

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

Functional Area - Operations Management

Title	Formulate and implement corporate social responsibility plans
Code	106563L5
Range	This unit of competency is applicable to all corporations of Manufacturing Technology Industry. Practitioners should be familiar with the social responsibility of international standards and customers requirements, capable to meet the corporate social responsibility strategies, formulate and implement corporate social responsibility plans
Level	5
Credit	3 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Understand relevant knowledge of formulating and implementing corporate social responsibility plans</p> <ul style="list-style-type: none"> <li>• Understand the corporate social responsibility strategies</li> <li>• Understand the corporate social image promotion channels</li> <li>• Understand the social requirements on corporate social responsibility, government requirements and customers requirements, and all kinds of international social responsibility standards, such as SA8000</li> <li>• Understand ISO22301 and other corporate continuity management standard</li> </ul> <p>2. Formulate and implement corporate social responsibility plans</p> <ul style="list-style-type: none"> <li>• Formulate internal measures related to corporate social responsibility, such as environmental protection practice measures, energy-saving measures or measures to reduce food waste</li> <li>• Coordinate with corporate social responsibility strategies, the requirements of all parties on the corporation, all kinds of relevant international standards of social responsibility to examine the corporate human resources management and operational system</li> <li>• Develop corporate social responsibility plans to assist the corporation planning all kinds of corporate social responsibility activities, such as corporate volunteers, charity bazaar, product donation and blood donation, or other activities to improve the quality of life of staff, customers and the community</li> <li>• Strengthen the cooperation between the corporation and non-profit making organisations, in the form of corporation, participate in voluntary or community work and encourage staff to participate</li> <li>• Encourage staff to practise in the daily operation of corporate social responsibility, cultivate staff to be good corporate citizens, and follow up and report on staff compliance with corporate social responsibility, eliminate unethical practices and enhance the professional ethics</li> <li>• Promote sustainable corporate culture, strengthen the concept of corporate social responsibility, and cooperate with the business units to assist in the integration of the daily operations of practice of corporate social responsibility</li> </ul> <p>3. Professional handling of formulating and implementing corporate social responsibility plans</p> <ul style="list-style-type: none"> <li>• Integrate the social and environmental protection measures to the corporate social responsibility plans, improve the corporate image</li> </ul>
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> <li>• Capable to base on the actual situation of corporation, coordinate with the corporate social responsibility strategies, design all kinds of activities to promote corporate social responsibility</li> </ul>

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	<ul style="list-style-type: none"><li>• Capable to follow up and report the conditions on staff compliance with corporate social responsibility in daily operations</li></ul>
Remark	