

# Code of Conduct

July 2023

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## 1. Introduction

- 1.1 This Code of Conduct (the Code) is intended for all employees either employed full-time, part-time or on a temporary basis and, where specifically intended for, Chairman and members of Council and Committees of the Hong Kong Breast Cancer Foundation (“HKBCF”). It serves to promote an ethical culture and ensure an ethical environment for the clients, patients, business partners and suppliers of the HKBCF. By living out the spirit of the Code, the HKBCF can operate under the highest principles of trust, fairness, impartiality and integrity.
- 1.2 Employees should read through the Code carefully and follow the guidelines contained in the Code at all times while carrying their duties as staff members of the HKBCF.
- 1.3 Violation of the Code may result in disciplinary action including termination of employment in serious cases. Cases of suspected corruption or other criminal offences will be reported to the relevant authorities.
- 1.4 If you have any doubt, please do not hesitate to seek advice from your supervisor or Department Head.

## 2. Conflicts of interest

- 2.1 A conflict of interest situation arises when private interests of Chairman, members of Council and Committees as well as employees of the HKBCF (including both financial and personal interests of oneself, his/her family members, relatives and close personal friends) compete or conflict with the interests of the HKBCF. One should always stay alert to avoid any actual or perceived conflict of interest. When an actual or perceived conflict of interest situation arises, one should immediately report to the approving authority of the HKBCF to seek his/her advice. Failure to avoid or declare any conflict of interest may give rise to criticism of favouritism, abuse of authority or even allegation of corruption.

Typical examples of conflict of interest situations:

- Conducting personal business with the HKBCF.
- Possessing an interest in any organisation that has business dealings with the HKBCF.
- Handling tenders or commercial contracts on behalf of the HKBCF where one’s family member(s), relatives(s) or close personal friend(s) have a personal interest in the entity with which the HKBCF is dealing.

- Handling people management matters (such as recruitment or promotion selection or performance appraisal) involving one's family member(s), relative(s), or close personal friend(s).
- Releasing confidential information relating to business of the HKBCF or using such information for personal gain.
- Involving in financial transactions among co-workers (e.g. personal loan, acting as a guarantor, engaging in frequent or high stakes gambling).
- Involving in financial dealings with clients, contractors, business partners, etc.

2.2 For further information, please refer to the Policy and Guidelines on Managing Conflicts of Interests (P&P-OPG-017).

### **3. Prevention of bribery and illegal acceptance/offer of advantages**

3.1 The HKBCF prohibits all forms of bribery and corruption. The HKBCF requires all employees, including full-time, part-time and temporary employees, to comply with the Prevention of Bribery Ordinance (Cap. 201) in conducting the business or affairs of the HKBCF.

#### Soliciting or accepting advantages

3.2 All employees are prohibited from soliciting or accepting advantage (including money, gifts, prizes, commissions, loans, fees, rewards, offices, employment, contracts, services, entertainment, sponsorship or favour as defined under the law) from clients, contractors, suppliers or any individual who has business dealings with the HKBCF, except that an employee may, with the permission of the Chief Executive Officer, accept but not solicit a gift of value not exceeding HK\$500 offered on a voluntary basis.

3.3 If it is clear to the employee that the gift exceeds HK\$500, the employee should decline politely to accept it on the spot.

3.4 All employees should take note that even if a gift may not exceed HK\$500, or the offeror does not have any official dealings with the HKBCF, employees should decline an offer of a gift if there is doubt as to the intention of the offeror.

3.5 If an employee suspects that there is corruption or bribery, he/she should report the matter to the Department Head concerned or the General Manager or the Chief Executive Officer.

### Acceptance of entertainment

- 3.6 Employees should not accept lavish or unreasonably generous or frequent entertainment from any person or companies/organisations having official dealings with the HKBCF. Under the law, entertainment means the provision of food or drink, for consumption on the occasion when it is provided, and of any other entertainment connected with or provided at the same time as the provision of food or drink.

### Offering advantages and entertainment

- 3.7 Under no circumstances should any employee, in conducting the business or affairs of the HKBCF, offer any advantage as an inducement or reward to any employee of a company or organisation.
- 3.8 Where it is necessary to procure a souvenir item as a token of appreciation for an employee of a company or organisation for having attended or assisted in an event or activity of the HKBCF, it should be of nominal value and the approval of the Chief Executive Officer for the procurement is required.

### Policy and guidelines

- 3.9 For further information, please refer to the Policy and Guidelines on Offering and Acceptance of Advantages and Entertainment (P&P-OPG-013).

## **4. Ethics and compliance in the workplace**

- 4.1 It is the responsibility of each and every employee to help maintain an ethical culture by complying with the HKBCF's policies, ensuing compliance with legal and statutory requirements and demonstrating appropriate conduct and behaviour in the work place.

Examples of proper conduct and behaviour in the workplace:

- Display appropriate behaviour and maintain mutual respect and courtesy.
- Not to work under the influence of drugs or alcohol.
- No misuse of official position for any personal gains.
- No smoking or gambling.
- Ensure a safe, discrimination-free and harassment-free workplace.
- Be punctual in reporting to work; obtain medical advices for illness, injury or other unfit situations and keep the supervisor informed of any unexpected absence or lateness. Deductions may be made from the employee's wages for absence from work without approval.

## 5. Outside work

5.1. Subject to 5.2, no employee is allowed to undertake any outside work (either as a volunteer, an employee, an employer, a consultant, a director, an advisor or in any other capacity, with or without compensation) unless with the HKBCF's prior approval as it may affect an employee's performance in discharging his/her duties or fall into certain conflict of interest situations.

5.2. Any employee who wishes to undertake outside work must apply for prior approval from the relevant authorities as listed below:

Staff level	Approving Authority
Department Head below	Chief Executive Officer via Department Head concerned
Department Head and above	Chairman of Human Resources Committee via Chief Executive Officer

5.3. The employee is required to make full disclosure of the position and employer, nature of the outside work and remuneration as well as any conflicts of interest in the application. The employee is also required to re-apply for approval annually.

Circumstances where approval for undertaking outside work may be considered:

- No actual or perceived conflict of interest between the proposed outside work and employment with the HKBCF.
- The outside work will not affect the employee's performance or attendance.
- The outside work will be undertaken outside normal working hours.
- The outside work will not affect the HKBCF's corporate image or reputation in a negative manner.

## 6. Protection of corporate image, property and information

6.1 The HKBCF relies on the support from each of the employee to build, maintain and safeguard the HKBCF's corporate image and reputation. Every employee may contribute to the enhancement of the HKBCF's corporate image and reputation in many ways, including but not limited to the following:

- Act and behave properly and do not engage in any practice that may damage the HKBCF's image and reputation.
- Ensure proper use of personal data and confidential information (e.g. only for authorised business purposes) and prevent unauthorised disclosure or infringement of intellectual property rights, both during and after employment.
- Protect and make proper use of the HKBCF's property such as office equipment, furniture, document and information and avoid any damage, wastage or unauthorised disposal; and return them to the HKBCF upon request or cessation of employment. Deductions may be made from the employee's wages for damage to or loss of the HKBCF's equipment or property.
- Exercise caution and sensitivity in the use of communication channels, especially online or instant communication (e.g. Facebook, Instagram, WhatsApp, WeiBo, discussion forums, etc.) as any information or views disseminated via such channels may become immediately available to a wide audience including unexpected recipients.
- Always relay media enquiries to the Fundraising and Communications Department for appropriate handling and avoid expressing views in a way that implies representation of the HKBCF.
- Report irregularities and potential issues to the Chief Executive Officer without any delay.