

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

Functional Area - Insurance, Legal Matters and Compliance

Title	Apply the Prevention of Bribery Ordinance
Code	LOCULC410B
Range	This unit of competency is applicable to all sea freight, air freight and express operators. Practitioners should be capable to understand the Prevention of Bribery Ordinance and issue clear guidelines to employees to ensure that their behaviour complies with the law.
Level	4
Credit	3 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Possess the knowledge of Prevention of Bribery Ordinance</p> <ul style="list-style-type: none"> <li>• Understand the organisational structure and duties of the Independent Commission Against Corruption (ICAC)</li> <li>• Understand the Independent Commission Against Corruption Ordinance and the Prevention of Bribery Ordinance, including the interpretation of soliciting or accepting an advantage, bribery and conspiracy, and penalty for offences</li> <li>• Understand fairly the characteristics of the trade, the operation procedure, and the cooperation and relationship with customers</li> <li>• Master conditions that may lead to corrupt conduct and the channels to report corruption</li> </ul> <p>2. Apply the Prevention of Bribery Ordinance</p> <ul style="list-style-type: none"> <li>• Communicate with relevant departments to understand the characteristics of the trade, the operation procedure, and the cooperation and relationship with customers so as to identify conditions that may lead to corrupt conduct</li> <li>• Prepare practical guidelines/code of conduct with respect to the operation of relevant units to ensure that the company operates legally and to avoid as far as possible unnecessary lawsuits and losses</li> <li>• Elaborate to the departments and colleagues the importance of abiding by business ethics, legal requirements and ethical standards</li> <li>• Implement anti-corruption measures</li> <li>• Review the internal corruption reporting mechanism</li> <li>• Inform relevant departments and colleagues at suitable time about modifications of labour-related legislations and influence of the modifications</li> </ul> <p>3. Professionalism in applying the Prevention of Bribery Ordinance</p> <ul style="list-style-type: none"> <li>• Assist the company in formulating staff guidelines relevant to the Prevention of Bribery Ordinance</li> </ul>
Assessment Criteria	<p>The integrated outcome requirement of this unit of competency is:</p> <ul style="list-style-type: none"> <li>• Capable to assist the company cautiously in formulating relevant guidelines for staff based on the understanding of the Prevention of Bribery Ordinance to meet the operational need of the company so as to promote among the staff the awareness of anti-corruption.</li> </ul>
Remark	This UoC is adopted from the Logistics UoCs LOCUIL410A and LOCULC410A.