

**Specification of Competency Standards**  
**for the Manufacturing Technology Industry**  
**Unit of Competency**

Functional Area - Operations Management

Title	Formulate and maintain of staff discipline and management regulations
Code	106553L5
Range	This unit of competency is applicable to all corporations of Manufacturing Technology Industry. Practitioners should be capable to base on the varied daily operating environment and actual needs, carry out analysis, evaluation and treatment on human resource management regulations and staff discipline, which complies with the corporate operational needs and relevant legal compliance
Level	5
Credit	6 (For Reference Only)
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> <li>1. Understand relevant knowledge of staff discipline and management regulations <ul style="list-style-type: none"> <li>• Recognise the relevant legislation of operating regions and human resource management, such as the Hong Kong Employment Ordinance, Equal Opportunities Ordinance, Sex Discrimination Ordinance, Family Status Discrimination Ordinance and Personal Data (Privacy) Ordinance</li> <li>• Recognise the concept and functions of human resource management</li> <li>• Understand the human resource management strategies</li> <li>• Understand the corporate operating culture</li> <li>• Understand the corporate discipline and management regulations, including professional ethics, personal conduct, training systems, attendance system, reward and punishment system</li> </ul> </li> <li>2. Handle human resource management regulations and staff discipline <ul style="list-style-type: none"> <li>• Coordinate with the corporate operating conditions, human resource management strategies and relevant legislation of human resource management in the operating regions and continuously improve human resource management regulations</li> <li>• Regularly review whether the staff discipline and management regulations are realistic</li> <li>• Regularly review the corporate disciplinary problems reporting mechanisms, ensure the effectiveness and fairness</li> <li>• Through good communication mechanism with staff, ensure that they fully understand the staff discipline and management regulations</li> </ul> </li> <li>3. Formulate and maintain of staff discipline and management regulations <ul style="list-style-type: none"> <li>• Follow the relevant legislation of employment relationship and give consideration to the interest of the corporation and staff when handling human resource management regulations and staff discipline</li> <li>• Prevent any abuse of power and corruption during implementing staff management regulations</li> </ul> </li> </ol>
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> <li>• Capable to formulate appropriate staff discipline and management regulations for the corporation</li> <li>• Capable to regularly review the corporate staff discipline and management regulations in accordance with business operating conditions and environmental changes, so as to enhance staff productivity and corporate image</li> </ul>
Remark	