

CODE OF CONDUCT FOR STAFF

Last updated on 14 September 2026

This Code of Conduct sets out the basic standard of conduct expected of all staff irrespective of their terms of employment, i.e., including all full-time, short-term contract, part-time, temporary staff and volunteers of the Kendo Association of Hong Kong, China Limited (HKKA).

1. Introduction

- 1.1 The HKKA is fully committed to the principle of honesty, integrity and fair play in all its businesses and activities. All staff should ensure that the businesses of the HKKA, such as procurement of sports and office equipment, outsourcing of staff and services for HKKA activities, processing of application and selection of athletes and allocation of resources, are conducted in an open, fair and impartial manner. They should bear in mind that the HKKA is accountable to all stakeholders, including the Government, sponsors, and all members.
- 1.2 All staff are automatically bound by and required to comply with all rules written under this Code. Accordingly, they are deemed to have agreed that it is their personal responsibility to familiarize and comply with all the requirements written, in particular, what behaviours constitute as contraventions/offences under the Code. They should sign the Declaration of Compliance with the Code of Conduct for Staff in *Appendix 2* and submit it to the HKKA annually. They should be conversant with the Code and failure to comply with the Code may result in disciplinary action. In cases of suspected corruption or other criminal offences, a report should be made to the Independent Commission Against Corruption or the appropriate authorities.
- 1.3 For disciplinary actions relating to misconduct, please refer to *Appendix 1 Misconduct and Disciplinary Actions*.
- 1.4 *This Code should be read together with, and is subject to, the HKKA Guidelines and Procedures on Handling of Complaints and Appeal.*

2. Provisions of Prevention of Bribery Ordinance

- 2.1 Under Section 9 of the Prevention of Bribery Ordinance (POBO, Cap. 201), an agent who solicits or accepts an advantage in relation to his/her principal's business or affairs without the principal's permission may commit an offence. The term "advantage" is defined in Section 2(1) of POBO and includes almost anything of value, except entertainment, such as money, gift, commission, loan, fee, reward, office, employment, contract, service or favour as detailed at *Appendix 3*.

- 2.2 In this connection, any staff commits an offence if he/she, without the permission of HKKA, solicits or accepts any advantage as a reward or inducement for doing any act or showing favour in relation to the HKKA's business.

3. Acceptance of Advantages

- 3.1 All staff are prohibited from soliciting any advantage from any persons or companies having business dealings with the HKKA (e.g., suppliers, contractors and members, etc.). Staff who wish to accept any advantage from such persons should, depending on the circumstances of the case, seek special permission from the designated approving authority of the HKKA.

3.2 Gifts/Souvenirs presented to staff in official capacity

- a) Any gifts/souvenirs offered voluntarily to staff in their official capacity are regarded as gifts/souvenirs to the HKKA. The HKKA should decline the offer if the acceptance would affect the staff's objectivity in conducting the HKKA's business, induce them to act against the interest of the HKKA, or lead to perception or complaints of bias or impropriety;
- b) Staff should follow the procedures set up in *Appendix 4A* for the disposal of gifts/souvenirs presented to them in their official capacity and, depending on the circumstances, report the matter to the designated approving authority of the HKKA and seek instruction by using the form in *Appendix 4B*; and
- c) Proper records of these applications should be kept by the Secretariat showing the name of the applicant, the occasion of the offer, the nature and estimated value of the gift/souvenir, and whether permission has been granted for the applicant to retain the gift/souvenir or other directions have been given to the disposal of the gift/souvenir.

3.3 Sponsorships offered to staff in official capacity

- a) Staff may be offered sponsorships in their official capacity by persons/organizations for official purposes such as attending local/overseas conferences, conventions and product trial activities, etc. Such sponsorships should be regarded as sponsorships offered to the HKKA and referred to the designated approving authority for consideration of acceptance, except for those offered by sports governing bodies (e.g., International Olympic Committee, Olympic Council of Asia, etc.) to the HKKA for attending official meetings/programs.

