> <li>○ Designate responsibilities and authorities</li> <li>○ Ethics management guidelines</li> <li>○ Standards and codes of practice and ethics</li> <li>○ Internal monitoring process in the organization</li> <li>○ Implementation and monitoring of ethics management</li> <li>○ Evaluate the effectiveness of the ethics management policy, and propose amendments and improvements in this regard</li> </ul> </li> </ul> <p>3. Professionalism</p> <ul style="list-style-type: none"> <li>• Ensure that the policy is analyzed, and the implications are interpreted and confirmed in accordance with the requirements of the organizational procedures</li> <li>• Ensure that the information and advice on the relevant acts, regulations, procedures, codes of practice, standards and guidelines are accurately provided in accordance with the requirements of the organizational procedures</li> </ul>

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Assessment Criteria	The integrated outcome requirements of this unit of competency are: <ul style="list-style-type: none"><li>• Able to formulate the ethics management policy by critically examining industry standards and requirements on the quality assurance and integrity of corporate services; and</li><li>• Develop guidelines for the implementation, monitoring and evaluation of the ethics management policy in the organization.</li></ul>
Remark	