

CONSTRUCTION INDUSTRY INTEGRITY CHARTER 2.0

SUBSCRIPTION GUIDELINES



What is Construction Industry Integrity Charter 2.0?

Sharing the common goal of upholding and enhancing professionalism and integrity of the construction industry, the Construction Industry Integrity Charter 2.0 is launched to promote and encourage the implementation of an Integrity Management System (IMS) with three components, namely -

- **Integrity Policy**
- **Integrity Training**
- **Integrity Risk Management (IRM) [Optional item]**

Construction companies and consulting firms can **voluntarily** join the Construction Industry Integrity Charter 2.0 which is **self-regulated**. If under any circumstances a participating company fails to meet the requirements of the Construction Industry Integrity Charter 2.0, we will take follow-up action and **reserve the right to remove the company from the subscriber list**.

3As benefits for joining the Construction Industry Integrity Charter 2.0



Amplifying Business

Clients, both public and private, attach great importance to integrity which is one of their considerations in selecting business partners. Joining the Construction Industry Integrity Charter 2.0 and implementing IMS gives your clients confidence in your Company's integrity and reliability.



Attracting Investors

Environmental, social and governance (ESG) investing is a red-hot investing strategy which considers ESG in investment decisions. With integrity being part and parcel of governance, implementing IMS makes your Company a good choice for investors.



Adding Resistance

Local and overseas authorities are according utmost importance to business entities' anti-corruption systems and performance. Joining the Construction Industry Integrity Charter 2.0 and implementing IMS increases your resistance to corruption and integrity violations.

You need to implement an integrity policy and arrange at least one senior management staff member to receive, on average, one hour of integrity training per year (for example, the integrity training provided by ICAC).

You are encouraged to adopt IRM which is an optional item to the Construction Industry Integrity Charter 2.0. If interested, you may send your IRM plan together with the subscription form to the Integrity Charter Secretariat, and we will provide corruption prevention advice to you.

What Support Can You Get?

The following support will be provided to participating companies by ICAC for free -



Advisory Services

assistance to draw up the company's integrity policy and IRM plans



Training

organising thematic integrity training



Corruption Prevention Resources

sample IRM plans on various subjects with high corruption risks



For details, please visit the dedicated website - <https://innet.icac.org.hk/public/con/?lang=en> ▶▶▶▶

For enquiries, please send email to the Integrity Charter Secretariat - integritycharter@cpd.icac.org.hk



Enrolment Procedures

1 Complete Subscriber Registration Form via **InNet** and upload your integrity policy

2 Receive a statement of commitment from the Integrity Charter Secretariat via **InNet**

If you Opt to Adopt IRM -

1 Email your IRM plan to the Integrity Charter Secretariat (integritycharter@cpd.icac.org.hk)

2 Provide advisory services on IRM plan by the Integrity Charter Secretariat

SAMPLE INTEGRITY POLICY

- FOR CONSTRUCTION COMPANY -

(Name of Construction Company) ("Company") prohibits all forms of bribery and corruption and is committed to integrity, honesty and anti-corruption practices in doing business. All sole proprietor / partners / directors* and staff (hereafter referred to as "personnel") must abide by this Integrity Policy and the associated company rules / guidelines / code of conduct*.

- Our Company and all personnel have to observe the Prevention of Bribery Ordinance (Cap. 201), the Competition Ordinance (Cap. 619) and other integrity-related laws in the Hong Kong Special Administrative Region.
- Our Company does not allow our personnel to solicit or accept any advantages¹ from any individuals or organisations having business dealings with our Company unless permission is granted for the acceptance, and such permission shall be in line with anti-corruption and integrity principles.
- Our Company prohibits all personnel from offering advantages to any staff or member of a government department or public body while having dealings of any kind with them. We also prohibit all personnel from offering advantages to any individual of organisations, whether directly or indirectly, for influencing them in any dealing, when conducting business with our Company.
- Our Company's personnel are required to avoid accepting lavish or frequent entertainment from others having business dealings with our Company.
- Our Company requires all personnel to avoid any conflict of interest situation, or the perception of such. If unavoidable, the personnel concerned should make a declaration to the approving authority who should decide on the actions for mitigating the conflict.
- Our Company prohibits all personnel from disclosing any classified information without authorisation, and misusing any information of our Company or clients.
- Our Company has an internal reporting mechanism for our personnel to enquire matters relating to integrity and report possible breaches of integrity requirements. Our Company handles these reports promptly, prudently and in strict confidence.
- Our Company strictly forbids retaliation against any personnel who, in good faith, reports possible breaches of integrity requirements or who participates in the inquiry / investigation of the allegation.
- Any personnel in breach of integrity requirements will be subject to internal disciplinary action, including termination of appointment and / or referral to relevant law enforcement agencies. Our Company will render full assistance to law enforcement agencies in the investigation of criminal offences.
- Our Company is committed to partnering with ethical business counterparts / entities / organisations who share the same value and commit to the same integrity standard.

Signature(s) of Top Management : _____

Date : _____

¹ Advantage is defined under the Prevention of Bribery Ordinance (Cap. 201) covering any gift, loan, fee, reward, commission, office, employment, contract, discharge from obligation/liability/loan, service and favour, exercise or forbearance from exercise of right/power/duty, etc. delete as appropriate

SAMPLE INTEGRITY POLICY

- FOR CONSULTING FIRM -

_____ (Name of Consulting Firm) ("Company") prohibits all forms of bribery and corruption and is committed to integrity, honesty and anti-corruption practices in doing business. All sole proprietor / partners / directors* and staff (hereafter referred as "personnel") must abide by this integrity policy and the associated company rules / guidelines / code of conduct*.

- Our Company and all personnel have to observe the Prevention of Bribery Ordinance (Cap. 201), the Competition Ordinance (Cap. 619) and other integrity-related laws in Hong Kong Special Administrative Region.
- Our Company does not allow our personnel to solicit or accept any advantages¹ from any individuals or organisations having business dealings with our Company unless permission is granted for the acceptance, and such permission shall be in line with anti-corruption and integrity principles.
- Our Company prohibits all personnel from offering advantages to any staff or member of a government department or public body while having dealings of any kind with them. We also prohibit all personnel from offering advantages to any individual of organisations, whether directly or indirectly, for influencing them in any dealing, when conducting business with our Company.
- Our Company's personnel are required to avoid accepting lavish or frequent entertainment from others having business dealings with our Company.
- Our Company requires all personnel to avoid any conflict of interest situation, or the perception of such. If unavoidable, the personnel concerned should make a declaration to the approving authority who should decide on the actions for mitigating the conflict.
- Our Company owes fiduciary duties to clients and shall during the term of any agreements notify clients in writing and keep clients notified of all or any facts which may reasonably be considered to give rise to a situation where the financial or other interest of our Company, our associated companies, our associates or associated persons or any of our sub-consultants, conflict or compete, or may conflict or compete, with our Company's duties to clients.
- Our Company prohibits all personnel from disclosing any classified information without authorisation, and misusing any information of our Company or clients.
- Our Company has an internal reporting mechanism for our personnel to enquire matters relating to integrity and report possible breaches of integrity requirements. Our Company handles these reports promptly, prudently and in strict confidence.
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* delete as appropriate