- b) The designated approving authority should consider whether the acceptance of the sponsorship will benefit the HKKA as a whole and not bring the HKKA into any disrepute, whether the HKKA will feel obliged to do something in return for the offeror, and whether the acceptance will give rise to any actual or perceived conflict of interest (e.g., the offeror is a supplier/contractor bidding for the HKKA's contract). If decision is made to accept the sponsorship, the HKKA should then select a suitable staff to attend the sponsored activity.

3.4 Advantages offered to staff in private capacity

- a) Where a staff is offered an advantage in his/her private capacity, he/she may accept it if the acceptance will not affect the performance of his/her duties as a staff; and he/she will not feel obliged to do something in return in connection with the HKKA's business for the offeror. If a staff feels that he/she would be obliged to reciprocate an advantage by returning to the offeror a favour connected with any business of the HKKA, he/she should decline the offer.
- b) When a staff is in doubt as to whether he/she should accept an offer of advantage, it is advisable for him/her to apply the "sunshine test"¹ and consult the designated approving authority for advice and instruction.

3.5 Lucky draw prizes

- a) When a staff is invited as a guest to events in his/her official capacity, he/she may take part in lucky draws and accept a prize if its value is below the amount as approved by the HKKA. For any prize exceeding such value, it should be disposed of in one of the ways as listed at *Appendix 4A*.
- b) If there are leftovers of lucky draw prizes from an HKKA event, consideration can be given to be used as lucky draw prizes internally among staff, athletes, coaches and referees with permission from the designated approving authority.

4. **Acceptance of Entertainment**

- 4.1 As defined in Section 2 of POBO, "entertainment" refers to food or drink provided for immediate consumption on the occasion, and any other entertainment provided at the same time. Although entertainment is an acceptable form of business and social behaviour and is not an "advantage", the staff should not accept lavish or frequent entertainment from persons/organizations with whom the HKKA has official dealings (e.g., suppliers or contractors, clubs/persons to which the HKKA may allocate resources or job assignments) to avoid placing themselves in a position of obligation to the offeror.

5. **Offer of Advantage**

¹ In the sunshine test, the person concerned should ask himself/herself if he/she would be happy to openly discuss with the general public what he/she is doing. If he/she feels uncomfortable about that, what he/she is doing is probably conflicting with the ethical standard generally expected by society.

5.1 Staff are prohibited from offering advantages to any director, or staff of any company or organization, for the purpose of influencing such person or company in any dealings, or any public official, whether directly or indirectly through a third party, when conducting the business of the HKKA.

5.2 Relevant provisions of POBO including the offences of solicitation, acceptance and offering of advantages are at *Appendix 5*.

6. Conflict of Interest

6.1 “Private interest” includes both the financial and personal interests of the staff and those of their connections including:

- a) family members and other relations;
- b) personal friends;
- c) companies or business interests which they hold or own (both in part or in whole);
- d) clubs and societies to which they belong; and
- e) people to whom they owe a favour or are obligated in any way.

6.2 Declaration of Conflict of Interest

- a) A conflict of interest situation arises when the “private interest” of a staff competes or conflicts with the interest of the HKKA or one’s official duties. Staff should avoid using their position or any information made available to them in the course of their duties to benefit themselves, their relatives or any other persons with whom they

have personal or social ties, or business connections. They should avoid putting themselves in a position that may lead to an actual or perceived conflict of interest. Failure to avoid or declare such conflict of interest may give rise to criticism of favouritism, abuse of authority or even allegations of corruption;

- b) In particular, staff involved in the procurement process should declare conflict of interest if they are closely related to, or have, or will likely be perceived to have, beneficial interest in any company which is considering submission of quotation/tender to the HKKA or is being considered for selection as the HKKA's supplier of goods or services. *Appendix 6* provides some examples of conflict of interest scenarios which may be encountered and should be avoided by staff; and
- c) When called upon to deal with matters of the HKKA for which there is an actual or perceived conflict of interest, a written declaration should be made in *Appendix 7* in the first instance to the Secretary of Executive Committee/Department Head and to abstain from dealing with the matter in question, but to follow the instruction of the Secretary of Executive Committee/Department Head who may (or may not) re-assign the task to other staff.

