



FOSTERING AN ETHICAL CULTURE

Checklist



Does my organisation use the following channels to disseminate its core values to members of the governing body and employees and foster an ethical culture?

- ▶ Incorporate integrity training into induction programme for members of the governing body and newly recruited employees ☐
- ▶ Arrange regular training courses for members of the governing body and employees on topics such as anti-corruption laws, handling conflict of interest, managing staff integrity and ethical leadership ☐
- ▶ Arrange e-learning integrity training course for employees who cannot attend face-to-face training ☐
- ▶ Maintain proper integrity training records with a view to setting up an integrity training cycle in the long run ☐
- ▶ Distribute leaflets on anti-corruption laws and publish feature articles promoting probity messages on the intranet or in staff newsletter ☐
- ▶ Organise integrity promotion projects, e.g. quizzes, exhibitions and competitions ☐

Does my organisation put up posters or notices with "Don't bribe public servants" message to heighten the awareness of service users and business partners? ☐

The Independent Commission Against Corruption provides the following free and professional services to facilitate public bodies to implement integrity management programmes.



Organising integrity training



Providing integrity promotion resources



Offering corruption prevention advisory services

Contact us

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Integrity Management Checklist



Integrity Promotion
Campaign for Public Bodies
Thematic Website

Managers of public bodies hold the responsibility to ensure that the delivery of public services is free from corruption and malpractice. This checklist facilitates them to conduct a quick check-up in integrity management and identify the areas for follow-up and enhancement.



SETTING AN ETHICAL STANDARD

Checklist

✓/✗

- Does my organisation have a code of conduct to ensure the ethical standards of all members of the governing body and employees meet public expectations? ☐
- Does the code cover the following areas?
- Stating that members of the governing body and employees are public servants ☐
 - Prohibition on any bribery and corrupt practices ☐
 - Restrictions and guidelines on governing the solicitation, acceptance and offering of advantages and acceptance of entertainment ☐
 - Guidelines on handling advantages offered to members and employees in their official capacity ☐
 - Guidelines on acceptance of sponsorship ☐
 - Guidelines on avoidance and declaration of conflict of interest and managing declared conflict of interest ☐
 - Prohibition on misuse of official position, confidential information, assets and resources of the organisation ☐
 - Guidelines on handling members bidding for contracts of the organisation ☐
 - Policy on reporting suspected corruption and other criminal offences ☐
 - Consequences of breaching the code and guidelines ☐
- Does my organisation have a mechanism to regularly remind members of the governing body and employees of the content of the code? ☐
- Does my organisation regularly review the code to ensure it meets the current and future needs? ☐
- Does my organisation provide guidance and support to employees on handling ethical risks? ☐



STRENGTHENING SYSTEM CONTROL

Checklist

✓/✗

- Does my organisation establish a system that can identify and assess the risk of corruption? ☐
- Does my organisation adopt clear operational procedures and guidelines in the following business areas to reduce the opportunity for corruption?
- Procurement ☐
 - Finance and accounting ☐
 - Human resources management and administration ☐
 - Sales and marketing ☐
 - Contract management ☐
 - Inventory and stock control ☐
 - Core business (e.g. regulatory affairs, licensing, assessment / approval and management of public funds) ☐
- Does my organisation regularly review the policies, operational procedures and guidelines to meet its development need? ☐
- Does my organisation specify duties and responsibilities for all levels of staff? ☐
- Does my organisation incorporate checks and balances in record keeping? ☐
- Does my organisation establish appropriate channels to receive and handle enquiries and complaints on breaches of the code of conduct? ☐
- Does my organisation set up a system to take prompt and appropriate action against corruption and malpractices? ☐