

Hong Kong Productivity Council

Anti-Corruption Policy

1. Introduction

- 1.1 Hong Kong Productivity Council (“HKPC”) is committed to upholding a high standard of business integrity, honesty and transparency in all its business dealings. HKPC adopts ethical and anti-corruption business practices and has zero-tolerance of any form of fraud and corruption.
- 1.2 HKPC has established this Anti-Corruption Policy (“Policy”) to set out HKPC’s expectations and requirements relating to prevention, deterrence, detection and reporting of fraud and corruption.
- 1.3 This Policy has been reviewed and approved by the Audit Committee of HKPC. Should there be any conflicts between the Policy and applicable laws, the laws shall prevail.
- 1.4 This Policy is published and available for download at HKPC’s website.

2. Scope

- 2.1. This Policy applies to all personnel of HKPC including Council Members and staff at all levels (which for these purposes includes temporary or contract staff) of HKPC, its wholly owned subsidiaries, joint ventures and companies in which HKPC holds a controlling interest (“HKPC’s Personnel”).
- 2.2. All Business Partners of HKPC (as further described in Section 5 below) are encouraged to abide by requirements stipulated in Section 5 of this Policy.

3. General Statement

- 3.1. HKPC adopts a zero-tolerance approach towards corruption and related malpractice. HKPC is committed to prohibiting the solicitation and acceptance of bribes or advantages from others in relation to HKPC's business affairs, whether in Hong Kong or elsewhere, without permission. HKPC also prohibits the offering of bribes or advantages to agents of others in carrying out HKPC's business, and the offering of advantages to public servants while having business dealings with their organisations, whether in Hong Kong or elsewhere.
- 3.2. HKPC's Personnel are required to comply with this Policy, all applicable anti-corruption laws and regulations, including but not limited to the Prevention of Bribery Ordinance ("POBO") (Cap. 201 of the Laws of Hong Kong) and other anti-corruption laws that HKPC may be subject to while operating in other jurisdictions.
- 3.3. This Policy is an integral part of HKPC's Anti-Corruption Programme. This Policy sets out the minimum standards of conduct to which all staff are required to comply and should be read in conjunction with HKPC's Human Resources Standard Practice on Code of Conduct ("HKPC's Code of Conduct"), which is available at HKPC's Intranet.

4. Integrity Requirements and Responsibilities for HKPC's Personnel

- 4.1. Council Members shall comply with HKPC Code of Conduct for Council Members, whether performing duties of HKPC in or outside Hong Kong.
- 4.2. Staff shall adhere to the requirements as stipulated in HKPC's Code of Conduct, including:

- To demonstrate a high degree of integrity, and should at all times make a conscious effort to avoid or declare as appropriate any conflict of interest situation that arises or has arisen;
- Not to solicit or accept any advantage from any persons or companies having official dealings with HKPC and subordinates;
- Not to offer advantages to any person or any organisation, for the purpose of influencing such person or organisation in any dealings, or any public official while having business dealing with his employing organisation, whether directly or indirectly through a third party, when conducting the business of HKPC;
- Not to accept lavish, or unreasonably generous or frequent entertainment or indeed any entertainment which is likely to give rise to any actual or perceived conflict of interest, put the staff in an obligatory position in the discharge of their duties, compromise their impartiality or judgement, or bring them or HKPC into disrepute bearing in mind public perception;
- Not to use of their official position for personal gain or for the benefit of any relatives, friends, other persons, outside organisations or colleagues in HKPC discharging different official duties;
- Not to act in their roles or perform their duties in favour of clients or funding applicants in return for deferred reward or benefit after expiration or termination of their employment with HKPC; and
- Not to share any inside information with any person who does not have a legitimate business need to know the information, and ensure that staff members themselves are not involved in accidental or intentional disclosure of inside information.

4.3. Staff should also comply with the requirements of this Policy, and other policies and procedures supplementing this Policy, as well as any future updates and other relevant policies on anti-fraud or anti-corruption issued from time to time.

5. Anti-corruption Requirements for Business Partners

5.1. HKPC is committed to promoting anti-fraud and anti-corruption practices amongst Business Partners, including agents, consultants, contractors, suppliers and joint ventures partners, it engages.