6.3 Staff should timely declare any existing or potential conflict of interest before:

- a) Being appointed as an official of the Hong Kong Representative Team; or
- b) Being a member who will be involved in the decision-making process (e.g., involved in the athlete selection process).

6.4 When a conflict of interest situation arises, staff should timely disclose any potential conflicts of interest and report it to the HKKA and refrain from participating in any discussion or making decisions related to the declared matter.

7. Misuse of Official Position

7.1 Staff who misuse their official position for personal gains or to favour any person/organization or to benefit their business connections are liable to disciplinary action by the HKKA or even prosecution by the appropriate authorities. Examples of misuse include a staff responsible for the selection of suppliers asking a supplier to provide products/services for his/her own personal use at a concessionary price not offered to other customers. Other examples include using a staff position to reserve tickets for popular events for relatives and friends without prior permission of the HKKA and without going through the proper ticket allocation procedures, and unfair allocation of resources (e.g., sports venues) to other parties for personal gain.

8. Handling of Confidential or Privileged Information

- 8.1 Staff are not allowed to disclose any confidential or privileged information to anybody without prior authorization by the HKKA. Staff who have access to or are in control of such information should at all times provide adequate safeguards to prevent its abuse or misuse. Examples of misuse include disclosure of information in return for monetary rewards, or use of information for personal interest or business benefit. It should also be noted that unauthorized disclosure of any personal data may result in a breach of the Personal Data (Privacy) Ordinance.
- 8.2 This section should be read together with the HKKA Guidelines and Procedures on Personal Data Privacy Protection and the HKKA Guidelines and Procedures on Information Security.

9. Property and Other Resources of the HKKA

- 9.1 Staff given access to any property or other resources of or acquired by the HKKA (such as sports venues) should ensure that they are properly used solely for the purpose of conducting the HKKA's business. Misappropriation or unauthorized use of such property or resources, such as for personal use or personal gain (e.g., resale or unauthorized leasing), is strictly prohibited.

10. Records, Accounts and Other Documents

- 10.1 Staff should ensure, to the best of their knowledge, that any record, receipt, account or other document they submit to the HKKA gives a true representation of the events or transactions reported in the document. Intentional use of documents containing false information to deceive or mislead the HKKA may constitute an offence under the POBO.

11. Sponsorship

- 11.1 The HKKA is accountable to its sponsors for the use of their sponsorship. Staff should ensure that any sponsorship or sponsored item is used solely for the purpose for which it is provided. Staff should also ensure adequate transparency on the use of sponsorship to the sponsors and ensure that the HKKA can account for the use of their sponsorship.

12. Gambling

- 12.1 Staff should not engage in frequent or excessive gambling with persons who have business dealings with the HKKA as well as among colleagues, particularly with subordinates. If on social occasions where refusal of gambling (provided that the activity is legal) is considered unsociable, the amount of money involved should not be significant. Gambling in the HKKA's premises, government venues, and locations where activities of the HKKA take place is strictly forbidden.

13. Compliance with Local Laws in Other Jurisdictions

- 13.1 Staff must comply with all local laws and regulations when conducting the HKKA's business, and also those in other jurisdictions, when conducting business there.

