

## SECTION 3: CODE OF BUSINESS AND EMPLOYEE CONDUCT

### POLICY

301 It is universally accepted that stakeholders and the public generally now demand more accountability from organisations providing essential public services. This means having greater transparency in respect of both the corporate entity and the actions of individuals whose ethical behaviour is exposed to increasingly greater scrutiny. The Corporation and those employed by it are no exceptions.

302 It is incumbent upon the Corporation as matter of good corporate governance to promulgate appropriate requirements which will maintain an acceptable balance between transparency, on the one hand, and individuals' rights, particularly as to privacy, on the other.

303 – 310 (not used)

### CODE OF BUSINESS CONDUCT

311 The Corporation's Code of Business Conduct is set out below.

**Standard of Conduct:** The Corporation conducts its operations with honesty, integrity and openness. It believes in fair competition, and respects the legitimate interests of those to whom it provides services and with whom it conducts business. The Corporation, its subsidiaries and its employees are required to comply with the laws of the HKSAR and of wherever else it conducts business.

**Corporate Governance:** The Corporation conducts its operations in accordance with internationally accepted principles of good corporate governance, and provides timely, regular and reliable information on its activities, structure, financial situation and performance to the HKSAR Government as its sole shareholder.

**Access To information:** The Corporation recognises the need for the community to be well informed about the Corporation, the activities it undertakes and the processes and procedures that it adopts. It therefore provides access to information to the extent practicable in conformity with the principles laid down in the HKSAR Government's Code of Access to Information.

**Community Involvement:** The Corporation strives to be a good corporate citizen. It co-operates with the HKSAR Government and other organisations in the promotion of community activities that support the Corporation's image as a good corporate citizen. The Corporation neither supports political parties nor contributes to the funds of groups whose activities are calculated to promote party interests.

**The Environment:** The Corporation is committed to making continuous improvements in the management of the environmental impact of its activities with the goal of developing a sustainable business.

**Employees:** The Corporation respects the rights and interests of its employees and is committed to supporting a working environment where there is mutual trust and respect, and where everyone feels responsible for the performance and reputation of the Corporation. It recruits, employs and promotes employees on the sole basis of their qualifications, experience and merit. The Corporation is committed to ensuring safe and healthy working conditions for all employees, and to working with employees to develop and enhance each individual's skills and capabilities. It respects the right of employees to freedom of association, and will maintain good communications with employees through appropriate information and consultation procedures. In return, all Corporation employees are expected to avoid personal activities and financial interests that could conflict with their responsibilities to the Corporation.

**Compliance:** Day-to-day responsibility is delegated to the senior management of the Corporation for implementing these principles. Compliance with the Code is subject to review by the Board supported by the Audit Committee.

312 – 320 (not used)

### **CODE OF EMPLOYEE CONDUCT**

321 The Corporation values its good name. All employees are expected to perform their work in line with Corporation's objectives, policies and procedures. More particularly, all employees are expected to -

- (a) protect and promote the business integrity of the Corporation;
- (b) work diligently towards achieving Corporation's business goals;
- (c) treat customers and colleagues with honesty, courtesy and respect;
- (d) work in a safe and healthy manner, and duly comply with the requirements set out in safety, security, environment or quality rules and procedures issued by the Corporation;
- (e) adopt a responsible approach to attendance and punctuality; and
- (f) be suitably attired for the nature of their work and for the Corporation's image.

322 – 400 (not used)