

CODE OF CONDUCT
FOR BOARD MEMBERS & STAFF
OF THE SALVATION ARMY
(Full Version)

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Corruption Prevention Department

CONTENTS

	<i>Page</i>
Mission	1
Core Values	1
Prevention of Bribery Ordinance	1-2
Solicitation and Acceptance of Advantages	2-5
Acceptance of Entertainment	5-6
Offering of Advantages	6
Managing Conflict of Interest	6-8
Misuse of Official Position	8-9
Use of the Army's Funds, Assets and Resources	9
Confidentiality of Information	9-10
Outside Work of Staff	10
Records, Accounts and Other Documents	10
Gambling	10
Loans	11
Indebtedness	11
Supervisory Accountability of Staff	11-12
Reporting Suspected Criminal Offences and Irregularities	12
Compliance	12
Review	12
Enquiry	13
Appendix 1: Extracts of the Prevention of Bribery Ordinance (Cap.201)	14-15
Appendix 2: Guidelines for Handling Gifts/Souvenirs Given to Board Members and Staff in Their Official Capacity	16-18
Appendix 3 : Guidelines on Declaration of Interests by Board Members and Staff of The Army	19-22
Appendix 4 : Measures to Manage Possible Conflict of Interest Arising from Board Members Bidding for Supply of Goods / Services to the Army	23
Appendix 5 : Application for Outside Work of Staff	24

Mission

1. The Salvation Army's (hereafter referred to as the Army) roles in serving the community are expressed in our Mission Statement as follows:

International Mission Statement

The Army, an international movement, is an evangelical part of the universal Christian Church. Its message is based on the Bible. Its ministry is motivated by the love of God. Its mission is to preach the gospel of Jesus Christ and to meet human needs in His name without discrimination.

2. All Board members¹ and staff² should be committed to the mission which clearly sets out the Army's aims and the objectives in our particular areas of work.

Core Values

3. The Army is fully committed to the following principles in the delivery of services to the public:
 - honesty and integrity;
 - objectivity and impartiality;
 - accountability for decisions and actions; and
 - dedication, professionalism and diligence.
4. A Board member or staff should uphold the above core values. He³ should always act in the best interest of the Army, place the Army's interest above his private interest and ensure that his conduct would not bring the Army into disrepute.

Prevention of Bribery Ordinance

5. Board members and staff of the Army are agents of the Organisation governed by section 9 of the Prevention of Bribery Ordinance (Cap. 201) ("POBO"). Under the POBO, any member of the Board or staff who, without the permission of his principal (i.e. the Army), solicits or accepts an advantage as a reward for or inducement to doing any act or showing favour in relation to the latter's business, commits an offence. The person offering the advantage also commits an offence.

¹"Board members" means members of the Army's governing body which may be referred to as "Council", "Committee" and "Board".

² "Staff" includes Officers, full-time, part-time and temporary staff.

³ A reference to the masculine gender in this code covers both the feminine and masculine gender.

6. Board members and staff should note that one may commit an offence under the POBO irrespective of whether he, or any other person acting on his behalf, directly or indirectly solicits or accepts any advantage, and whether for himself or for any other person.
7. It is not a defence to claim that an advantage accepted or offered is customary in any profession, trade, vocation or calling.
8. It is an offence under section 9(3) of the POBO for any Board member or staff to use any document containing false information with the intent to deceive the Army.
9. Offer of any advantage to any public servant (including Government / public body employee) as a reward for or inducement to his performing any act in his official capacity or his showing any favour or providing any assistance in business dealing with the Government / public body contravenes section 4 of the POBO.
10. It is also an offence under section 8 of the POBO to offer any advantage to any staff of a Government department or public body while having business dealing with the latter.
11. “Advantage” is defined in section 2(1) of the POBO to mean almost anything which is of value, except entertainment which will be covered under a separate heading below. Common examples of advantages include any gift (both of money and in kind), loan, fee, reward, commission, office, employment, contract, service and favour, etc.

[The relevant sections of the POBO are detailed at Appendix 1.]