14. Anti Manipulation of Competition

- 14.1 Staff should:

- a) Report immediately any manipulation attempts and/or other suspicious behaviours (such as match-fixing, bribery, betting and use of inside information) to the HKKA and if such involve corruption and other criminal elements, to ICAC and other law enforcement agencies;
- b) Cooperate with any investigations related to manipulation in sports and provide any information or evidence requested by the HKKA and the appropriate authorities;
- c) Participate in education programs/seminars related to anti-manipulation in order to be better equipped for identifying and reporting any suspicious behaviour;
- d) Take responsibility for his/her actions and do not engage in any behaviour that could compromise the integrity of the sport. He/she should refrain from any actions that could make him/her vulnerable to manipulation, such as gambling on sports events;
- e) Not involve in any type of competition manipulations, including but not limited to betting, manipulation or corruption of sports competitions and use of inside information, etc.; and
- f) Maintain confidentiality and not disclose any information related to any investigations on manipulation, unless required by law or authorized by the appropriate authorities.

15. Handling of Social Media

- 15.1 Staff should:

- a) Use social media responsibly, and will be held personally liable for any commentary and/or material deemed to be defamatory, offensive or obscene;

- b) Strictly refrain from sharing any possible source or hint of confidential information such as team strategies, financial information, or personal information of Executive Committee Members, Senate Members, Committee Members, staff, athletes, coaches and referees, etc.;
- c) Not engage in cyberbullying, derogatory comments, harassment, offensive and discriminatory opinion about the HKKA, Executive Committee Members, Senate Members, Committee Members, staff, athletes, coaches or referees in social media; and
- d) Be cautious when endorsing products or services on social media. He/she should disclose any financial or other interests he/she may have in the product or service and ensure that the endorsement does not incur any conflict of interest with the HKKA's policies or values.
- e) This section should be read together with the HKKA Guidelines and Procedures on Handling of Social Media.

16. Prevention of Sexual Harassment, Bullying and Abuse

- 16.1 Staff should not engage in any forms of sexual harassment under any circumstances. Examples include unwanted physical contact, sexual advances, or requests for sexual favours. The HKKA will not tolerate any comments or initiatives that are considered as sexual harassment under the HKKA's discretion.
- 16.2 The same zero-tolerance approach applies to bullying, intimidation, verbal abuse and any form of violence or physical abuse, including the application of force which is excessive, dangerous or intended to injure, humiliate or intimidate, or which otherwise goes beyond what is reasonably incidental to the proper teaching, practice and competition of kendo as a martial art, and to any abuse of a position of authority, seniority or trust against any other person. Nothing in this Code restricts physical contact, strikes or rigorous training conducted in good faith in accordance with the rules and etiquette of kendo, applicable safety standards and accepted instructional practice.
- 16.3 Staff should avoid:
 - a) Misuse of authority of demanding sexual favours in return for access to resources, promotion, team selection, etc.; and
 - b) Hostile environment where unwelcome conduct of a sexual nature is prevalent.
- 16.4 Staff should:
 - a) Report to the Senior Sports Executive of the Secretariat immediately when noticing or receiving a report on harassment and show support and exercise due diligence to ensure the wellbeing of the victim;

- b) Refrain from making any comments or engaging in any behaviour that can be considered sexually suggestive, intimidating, or offensive;
- c) Commit to the act of preventing sexual harassment and any retaliation actions against any person who reports an incident of sexual harassment;
- d) Not deny an athlete the right to participate in any event/competition based on the athlete having made, or being subject of, sexual harassment allegations;

- e) Cooperate with investigation procedures when the HKKA requests. Investigation and disciplinary procedures are prioritized over competitions, matches, and any other events;
- f) Attend education programs/seminars related to prevention of sexual harassment in order to be better equipped for identifying the actions considered as sexual harassment and understand the severe consequences; and
- g) Commit to creating a safe and respectful environment for everyone involved.
- h) This section should be read together with the HKKA Guidelines and Procedures on Prevention of Sexual Harassment, Bullying and Abuse.