5.2. HKPC expects Business Partners to observe and similarly embrace HKPC's commitment as stipulated in para 1.1 of this Policy, and the below requirements:

- Business Partners are prohibited from bribing or offering advantages to HKPC's Personnel in relation to HKPC's business affairs;
- Business Partners are prohibited from conducting bribery in any form when carrying out business affairs under contracts with HKPC, partnership with HKPC, or on behalf of HKPC;
- Business Partners are encouraged to have in-house Code of Conduct, or equivalent, describing the ethical values and behavioural standards for their directors, officers and employees (whether permanent or temporary);
- Business Partners shall ensure their officers, employees, agents, suppliers, contractors and sub-contractors are made aware of anti-corruption requirements, and warn them that solicitation, acceptance and offering of advantages, as defined in the POBO, are not permitted;

- Offences committed by a Business Partner or any of its directors, officers, employees or agents against relevant probity requirements will render its engagement with HKPC null and void; and
- Business Partners shall report any suspected cases of fraud and corruption immediately to the relevant law enforcement authority, and consider appropriateness of reporting to HKPC’s whistle-blowing channels as stipulated in Section 6.

6. Whistle Blowing Policy and Handling of Reports of Violations

6.1. HKPC has established its [Whistle Blowing Policy](#) to provide the wider public with reporting channels and guidance on whistleblowing. The term “whistleblowing” refers to a situation where a person decides to report serious concerns about any suspected irregularity, misconduct or malpractice which he/she has become aware of or genuinely suspects that any HKPC staff have been or may become involved in.

6.2. Persons (“Whistleblowers”) making any report of corruption or violations of this Policy are assured of protection against unfair dismissal, victimisation or unwarranted disciplinary action. They can report the suspected cases of corruption to Independent Commission Against Corruption (“ICAC”) or through the HKPC whistleblowing channels listed below:

- By post - in a sealed envelope marked with “Strictly Private and Confidential, to be opened by Addressee Only”

Chairman of the Audit Committee, c/o Executive Director’s Office
2/F, HKPC Building, 78 Tat Chee Avenue, Kowloon, Hong Kong

- By email - whistleblowing@hkpc.org

- 6.3. Whistleblowers are also assured of strict confidence where only the persons who are designated to handle investigation of the reported cases or have a need to know to have access to the particulars of the reported cases.
- 6.4. With zero-tolerance against any form of fraud and corruption by HKPC, any corrupt behaviour detected or breach of this Policy may lead to reporting to the relevant law enforcement authorities. HKPC will render full assistance relevant authorities during their investigations.
- 6.5. Personnel who act against HKPC's zero-tolerance approach towards corruption and related malpractice may subject to disciplinary actions, such as termination of employment (in the case of staff) or termination of contract and exclusion from future bidding (in case of suppliers/contractors).

7. A Brief of HKPC's Anti-Corruption Programme

- 7.1. HKPC's Anti-Corruption Programme is developed based on this Policy. Its design, implementation and effectiveness are overseen by the Audit Committee of HKPC.
- 7.2. HKPC has established ethical standards and anti-corruption requirements for all Council Members and staff as set out in Section 4 of this Policy. These requirements are promulgated through:
- Induction briefing for newly appointed Council Members and new staff members; and
 - Refresher reading of HKPC's Standard Practice on Code of Conduct for existing staff.

- 7.3. Identification and assessment of corruption risks are covered in annual risk assessment performed by HKPC's business/operation divisions and planned internal audits on business functions/divisions conducted by the Compliance and Internal Audit Office of HKPC. Audit observations including fraud cases are reported to and reviewed by the Audit Committee of HKPC.
- 7.4. HKPC has implemented an effective internal control system undertaking control measures on prevention of corruption or abuse. The skeleton of HKPC's internal control system is the set of Standard Practices and operational guidelines, setting out the policy and procedural requirements governing business functions/operations, with key controls embedded in electronic workflows of Enterprise Resource Planning System and various application systems of HKPC.
- 7.5. Apart from the training and communication channels as mentioned in paragraph 7.2 above, HKPC's integrity and compliance training programme includes integrity talks delivered by ICAC and trainings/seminars organised by other regulatory bodies, briefings on integrity topics and HKPC's Code of Conduct at division meetings regularly.