

Specification of Competency Standards of the Retail Industry

Unit of Competency

Functional Area: Human Resource Management & Development

Title	Implement "Clean" Business Practices, Good Controls and Integrity Management
Code	105752L3
Range	This unit of competency is applicable to managerial staff and staff entrusted with supervisory role involved in the major functions of a retail business, e.g. purchasing, sales, stock control, staff management. Practitioners should be capable of implementing "clean" business practices, proper controls and good integrity management in day-to-day operations, and helping their companies adopt and put in place relevant practices and measures.
Level	3
Credit	3 (for reference only)
Competency	<p>Performance Requirements</p> <p>1. Knowledge of anti-bribery legislation, risk areas in the industry and basic principles of "clean" business practices, internal control and good integrity management</p> <ul style="list-style-type: none"> • Understand the key legal requirements of the Prevention of Bribery Ordinance and what company staff should know about it, and "clean" business practices in line with the requirements • Understand and be aware of the importance of staff integrity issues • Understand the key elements of a good integrity management programme for an organization and how to implement it • Be aware of the risks of corruption/malpractice in various common functions/processes in the industry • Understand the principles of good internal control and preventive measures, and their application to common functions/processes • Understand the role and duty of a supervisor in respect of managing staff integrity, exercising proper supervisory controls and ensuring "clean" business practices in day-to-day operations <p>2. Implement clean business practices, good controls and integrity management</p> <ul style="list-style-type: none"> • Advise and assist top/senior management to adopt, and assist the company to implement, "clean" business practices, internal controls and integrity management programme (e.g. company code of conduct) • Exercise effective supervision over their staff and day-to-day operations (in respect of ensuring integrity and "clean" business practices) • Respond to integrity issues and challenges, and provide guidance/advice to subordinates/management, and/or assist the company, in managing such issues • Inspire upon and set examples for subordinates and other staff on integrity and "clean" business practices • Provide training for staff to enhance staff awareness of integrity issue and clean business practices <p>3. Exhibit professionalism</p> <ul style="list-style-type: none"> • Ability to exhibit professionalism to implement good integrity management, raise staff awareness of the anti-bribery law and integrity issues, and guide them on such matters • Ability to exhibit professionalism to help the company adopt and implement "clean" business practices and suitable internal controls in various common functions/processes
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none"> • Capable of understanding/applying knowledge in the basic legal requirements of anti-bribery law; • Capable of assisting the company in implementing good integrity management; and • Capable of assisting the company in adopting and implementing "clean" business practices and basic/key internal controls to mitigate the risks of corruption/malpractice in the retail industry and its key business functions.
Remark	