17. Prevention of Discrimination and Other Forms of Harassment²

- 17.1 Staff should not make any comments and/or engage in actions that display discrimination and are intimidating, offensive and coercing on the basis of age, gender, sexual orientation, religion, occupation, status, geographic location, income level, ethnicity and nationality.
- 17.2 Staff should understand the term discrimination and work against it. Discrimination is a legal term referring to treating a person less favour based on above mentioned factors. There are two types of discrimination:
 - a) Direct Discrimination occurs when someone is treated less favourably than another person because of a protected characteristic; and
 - b) Indirect Discrimination occurs when a condition or requirement, which is not justifiable, is applied to everyone but in practice adversely affects persons who possess the aforementioned protected characteristic.
- 17.3 Staff should:
 - a) Commit to foster a culture of respect and accountability within the team or HKKA by promoting positive values and behaviours, such as teamwork, fairness, and empathy;
 - b) Not engage in any form of harassment. Any actions and/or comments that seek to harm, intimidate, or coerce will be considered as harassments. Using obscene language and/or gesture is one of the examples;
 - c) Understand that there will be consequences to the action of discrimination and harassment. There will be investigation and disciplinary procedures when incidents are reported. Staff will be required to attend interviews and answer questions relevant to the incidents;

² Other forms of harassment include but not limited to discriminatory harassment, physical harassment, cyberbullying, retaliation harassment etc.

- d) Be aware of the power dynamics and avoid using official position to exert power over others; and
- e) Report any incidents of other forms of harassment to the Senior Sports Executive of the Secretariat immediately to show support and exercise due diligence to ensure the well-being of the victim.
- f) This section should be read together with the HKKA Guidelines and Procedures on Equal Opportunities.

Appendix 1**Misconduct and Disciplinary Actions**

Type	Examples of Misconduct	Disciplinary action
Minor	Repeated late for work, Unsatisfactory work performance	Verbal Advice/ Warning, Written Warning
Serious	Absenteeism, Habitual neglect of duties	Final Written Warning, Dismissal

Appendix 2

Declaration of Compliance with the Code of Conduct for Staff

I agree to abide by the Code of Conduct for Staff of the HKKA and acknowledge that the HKKA may take disciplinary actions which may include suspension and termination against me for violation of provision of the Code.

Signature of the Staff: _____

Full Name of the Staff: _____

Date: _____

Appendix 3

Definition of Advantage under Section 2(1) of the

Prevention of Bribery Ordinance (Cap. 201)

“Advantage” means: -

- a) any gift, loan, fee, reward or commission consisting of money, of any valuable security or of other property or interest of property in any description;
- b) any office, employment or contract;
- c) any payment, release, discharge or liquidation of any loan, obligation or other liability, whether in whole or in part;
- d) any other service, or favour (other than entertainment), including protection from any penalty or disability incurred or apprehended or from any action or proceedings of a disciplinary, civil or criminal nature, whether or not already instituted;
- e) the exercise or forbearance from the exercise of any right or any power or duty; and
- f) any offer, undertaking or promise, whether conditional or unconditional, of any advantage within the meaning of any of the preceding paragraphs a), b), c), d) and e),

but does not include an election donation within the meaning of the Elections (Corrupt and Illegal Conduct) Ordinance (Cap. 554), particulars of which are included in an election return in accordance with that Ordinance.

Appendix 4A

Guidelines for Handling Gifts/Souvenirs Presented to

a Staff in Official Capacity

All gifts and souvenirs received by staff in official capacity should be forwarded to the designated approving authority of the HKKA for disposal in the following manner:

- a) If the gift/souvenir is of perishable nature (e.g., food or drink), it may be shared among the office or during an activity organized by the HKKA with approval from the Executive Committee of HKKA.
- b) If the gift/souvenir is of historical or other interest, it may be sent to the HKKA Archive with approval from the Executive Committee of HKKA.
- c) If the gift/souvenir is a useful item, it may be retained and used by the HKKA, or donated to another charitable organization with approval from the Executive Committee of HKKA.
- d) If the gift/souvenir is suitable for display (e.g., a painting, vase, etc.), it may be retained for display in the recipient's office or elsewhere noticeable in the HKKA's premises with approval from the Executive Committee of HKKA.
- e) If the gift/souvenir has a value below below HK\$2,000 but is not suitable for sharing, archiving or display, it may be retained by the recipient with approval from the Executive Committee of HKKA.
- f) If the gift/souvenir is a personal item having a value above HK\$2,000, the designated approving authority of the HKKA shall decide whether the gift/souvenir should be retained by the recipient or returned to the offeror.
- g) If the gift/souvenir is not a personal item and has a value of above HK\$2,000 but is not suitable for sharing, archiving or display, it may be reserved as a lucky draw prize in functions organized by the HKKA with approval from the Executive Committee of HKKA.
- h) If the gift/souvenir is of little or nominal value and is distributed to all participants in public activities, such as a ball pen, file folder or key clasp, etc., it may be retained by the recipient without the need to seek approval.

Appendix 4B**Report of Gifts/Souvenirs Received****Part A – To be completed by Receiving Staff**

To: * [Secretary of Executive Committee/Department Head]

Description of Offeror: _____

Name and title of Offeror: _____

Company: _____

Relationship (business/personal): _____

Occasion on which the gift was/is to be received: _____

Description of the gift: _____

Estimated value of the gift: _____

Suggested Method of Disposal:	Remark
☐ Retain by the Recipient	_____
☐ Retain for Display as a Souvenir in the Office	_____
☐ Share among the Office	_____
☐ Reserve as Lucky Draw Prize at a Staff Function	_____
☐ Donate to another Charitable Organization	_____
☐ Return to Offeror	_____
☐ Others (please specify) :	_____

Name of Receiving Staff: _____

Title: _____

Date: _____

Part B – To be completed by *the Secretary of Executive Committee/Department HeadThe recommended method of disposal is **approved/not approved*.

*The gift/souvenir(s) concerned should be disposed of by way of:

* Secretary of Executive Committee/Department
Head Full Name: Date:

* Please delete as appropriate

Appendix 5

Relevant Provisions on offences of solicitation, acceptance and offering of advantages under the Prevention of Bribery Ordinance (Cap. 201)

Section 9 – Corrupt transaction with agents

1. Any agent who, without lawful authority or reasonable excuse, solicits or accepts any advantage as an inducement to or reward for or otherwise on account of his –
 - (a) doing or forbearing to do, or having done or forborne to do, any act in relation to his principal's affairs or business; or
 - (b) showing or forbearing to show, or having shown or forborne to show, favour or disfavour to any person in relation to his principal's affairs or business,shall be guilty of an offence.
2. Any person, who, without lawful authority or reasonable excuse, offers any advantage to any agent as an inducement to or reward for or otherwise on account of the agent's –
 - (a) doing or forbearing to do, or having done or forborne to do, any act in relation to his principal's affairs or business; or
 - (b) showing or forbearing to show, or having shown or forborne to show, favour or disfavour to any person in relation to his principal's affairs or business,shall be guilty of an offence.
3. Any agent who, with intent to deceive his principal, uses any receipt, account or other document –
 - (a) in respect of which the principal is interested; and
 - (b) which contains any statement which is false or erroneous or defective in any material particular; and
 - (c) which to his knowledge is intended to mislead the principal,shall be guilty of an offence.

4. If an agent solicits or accepts an advantage with the permission of his principal, being permission which complies with subsection 5, neither he nor the person who offered the advantage shall be guilty of an offence under subsection 1 or 2.
5. For the purposes of subsection 4 permission shall –
 - (a) be given before the advantage is offered, solicited or accepted; or
 - (b) in any case where an advantage has been offered or accepted without prior permission, be applied for and given as soon as reasonably possible after such offer or acceptance,and for such permission to be effective for the purposes of subsection 4, the principal shall, before giving such permission, have regard to the circumstances in which it is sought.

