

INTEGRITY AND PROFESSIONALISM



INTEGRITY

Keep personal and business interests separate



COMPLIANCE

Abide by the laws and regulations and arrange integrity training for staff



AWARENESS

Beware of corruption risks and adopt corruption prevention measures



COMMITMENT

Uphold professionalism

ICAC – YOUR WORK PARTNER



Organize anti-corruption and integrity training for staff



Formulate and review codes of conduct



Offer professional corruption prevention advice and guidelines

Integrity and Quality Building Management Hotline :

☎ 2929 4555

REPORT CORRUPTION

IN-PERSON



24-hour
ICAC Report Centre

303 Java Road,
North Point,
Hong Kong

OR



ICAC Regional Offices



BY PHONE



24-Hour ICAC
Report Hotline:
25 266 366

BY MAIL



G.P.O. Box 1000,
Hong Kong

ALL INFORMATION WILL BE KEPT
STRICTLY CONFIDENTIAL

For security reasons, please DON'T report corruption or discuss any investigation related matters with the ICAC by email, fax or through any online channels.

ANSWERS TO INTEGRITY TEST

1. B
2. A

PROFESSIONAL PROPERTY MANAGEMENT WITH INTEGRITY



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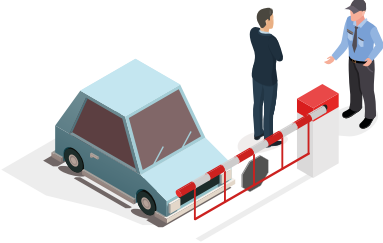


INTRODUCTION

Quality property management offers occupants a safe and comfortable living or working environment, thanks to a cohort of professional and competent property management companies and practitioners. This pamphlet aims to enhance property management practitioners' awareness of the relevant provisions and requirements of the Prevention of Bribery Ordinance and other issues of concern, and introduce the ICAC's tailor-made services for property management companies.

INTEGRITY TEST

Being a professional and ethical property management supervisor, what would you advise your subordinate in the following situations? (See answers overleaf)



1 The parking spaces are full at the Chinese New Year. A visitor requests to park his car in the common area for several hours.

- A** We should be more flexible during the festive season as long as it does not affect traffic flow.
- B** The subordinate should politely ask the visitor to wait for a parking space.

2 Can I accept a \$20 red pocket from a visitor who does not request anything in return?

- A** It all depends on the company's code of conduct, regardless of the amount of the red pocket.
- B** It is acceptable because \$20 is a pretty small amount.

ABIDE BY THE LAW

ILL-GOTTEN GAINS

Both offering and accepting bribes directly or through a third party will constitute an offence.

A property management manager accepted \$200,000 from an engineering company proprietor to assist the proprietor to secure a works contract by disclosing confidential tender information to the proprietor.

The property management manager and the engineering company proprietor committed an offence for accepting and offering bribes respectively.



CUSTOMS? COMMON PRACTICE?

Customs in any trade or profession are not a defence for corruption. Even the act of bribery is yet to be carried out, it is also against the law.

At the Chinese New Year, a security supervisor solicited a red pocket from a subordinate. If rejected, the supervisor would deploy the subordinate to prolonged outdoor work.

The subordinate refused to offer any red pocket and the security supervisor committed a bribery offence.



CONFLICT OF INTEREST

Shady financial dealings with official contacts will give rise to conflict of interest and undermine one's integrity and professionalism.

A staff member of a property management company accepted loans from a business associate repeatedly. It not only clouded his/her professional judgment at work, but also induced people's perception of their unscrupulous relationship.



What is Corruption

Corruption generally refers to an abuse of entrusted power for personal gain.

Prevention of Bribery Ordinance

Section 9

Any employee, without his or her employer's permission, solicits or accepts any advantage for performing any act in relation to his or her employer's affairs. The person who offers the advantage will commit the same offence.

Advantage includes money, gift, loan, reward, commission, employment, office, contract, service and favour, etc., but not entertainment (food or drink consumed on the occasion, or any other entertainment provided at the same time).

Section 9 (3)

Any employee uses any false, erroneous or defective receipt, account or other document to deceive his or her employer.

- MAXIMUM PENALTY -

7 YEARS' IMPRISONMENT AND A FINE OF \$500,000

* This pamphlet provides general guidance only. Users of this pamphlet should refer to the text of legislation or seek legal advice as and when necessary.