Solicitation and Acceptance of Advantages

12. The Army prohibits Board members and staff from soliciting or accepting any advantage from any persons or companies having official dealings with the Army (e.g. service recipients, suppliers, contractors, professional fund-raisers), and (for Board members) from staff to whom the Board may have an influence⁴, and (for staff) from any subordinates, except that they may accept, but not solicit, the

⁴ E.g. Staff members whose appointment, performance, remuneration and contract renewal are subject to the Board’s decisions, or who request favour from Board members on matters related to the Army for himself or others.

following advantages when offered on a voluntary basis:

- (a) advertising or promotional gifts or souvenirs⁵ of a nominal value;
 - (b) discount or other special offers given by any person or company to them as customers, on terms and conditions equally applicable to other customers in general; or
 - (c) gifts (including red packets, gift cheques⁶) given by staff to Board members who may have an influence over them, or subordinates to their supervisors on festive (e.g. Chinese New Year), subject to a maximum limit of HK\$300 in value; or
 - (d) gifts (including red packets, gift cheques) given by staff to Board members who may have an influence over them, or subordinates to their supervisors on special occasions (e.g. birthday, wedding, retirement), subject to a maximum limit of HK\$1,500 in value.
13. If a Board member or staff wishes to accept from any persons or companies having official dealings with the Army, or (for Board members) from staff to whom the Board may have an influence, or (for staff) from any subordinates any other advantages not listed in paragraph 12, he should seek the permission from Leadership/Head of Department. Form A or a Register of Gifts/Advantages Received (Sample at Appendix 2) could be used to record and seek approval of the advantages received by Board member or staff. In case of doubt, the Board member or staff should refer the matter to Senior Director for Business and Administration who then report to Leadership for advice and instruction.
14. Even if the offeror does not have any official dealings with the Army, a Board member or staff should decline an offer of an advantage if the acceptance could affect his objectivity in conducting the Army's business, induce him to act against the Army's interest or place him under an improper obligation, or where he believes the offeror has such an intention, or lead to the perception or allegation of impropriety or conflict of interest. Board members and staff should ensure that the solicitation or acceptance of any advantages can stand up to public scrutiny and will not bring the Army into disrepute.

⁵ Include food offered which is not for immediate consumption, like mooncakes, radish cakes or Christmas hampers. Whenever practicable, the accepted advantages should be shared with service recipients.

⁶ E.g. gift cheques issued by banks (禮券) or supermarket or department store coupons.

Advantages Offered to Board Members and Staff in Their Official Capacity

15. An advantage (e.g. gift, souvenir, lucky draw prize) presented to a Board member or staff by virtue of his official position or on an occasion attended in the member of the Board or staff's official capacity is regarded as an advantage to the Army (e.g. a souvenir presented by the organiser of a ceremonial occasion to a Board member or staff representing the Army to officiate at the ceremony).

16. Board members or staff should as far as possible decline to accept advantages offered / presented to them by virtue of their official position. Where this cannot be done (e.g. owing to protocol reasons or the need to avoid causing offence or embarrassment, such as where a gift is offered / presented to a Board member or staff when attending a ceremonial occasion in his official capacity), he should take it back to the Army and follow the guidelines set out at Appendix 2 for the disposal of gifts / souvenirs received.

[Note: The customary practice of receiving gifts at occasions such as weddings or funerals in a private capacity is acceptable so long there is no inducement to influence professional conduct or decision-making. Nevertheless, the value of such gifts from any organization/individual given at each occasion should not exceed HK\$1,500 Provided However That gifts given or received in the context of kinship, marriage or social relationship which are entirely not in connection with the official dealings of the Army are exempted from the above requirements.]

Sponsorship Offered to Board Members and Staff in Their Official Capacity

17. Board members or staff may be offered sponsorship in their official capacity by persons / organisations other than the Army itself for official purposes such as attending local / overseas conferences and conventions. Such sponsorship should be regarded as sponsorship offered to the Army and referred to us for consideration of acceptance.