Appendix 6

Examples of Conflict of Interest Scenarios

- a) A staff takes part in the selection of suppliers or contractors, and one of the bidders under consideration is owned by or under the control of his/her relative or close personal friend.
- b) A staff has a financial interest in a company which is being considered for selection as the HKKA's supplier of goods or services, or is an existing supplier.
- c) A staff acquires dealership of goods or services on insider knowledge that such goods or services are being considered for procurement by the HKKA.
- d) A staff or his/her relative or close personal friend has financial interests in a supplier whose goods or services are being selected through an intermediary (e.g., a publicity agent) appointed by the HKKA.
- e) A staff selects a venue where his/her relative or close personal friend has ownership or management responsibility.
- f) A staff accepts frequent or lavish entertainment or expensive gifts from the HKKA's suppliers or contractors.
- g) A staff hires a relative as staff, or is considering the promotion of such a person.
- h) A staff nominates a relative as Committee Member.
- i) A staff vets applications for program sponsorship submitted by a Community Club of which he/she is also a Committee Member.
- j) A staff responsible for controlling the allocation of venue rented by the HKKA, allocates prime time slots to a training school or a club operated by himself or a relative.
- k) A staff responsible for selling tickets of a popular program reserves tickets for his/her relatives or personal friends without permission.

Appendix 7**The Kendo Association of Hong Kong, China****Declaration of Conflict of Interest by Staff**

Name of Department Head:

Division/ Department:

Subject:

Part A - Declaration (*To be completed by Declaring Staff*)

To: Secretary of Executive Committee/Department Head

I would like to report the following existing/potential conflict of interest situation(s) arising during the discharge of my duties:

Person(s)/organization(s) with whom/which I have official dealings and/or private interest
My relationship with the person(s)/organization(s) (e.g. relative)
My contact with the person(s)/organization(s) (Please state the frequency of contact and the usual occasions of contact, etc.)
Relationship of the person(s)/organization(s) with the HKKA (e.g. supplier)

Brief description of my duties which involved the person(s)/organization(s) (e.g. handling of tender exercise)
File reference, if any, of the mentioned duties

I confirm that I fully understand that my right to handle the matter as described above and to access to any information in relation to it may be withheld.

Signature of Declaring Staff:

Full Name:

Date:

Part B – Acknowledgement

(To be completed by Secretary of Executive Committee/Department Head)

To: Declaring Staff

Acknowledgement of Declaration

Part B(i) – In respect of the declaration in Part A of this form, it has been decided that:

- ☐ The declaration as described in Part A is noted. You are allowed to continue handling the work as described in Part A, provided that there is no change in the information declared above.
- ☐ You are restricted in the work as described in Part A (e.g. prohibit from handling the specific part/duty that you have conflict, withdraw from discussion on a specific issue/case).

Details:

- ☐ You may continue to handle the work as described in Part A, but an independent staff would be recruited to participate in, oversee or review part or all of the decision-making process (e.g. task another staff with the required expertise to provide objective assessment on the matter).

Details:

- ☐ You are relieved of your duty as described in Part A, which will be taken up by another staff through redeployment.

Details:

- ☐ You should relinquish the personal/private interest (e.g. cease to be a member of a club/association, divest the investments until the conflict situation described in Part A no longer exists).

Details:

- ☐ Others (please specify) (e.g. you should not contact the person(s)/organization(s) concerned until the conflict situation described in Part A no longer exists):

Details:

Part B(ii) – The justification(s) for the measure(s) as described in Part B(i) above is/are: (Factors of consideration including the materiality of the conflict, link between the conflict and the matter in question, and any possible negative public perception over the conflict/incident.)

In all cases, please be reminded that you should not disclose any privileged/internal information of the subject matter to the person(s)/organization(s) concerned and should further report if there are changes in circumstances necessitating reporting.

Signature of Secretary of Executive
Committee/Department Head:

Full Name:

Date:

Part C – Keeping of Records
(To be completed by the Declaring Staff)

To: Secretary of Executive Committee/Department Head

Acknowledgement of Decision

I noted the decision in Part B. The completed form is for your retention please.

Signature of Declaring Staff:

Full Name:

Date:
