Functional Area - Operations Management

Title	Formulate ethical management policy
Code	105956L6
Range	This unit of competency (UoC) covers the abilities to formulate ethical management policy by critically examining industry standards and requirements on the quality assurance and integrity of services provided by the TIC organisation. This UoC also includes the abilities to develop guidelines for ethical management policy implementation, monitoring and evaluation in the organisation.
Level	6
Credit	2 （For Reference Only）

Competency	Performance Requirements
	1. Possess knowledge of ethical management and policy development
	
	• Critically examine industry standards and requirements on quality assurance and integrity of services provided by the TIC organisation, e.g.:
	   o Hong Kong accreditation schemes and their requirements for seeking or maintaining accreditation status,
	   o international standards and ethical schemes such as ISO/IEC, Good Manufacturing Practice (GMP).
	• Research and analyse information from a broad range of sources for formulating corporate ethical management policy, e.g.:
	   o code of ethics and code of conduct of public sector,
	   o government policies and protocols for corruption prevention,
	   o policy implementation processes and practices in the public sector.
	• Establish procedures for developing policy guidelines.
	
	2. Formulate ethical management policy
	
	• Designate responsibilities and authorities for the formulation of ethical management policy.
	• Develop new policy guidelines for implementing and monitoring the ethical management within the organisation.
	• Assess and advise on ethical management policy.
	• Evaluate and revise the ethical management policy where necessary.
	3. Exhibit professionalism
	
	• Ensure the policy and guidelines are formulated in consultation with top management, shareholders, customers and end users.
	• Ensure the policy is analysed and implications are interpreted and confirmed in accordance with organisational procedures.
	• Ensure information and advice on the relevant acts, regulations, procedures, codes of practice, standards and guidelines are provided in accordance with organisational procedures.

Assessment Criteria	The integrated outcome requirements of this UoC are the abilities to: • formulate ethical management policy by critically examining industry standards and requirements on the quality assurance and integrity of corporate services, • develop guidelines for ethical management policy implementation, monitoring and evaluation in the organisation.

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Remark	The relevant documents involved in this UoC are as follows:
	• HKAS SC-06 HKAS Supplementary Criteria No. 6 Code of Conduct • Corruption Prevention Guide for Testing and Certification Industry issued by Independent Commission Against Corruption (ICAC)