18. The Army will consider whether it is appropriate to accept the offer and if the Army decides to accept the sponsorship, it will select a suitable Board member / staff to attend the sponsored activity on its behalf. In considering whether or not to accept the sponsorship offer, the following general criteria are relevant:

- acceptance of the sponsorship will benefit the Army as a whole;
- acceptance of the sponsorship will not bring the Army into any disrepute;
- the sponsorship is not excessive in value or frequency;
- acceptance of the sponsorship will not give rise to any expressed or implied obligation towards the offeror;
- acceptance of the sponsorship will not give rise to any actual or perceived conflict of interest (e.g. the offeror is a supplier / contractor bidding for the Army's contracts); and
- the sponsor will not be given or be perceived to derive an unfair advantage over other persons or organisations.

Acceptance of Entertainment

19. As defined in section 2 of the POBO (Appendix 1), "entertainment" means the provision of food or drink, for consumption on the occasion when it is provided, and of any other entertainment connected with or provided at the same time as the provision of food or drink.
20. Although entertainment when offered by way of a favour is not an advantage per se and its acceptance is generally not subject to the POBO, a free entertainment may, in certain circumstances, amount to "a discharge of an obligation to pay" which is an advantage under section 2 of the POBO. For example, where a staff of the Army visits a restaurant with which he has official dealings and at the end of the meal the restaurant owner waives the bill, this may amount to an acceptance of an advantage.
21. Board members and staff should not accept lavish, or unreasonably generous or frequent entertainment, or indeed any entertainment which is likely to give rise to any potential or real conflict of interest, put the Board members or staff in an obligatory position in the discharge of their duties, compromise their impartiality or judgment, or bring them or the Army into disrepute bearing in mind public perception. When offered entertainment, a Board member or staff should consider whether the entertainment offered could be regarded as:
 - excessive – taking into account its value, substance, frequency and nature;
 - inappropriate – taking into account the relationship between the Board member or staff and the offeror (e.g. the offeror is bidding for the Army's contract); or
 - undesirable – taking into account the character or reputation of the host or

known attendees.

Offering of Advantages

22. Board members and staff are prohibited from offering advantages to any director or staff of any organisation, for the purpose of influencing such person or organisation in any dealings, or any public official⁷ when conducting the business of the Army. It is also an offence under the POBO for any person while having dealings with a public body⁸ to offer an advantage to the public body's members and employees.
23. Board members and staff should as far as possible refrain from bestowing souvenirs to others during the conduct of official activities. Where it is necessary to bestow souvenirs to others during the conduct of official duties due to operational, protocol or other reasons, the number of souvenirs to be bestowed should be kept to a minimum and the exchange of souvenirs should be made from organisation to organisation. Souvenir items should not be lavish or extravagant and souvenirs inscribed with the Army's logo are preferred.

Managing Conflict of Interest

24. Managing conflict of interest is important to good governance and maintaining trust in NGOs. Conflict of interest if improperly managed, give rise to criticism of favouritism, abuse of authority or even allegation of corruption and undermine the integrity of Board members and staff, their decisions and eventually the Army.

Conflict of Interest

25. A conflict of interest situation arises when the "private interests" of a Board member or staff compete or conflict with the interests of the Army or the official duties of the Board member or staff. Private interests include financial and other interests of the Board member or staff himself, and those of his connections including family and other relations, personal friends, the clubs and societies to which he belongs, and any person to whom he owes a favour or to whom he may be obligated in any way. Use of official position and use of official information are some common areas in which a conflict of interest may arise between official duties and private interests of a Board member or staff.

⁷ Examples of public officials: officers of the Social Welfare Department, Education Bureau, Home Affairs Department, etc.

⁸ Examples of public bodies: the Government, the Community Chest of Hong Kong, etc.

Avoidance and Declaration of Conflict of Interest

26. A fundamental integrity requirement is that all Board members and staff should avoid situations which may compromise (or be seen to compromise) their personal judgment or integrity at work or lead to conflict of interest.
27. There are circumstances in which a tie of kinship or friendship, or some other association or loyalty which does not give rise to a financial interest, can influence the judgment of a Board member or staff in discharging his official duties, or may reasonably be perceived as having such an influence. As such, a Board member or staff's duty to avoid or declare a conflict of interest goes beyond the disclosure of interests that are definable in pecuniary terms.
28. When a situation involving a conflict of interest cannot be avoided, Board members and staff should as soon as possible make full disclosure of all relevant interests which conflict, may conflict or may be seen to conflict with their official duties. Any declarations made and the related decisions should be recorded in a minute in the subject file or a central declaration file, or use a sample declaration form (Form B / C at Appendix 3) for major tender exercises.
29. For Board members, the Army may make reference to the declaration guidelines at Appendix 3. For staff members who have made a declaration, their supervisors / the approval authority will then decide on the appropriate course of action to be taken such as to relieve the staff member of his involvement in the task which may give rise to conflict of interest, ask the staff member to divest himself of certain investment, etc. If Board members or staff have doubts concerning the handling of conflict of interest situation, they should immediately consult the Chairman / Secretary or their supervisors / approval authority respectively.

Examples of Conflict of Interest

30. Some common examples of conflict of interest are described below and at Appendix 3 but they are by no means exhaustive:

Procurement of Products or Services

- A Board member, or a staff involved in a procurement process, has interest in or is closely associated with a company which provides the Army with paid services (e.g. training, consultancy, legal, accounting), or bids for supply of goods or services to the Army.

- A Board member or his close relative / friend has financial interest in a professional fundraiser (e.g. a marketing or public relations company) which the Army engages to solicit donations.
- A Board member or staff leases or sells his property to the Army.

Contract Administration

- A staff member responsible for contract administration solicits quotations from or employs contractors of the Army for renovating his home.

Staff Administration

- A Board member gets paid to undertake a staff position and appoints his relatives or friends to take up posts in the Army.
- One of the candidates under consideration in a recruitment or promotion exercise is a family member, a relative or a close personal friend of the Board member or staff responsible for the exercise.

Others

- A Board member attends a meeting for evaluation of an NGO supplier of which he is also a Board member.
- A Board member's company, being a sponsor for an event of the Army, is favoured over other sponsors, e.g. publicity or best seats in the event.
- A client of a Board member's business bids for purchase of an asset owned by the Army.
- A staff member responsible for assessing eligibility of applications for food assistance provided by the Army is considering an application from his personal friend or relative.

Board Members Bidding for Supply of Goods / Services to the Army

31. As a matter of principle, Board members should avoid entering into any business relationship with the Army in their personal capacity to prevent the perception of impropriety of Board members using their capacity to obtain financial gains from the Army. If unavoidable, Board members shall adhere to the guidelines on managing possible conflict of interest in bidding for supply of goods / services to the Army as set out at Appendix 4.

Misuse of Official Position

32. Persons occupying offices of NGOs which receive subventions from the

Government / other sponsoring organisations or public donations for the provision of services in the community are placed in a position of trust. Our society expects persons in such a position to exercise the powers and discretions with integrity and fidelity, and in an incorrupt manner to serve the interest of the Army, and should not subordinate the interest of the Army to private interests.

33. Board members and staff should act impartially and should not use their official position for personal gains nor accord preferential treatment to organisations or persons with whom they have connections. They should not use or permit the use of their official position or title or an authority associated with their office in a manner that is intended to coerce or induce another person to provide any benefit to himself or his relations, friends or associates. Nor should they use their official position or title in a manner that could reasonably be construed to imply that The Army sanctions or endorses their personal activities or those of another.

Use of the Army's Funds, Assets and Resources

34. Board members shall ensure that the Army's funds are used in a prudent and responsible manner to safeguard the Army's interest. They should only approve funds for any project/ activity/ expenditure item which falls within the ambit of the funds and can achieve the purpose of the funds.
35. Board members shall particularly ensure that an open, fair and competitive mechanism is adopted for the procurement of goods / services / assets, sale of assets and recruitment of staff for the Army.
36. Board members and staff in charge of or having access to any assets of the Army, including funds, property, information, and intellectual property should use them solely for the purpose of conducting the Army's business. They should make the best use of the Army's assets and resources in terms of money, property, goods or services economically and effectively. Any appropriation of the Army's properties for personal use or personal gain is strictly prohibited and may amount to an offence under the Theft Ordinance (Cap. 210).

Confidentiality of Information

37. Board members and staff should not disclose any classified or proprietary information of the Army without authorisation or misuse any Army's information (e.g. using the information for personal gain or the benefit of others).

