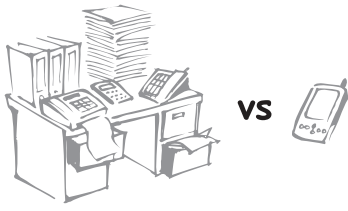


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# Foreword



Information Technology (IT) has transformed our working environment, enhancing our local perspective with a truly global dimension. More than half of Hong Kong businesses now use computers to facilitate their workflow, and many of them access the Internet round the clock to connect to their customers and business associates around the world.

The extensive use of IT not only increases an organisation's productivity, it can also bring business opportunities – sometimes for the wrong people. In dishonest hands, IT applications can be manipulated, leaving companies vulnerable and exposed to an increased risk of corruption and malpractice. Born from new technologies, some of these risks are being seen for the first time. But many are actually “old” risks in a modern disguise that may escape the attention of managers.

This guide has been written for managers who are not trained IT experts but who have to supervise their teams in the use of computers and the Internet. We aim to offer managers some practical tips on how to identify integrity risks in the workplace and proactively reduce them by enhancing ethics in IT management. We will:

- Use case illustrations from the ICAC's own investigation files to point out to managers:
  - how staff integrity is vital for the proper use of IT in the workplace; and
  - what the risks of corruption and related malpractice are (Chapters 1 and 2);
- Introduce an analytical framework for addressing the issue of corruption from a legal and ethical perspective (Chapter 3);
- Introduce an ethical management model and some useful tools for formulating a code of conduct, system controls and staff training (Chapter 4);
- Provide a directory of the services provided by the publishers, particularly the Independent Commission Against Corruption (Chapter 5).

In the final analysis, to ensure that IT is used constructively and contributes to the success of a business, an ethical corporate culture is of primary importance.