Specification of Competency Standards for ICT Operation and Support

Unit of Competency

Functional Area: Core Skills

<table>
<thead>
<tr>
<th>Title</th>
<th>Comply with anti-bribery law and adopt a high standard of integrity in the operation and procurement of ICT products and services</th>
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<td>Code</td>
<td>107869L2</td>
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<td>Range</td>
<td>This unit of competency (UoC) is applicable to staff involved in the operation and procurement of ICT products and services in an organisation. It involves a basic understanding of the importance of compliance with the law, key provisions of the anti-bribery law in Hong Kong as well as ethical and integrity requirements; an awareness of the related challenges that may arise in the work environment in the industry, and knowledge of how to deal with them; and development of a high standard of integrity, and an ethical as well as law-compliant culture.</td>
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Competency Performance Requirements

1. Knowledge of the anti-bribery law in Hong Kong, ethical and integrity requirements, and the related challenges:
   - Understand the importance of compliance 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
   - Understand the values, requirements and expectations of business ethics, including fairness, justice, impartiality, integrity, fiduciary duty, confidentiality, etc.
   - Understand the importance of complying with the organisation’s code of conduct and house rules

2. Comply with anti-bribery law and adopt a high standard of integrity in the operation and procurement of ICT products and services
   - Develop a law-compliant and ethical culture, and a high standard of personal integrity
   - Ensure that one’s performance of duty and personal behaviour complies with the Prevention of Bribery Ordinance and related laws
   - Ensure that one’s performance of duty and personal behaviour complies with business ethics principles, integrity requirements, and the company’s code of conduct and house rules
   - Be able to identify potential risks of violation of law, and seek attention of senior management or appropriate authority as necessary

3. Exhibit professionalism
   - Possess and exhibit a high standard of personal integrity as well as law-compliant and ethical culture in performing one’s duties; and
   - Understand the corruption/integrity challenges that may arise in the work environment, and be able to deal with them properly

Assessment Criteria

The integrated outcome requirements of this UoC are the abilities to:
- Develop a law-abiding awareness, gained a practical understanding of the anti-bribery law and common corruption challenges at work, and being capable to deal with them properly
- Gain a good understanding of the expected standard of integrity and common ethical challenges at work, and being capable to deal with them properly

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