38. Board members and staff who have access to or in control of such information should at all times ensure its security and prevent any abuse, unauthorised disclosure or misuse of the information.
39. Special care should be taken when handling any personal data of the Board members, staff, volunteers and service recipients to ensure compliance with the Personal Data (Privacy) Ordinance (Cap. 486).
40. Board members and staff should continue to observe their duty of confidentiality after they have left the Army. They should not use, or take advantage of any classified or proprietary information obtained in the course of their official duties.

Outside Work of Staff

41. A staff member should avoid any outside activity which may impair the performance of his duties, distract his attention from them or give rise to a conflict of interest. If a staff member wishes to take up concurrent employment / service, either on a regular or ad hoc basis, he should obtain the prior written approval through Group Human Resources Director. The approving authority will take into consideration whether the employment / service would pose a conflict of interest with the staff's duties in the Army. Any staff member applying for outside work approval should use Form D at Appendix 5.

Records, Accounts and Other Documents

42. Board members and staff should ensure, to the best of their knowledge, that any record, receipt, account or other documents they submit to the Army, gives a true representation of the events or transactions reported in the documents.
43. Intentional use of documents containing false information to deceive or mislead the Army, regardless of whether the Board members or staff may obtain any gain or advantage, may constitute an offence under the POBO (Appendix 1).

Gambling

44. Board members and staff should not engage in frequent or excessive gambling of any kind, or any games of chance involving high stakes. Board members and staff should not gamble with persons having official dealings with the Army.

Loans

45. Board members and staff should not accept a loan from or through the assistance of any person or organisation having official dealings with the Army. There is, however, no restriction on borrowing from a licensed bank or financial institution.
46. Staff shall be liable to disciplinary action if he uses a subordinate or a junior officer of the same grade or working in the same unit / department as a guarantor for a loan or a hire purchase agreement. He shall also be liable if he acts as a guarantor for a superior or senior officer of the same grade or working in the same unit / department. Similarly, Board members should not use a staff member as a guarantor for a loan or hire purchase agreement, nor should a staff member act as a guarantor for a Board member.

Indebtedness

47. Board members and staff should avoid allowing themselves to get into a position where any debts they may have become unmanageable and other financial embarrassment which may bring the Army into disrepute. Board members are required to notify the Officer Commanding, General Secretary or Senior Director for Business and Administration, and staff to Group Human Resources Director if proceedings are taken against them with a view to bankruptcy. Board members and staff who become insolvent or bankrupt, even though no proceedings have been taken against them yet, should also report their case to the Army.
48. Where serious pecuniary embarrassment results in impairment of a staff's work performance, the staff member may be subject to administrative action.

Supervisory Accountability of Staff

49. All staff who have a responsibility to supervise and direct staff should embrace a two-fold responsibility, namely:
 - the satisfactory discharge of his own duties; and
 - his duties as a supervisor.
50. A supervisor will be asked to account for acts or omissions by his subordinates, if these acts are serious, repeated or widespread that by reasonable diligence the supervisor should have known of them had he exercised the level of leadership, management and supervision required of his position.

51. As a supervisor, a staff member should:
- provide adequate guidance, advice, counselling and training for staff;
 - monitor the conduct and performance of staff to ensure that they meet the standards required;
 - be alert to signs of malpractice in the work place (e.g. unauthorised absence from work); and
 - take prompt and decisive action to handle misconduct and poor performance.

Reporting Suspected Criminal Offences and Irregularities

52. A Board member and staff should report, either directly or through Senior Director for Business and Administration as appropriate, all instances of crime or alleged crime discovered in the course of his official duty to the appropriate law enforcement authority at the first practicable opportunity. He should avoid making any enquires or taking any action that may hinder or frustrate subsequent investigation by the law enforcement authority concerned.
53. A Board member and staff should also report other irregularities observed in the course of their official duty to Senior Director for Business and Administration. All such reports should be treated in the strictest confidence.

Compliance

54. Board members and staff should understand and comply with this Code when performing duties of the Army in or outside Hong Kong. Supervisors should also ensure that the staff members under their supervision understand well and comply with this Code.
55. Board members and staff should comply with all local laws and regulations when conducting the Army's business, and also those in other jurisdictions, when conducting business there.
56. Any Board member and staff in breach of the Code will be subject to disciplinary action, including termination of appointment. In case of suspected corruption or other criminal offences, a report will be made to the ICAC or the appropriate law enforcement agencies.

