

Specification of Competency Standards
for the Retail Industry
Unit of Competency

Functional Area - Human Resource Management & Development

Title	Comply with anti-bribery law and adopt a high standard of integrity in performing retail functions
Code	111370L1
Range	This unit of competency (UoC) is applicable to all levels of staff working in any functional areas of the retail industry. Practitioners have the ability to understand the importance of compliance with the law, key provisions of the anti-bribery law in Hong Kong as well as ethical and integrity requirements; aware of the related challenges that may arise in the work environment in the industry, and gain the knowledge of how to deal with them; and develop a high standard of integrity, and an ethical as well as law-compliant culture.
Level	1
Credit	1 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Understand the knowledge of the anti-bribery law in Hong Kong, ethical and integrity requirements, and the related challenges</p> <ul style="list-style-type: none"> • Understand the importance of complying with the law and business ethics to the proper functioning and well-being of individuals, businesses, and society • Understand the key provisions of the Prevention of Bribery Ordinance (Cap. 201) • Understand the values, requirements and expectations of business ethics, including fairness, justice, impartiality, integrity, fiduciary duty, trust and loyalty, confidentiality, and avoidance, declaration and management of conflict of interest, etc. • Understand the importance of complying with the company's code of conduct and house rules <p>2. Comply with anti-bribery law and adopt a high standard of integrity in performing retail functions</p> <ul style="list-style-type: none"> • Develop a law-compliant and ethical culture, and a high standard of personal integrity • Ensure that one's performance of duty and personal behaviour comply with the Prevention of Bribery Ordinance and related laws • Ensure that one's performance of duty and personal behaviour comply with business ethics principles, integrity requirements, and the company's code of conduct and house rules • Undertake duties to safeguard the company's funds, assets and information • Avoid misusing official position in the company to pursue private interests • Report breaches of the company's code and house rules, misconduct, corruption and criminal offences encountered/discovered in the course of performing one's duties <p>3. Exhibit professionalism</p> <ul style="list-style-type: none"> • Possess and exhibit a standard of personal integrity as well as law-compliant and ethical culture in performing one's duties; and • Be aware of the corruption / integrity challenges that may arise in the work environment of the retail industry, and be able to deal with them
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none"> • Have developed a law-abiding awareness, gained a practical understanding of the anti-bribery law and common corruption challenges at work; and • Have gained a good understanding of the expected standard of integrity and common ethical challenges at work, and being capable to deal with them.

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Remark	This UoC is adopted from 106886L1.
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