

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

Functional Area - Insurance, Legal Matters and Compliance

Title	Apply labour legislations related to human resources management
Code	LOCULC412B
Range	This unit of competency is applicable to all sea freight, air freight and express operators. Practitioners should be capable to understand and apply labour legislations relevant to human resources management so as to ensure that the company operates legally.
Level	4
Credit	6 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Understand labour legislations related to human resources management</p> <ul style="list-style-type: none"> <li>• Understand the functions and operation of the Hong Kong Labour Department and related statutory organisations</li> <li>• Understand major labour legislations and relevant legislations, including the Employment Ordinance, the Protection of Wages on Insolvency Ordinance, the Employees' Compensation Ordinance, the Contracts for Employment Outside Hong Kong Ordinance and the Occupational Safety and Health Ordinance</li> <li>• Understand thoroughly the legal definitions of different areas, including the definitions of employee and employer, the calculation and entitlement of continuous contract, wages, paid leave, sick leave, leave due to work injury, maternity leave, severance payment, long service payment, etc., and the termination of employment contract</li> <li>• Understand the Mandatory Provident Fund Scheme and other mandatory regulations of HKSAR and other associations</li> <li>• Know about other statutory organisations, including the functions and operation of the Office of the Privacy Commissioner for Personal Data, the Equal Opportunities Commission and the Independent Commission Against Corruption; understand relevant legislations</li> </ul> <p>2. Apply labour legislations related to human resources management</p> <ul style="list-style-type: none"> <li>• Liaise with relevant departments to understand the characteristics of the trade and the operation procedure, and prepare employment contracts to ensure that the operation of the company complies with labour-related legislations</li> <li>• Issue clear guidelines and instructions to the staff to ensure that their behaviour complies with the law</li> <li>• Establish and keep the update of the employee handbook and ensure employees understand all the terms and conditions</li> <li>• Handle labour disputes legally and avoid unnecessary lawsuits and losses</li> <li>• Inform relevant departments and colleagues at suitable time about modifications of labour-related legislations and the influence of the modifications</li> </ul> <p>3. Professionalism in applying labour legislations related to human resources management</p> <ul style="list-style-type: none"> <li>• Assist the company in formulating staff guidelines based on labour legislations relevant to human resources management</li> <li>• Assist the company to provide the most suitable and appropriate human resources management such as allocation, training, recruitment and other related human resources questions</li> <li>• Maintain proper filing of human resources issues according to legal requirement like filing, confidentiality, human right, etc.</li> <li>• Evaluate individuals to promote equal opportunities and development in company</li> </ul>

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Assessment Criteria	The integrated outcome requirement of this unit of competency is: <ul style="list-style-type: none"><li>• Capable to assist the company cautiously in formulating relevant staff guidelines based on the understanding of labour legislations related to human resources management and the operational need of the company so as to handle the human resources management matters properly.</li></ul>
Remark	This UoC is adopted from the Logistics UoCs LOCUIL413A and LOCULC412A.