Review

57. This Code is subject to review and revision from time to time by the Army.

Enquiry

58. Any enquiries, comments or suggestions in relation to this Code may be referred to Senior Director for Business and Administration.

Reference: Sample Code of Conduct of ICAC's Corruption Prevention Department

Extracts of the Prevention of Bribery Ordinance (Cap. 201)

Section 9

- (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.

Section 4

- (1) Any person who, whether in Hong Kong or elsewhere, without lawful authority or reasonable excuse, offers any advantage to a public servant as an inducement to or reward for or otherwise on account of that public servant's-

- (a) performing or abstaining from performing, or having performed or abstained from performing, any act in his capacity as a public servant;
- (b) expediting, delaying, hindering or preventing, or having expedited, delayed, hindered or prevented, the performance of an act, whether by that public servant or by any other public servant in his or that other public servant's capacity as a public servant; or
- (c) assisting, favouring, hindering or delaying, or having assisted, favoured, hindered or delayed, any person in the transaction of any business with a public body,

shall be guilty of an offence.

- (3) If a public servant other than a prescribed officer solicits or accepts an advantage with the permission of the public body of which he is an employee being permission which complies with subsection (4), neither he nor the person who offered the advantage shall be guilty of an offence under this section.

Extracts of the Prevention of Bribery Ordinance (Cap. 201)

Section 2

“Advantage” means :

- (a) any gift, loan, fee, reward or commission consisting of money or of any valuable security or of other property or interest in property of 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.

“Entertainment” means :

The provision of food or drink, for consumption on the occasion when it is provided, and of any other entertainment connected with, or provided at the same time as, such provisions.

Section 8

- (1) Any person who, without lawful authority or reasonable excuse, while having dealings of any kind with the Government through any department, office or establishment of the Government, offers any advantage to any prescribed officer employed in that department, office or establishment of the Government, shall be guilty of an offence.
- (2) Any person who, without lawful authority or reasonable excuse, while having dealings of any kind with any other public body, offers any advantage to any public servant employed by that public body, shall be guilty of an offence.

Section 19

In any proceedings for an offence under this Ordinance, it shall not be a defence to show that any such advantage as is mentioned in this Ordinance is customary in any profession, trade, vocation or calling.

Appendix 2

Guidelines for Handling Gifts / Souvenirs Given to Board Members and Staff in their Official Capacity

All gifts / souvenirs received by Board members and staff in their official capacity should be forwarded to the Leadership/Heads of Department of the Army for disposal in the following manner:

- (a) If the gift / souvenir is of perishable nature (e.g. food, drink), it may be shared among service recipients, donated to a charitable organisation or, when this is not practical, shared among staff of the Army on a suitable occasion.
- (b) If the gift / souvenir is a useful item, it may be kept for use by the Army.
- (c) If the gift / souvenir is suitable for display (e.g. a painting, vase), it may be displayed at appropriate locations of the Army premises.
- (d) If the gift / souvenir is of low value (not exceeding HK\$1,500 in value), it may be donated as a prize in functions organised by the Army.
- (e) If the gift / souvenir is a personal item of low value (not exceeding HK\$1,500 in value), such as a plaque or pen inscribed with the name of the recipient, it may be retained by the recipient.
- (f) If the gift / souvenir 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.
- (g) Any gift / souvenir of high value (exceeding HK\$1,500 in value) should be returned to the offeror as far as possible.

**THE SALVATION ARMY
REPORT ON GIFTS / ADVANTAGES RECEIVED**

Part A – To be completed by Receiving Staff

To : (Leadership/Head of Department)

Description of Offeror:

Name & Title: _____

Company: _____

Relationship (Business/ Personal): _____

Occasion on which the Gift/Advantage was/is to be received:

Description & (assessed) value of the Gift/Advantage: _____

Suggested Method of Disposal:

Remarks

- () Retain by the Receiving Staff
- () Retain for Use/ Display/ as a Souvenir in the Office
- () Share among service recipients or the Office
- () Reserve as Lucky Draw Prize at Staff Functions
- () Donate to a Charitable Organisation
- () Return to Offeror
- () Others (please specify):

(Date)

(Name of Receiving Staff)
(Title / Department)

Part B – To be completed by Approving Authority

To : (Name of Receiving Staff)

The recommended method of disposal is * approved/not approved.

*The gift /advantage concerned should be disposed of by way of:

(Date)

(Name of Leadership/HOD)
(Title / Department)

* *Delete as appropriate*

Register of Gifts/Advantages Received

<i>To be completed by Recipient</i>									<i>To be completed by Approving Authority</i>		
Date	Description of Offeror (Name & Title/ Organisation Name)	Relationship with Offeror (Business/ Personal)	Occasion of Gift/ Advantage Received	Description & (Assessed) Value of Gift/ Advantage	Suggested Method of Disposal (Note 1)	Name of Recipient (Title/ Department)	Signature of Recipient & Date	Remarks / File Reference	Approval of Disposal Method (Note 2)	Name of Approving Authority (Title/ Department)	Signature of Approving Authority & Date

Note 1: Please choose the following disposal methods -

1. Retain by the Recipient
2. Retain for Use/Display/as a Souvenir in the Office
3. Share among Service Recipients or the Office
4. Reserve as Lucky Draw Prize at Staff Functions
5. Donate to a Charitable Organization
6. Return to Offeror
7. Others (Please specify)

Note 2: Please indicate whether the suggested method is approved or not and specify the disposal method if the suggested method is not approved.

Guidelines on Declaration of Interests by Board Members of The Army

General Principles

When a Board member (including the chairman) of a board or committee has a potential conflict of interest in a matter placed before the board or committee, he should make full disclosure of his interest. The basic principle to be observed is that Board members' advice, decisions or views should be disinterested and impartial and it is the responsibility of each Board member to judge and decide if the situation warrants a declaration, and to seek a ruling from the chairman in case of doubt.

It is impossible to define or describe all the situations that would call for such a declaration, because each individual case differs, and because of the difficulty of catering for unusual and unforeseen circumstances. On the other hand, it is not intended that a Board member should make a declaration of conflict of interest simply because the Board is considering a matter in which he has knowledge or experience.

Potential Conflict of Interest Situations

The following are potential conflict of interest situations :

- (1) Pecuniary interests in a matter under consideration by the Board, held either by the Board member or by any close relative of his. Board members are themselves the best judge of who, in the particular circumstances, is a "close relative".
- (2) A directorship, partnership, advisory or client relationship, employment or other significant connection with a company, firm, club, association, union or other organisation which is connected with, or the subject of, a matter under consideration by the Board.
- (3) Some friendships which might be so close as to warrant declaration in order to avoid situations where an objective observer might believe a Board member's advice to have been influenced by the closeness of the association.
- (4) A Board member who, as a barrister, solicitor, accountant or other professional adviser, has personally or as a member of a company, advised or represented or had frequent dealings with any person or body connected with a matter under consideration by the Board.
- (5) Any interest likely to lead an objective observer to believe that the Board member's advice might have been motivated by personal interest rather than a duty to give impartial advice.

Declaration of Conflict of Interests at Meetings

The following are guidelines governing declaration of conflict of interests at meetings :

- (1) If a Board member (including the chairman) has any direct personal or pecuniary interest in any matter under consideration by the Board, he must, as soon as practicable after he has become aware of it, disclose to the chairman (or the committee) prior to the discussion of the item.
- (2) The chairman (or Board) shall decide whether the Board member disclosing a conflict of interest may speak or vote on the matter, may remain in the meeting as an observer, or should withdraw from the meeting.
- (3) If the chairman declares a conflict of interest in a matter under consideration, the chairmanship may be temporarily taken over by the secretary.
- (4) When a known direct pecuniary interest exists, the secretary may withhold circulation of relevant papers to the Board member concerned. Where a Board member is in receipt of a paper for discussion which he knows presents a direct conflict of interest, he should immediately inform the secretary and return the paper.
- (5) All cases of declaration of conflict of interests shall be recorded in the minutes of the meeting.

The Salvation Army
Declaration of Conflict of Interest by Board Members

Part A – Declaration *(to be completed by Declaring Member)*

To : Chairman of the Board

I would like to report the following existing / potential* conflict of interest situation in relation to the discussion item:

i) Matter to be discussed by the Board
ii) Brief description of my connection with the matter in (i) above (e.g. directorship in a company which is connected with the matter)

 (Name of Declaring Member) (Date)

Part B – Acknowledgement *(To be completed by Chairman)*

To : (Declaring Member)

Acknowledgement of Declaration

The information contained in your declaration form of (Date) is noted. It has been decided that:

- You may continue to speak and vote on the matter as described in Part A, provided that there is no change in the information declared above.
- You may continue to speak but should not vote on the matter as described in Part A, provided that there is no change in the information declared above.
- You may remain in the meeting as an observer on the matter as described in Part A, provided that there is no change in the information declared above.
- You should withdraw from the meeting and immediately return to the secretary any documents regarding the matter sent to you earlier.
- Others (please specify) : _____

 (Name of Chairman of the Board) (Date)

*Please delete as appropriate

**The Salvation Army
Declaration of Conflict of Interest by Staff**

Part A – Declaration *(to be completed by Declaring Staff)*

To : (Approving Authority) via (supervisor of the Declaring Staff)

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

Persons / companies with whom / which I have official dealings
My relationship with the persons / companies (e.g. relative)
Relationship of the persons / companies with our Organisation (e.g. supplier)
Brief description of my duties which involved the persons / companies (e.g. handling of tender exercise)

(Name of Declaring Staff) (Date)

Part B – Acknowledgement *(To be completed by Approving Authority)*

To : (Declaring Staff) via (supervisor of the Declaring Staff)

Acknowledgement of Declaration

The information contained in your declaration form of (Date) is noted. It has been decided that:

- You should refrain from performing or getting involved in performing the work, as described in Part A, which may give rise to a conflict.
- You may continue to handle the work as described in Part A, provided that there is no change in the information declared above.
- Others (please specify) : _____

(Name of Approving Authority)
(Title/Department) (Date)

*Please delete as appropriate

Measures to Manage Possible Conflict of Interest Arising from Board Members Bidding for Supply of Goods / Services to the Army

- (1) When the procurement need is discussed, Board members should be asked at the outset to declare whether they or any company associated with them are interested in bidding for the supply of goods / services.
- (2) Board members who have declared an interest to bid should not take part or be present at any subsequent discussions or meetings concerning the proposed procurement, and should be prohibited from access to any information in relation to the procurement (other than in the capacity of a bidder).
- (3) Board members who have not declared an interest to bid (and the companies concerned) should not be allowed to bid subsequently.
- (4) When a Board member (or a company associated with him) has expressed an interest to bid, the Board should ascertain whether any information relating to the tender / quotation has already come to the possession of the Board member in the course of his duties as a Board member. If so, such information should be made available to other bidders as well to ensure a level playing field.
- (5) If a Board member (or a company associated with him) has put in a bid / quotation, care should be taken to ensure that he subsequently has no access to the submitted tender documents / quotations which may contain commercially sensitive information.
- (6) Bidder identity should be anonymised before the evaluation of bids if a Board member (or a company associated with him) is one of the bidders.
- (7) If a Board member (or a company associated with him) is successful in bidding for the supply of goods / services, he should withdraw from all related discussions, except when attending in the capacity of a supplier or a service-provider.

The Salvation Army
Application for Outside Work of Staff

Part A – Application *(to be completed by Staff)*

To : (Group Human Resources Director) via (Head of Department)

I would like to report the following upcoming outside work for your consideration and approval:

Name of organization inviting / employing me for outside work
Name of the position
Period / Dates and Time for performing the outside work
Period / Dates:
Time:
Brief description of my job nature
Declaration of any conflict of interests

(Signature) _____

Name of Staff:

Date:

Part B – Endorsement *(To be completed by Head of Department)*

- You may take up the outside work as described above, provided that there is no change in the information provided.
- Your application is not approved. Reason (optional) _____

(Signature) _____

Name of HoD:

Date:

Part C – Approval *(To be completed by Group Human Resources Director)*

- You may take up the outside work as described above, provided that there is no change in the information provided.
- Your application is not approved. Reason (optional) _____

(Signature) _____

Name of GHRD:

Date: