

Business Sector Integrity Charter

- Frequently Asked Questions -

Objective of the Business Sector Integrity Charter

1. What is the objective of the Business Sector Integrity Charter?

Through active collaboration with the major chambers of commerce, the Business Sector Integrity Charter promotes their member and related companies to strengthen integrity management and adopt an Integrity Management System (IMS) for upholding and enhancing the professionalism and integrity of the business sector, sharing good experience and practices as well as generating integrity momentum with other enterprises and institutions, thereby promoting Hong Kong as an international centre for integrity.

IMS consists of three integrity elements including “one delegation” and “two commitments” –

“One Delegation”

- Delegate an “Integrity Officer” to assist in the implementation and oversight of integrity policy and good corporate governance, and to foster and sustain the culture of integrity among staff members.

“Two Commitments”

- implement an integrity policy that includes 10 core integrity elements
- arrange the “Integrity Officer” or at least one senior management staff member to participate in a minimum of one integrity training course provided by ICAC every year

2. Why should I join the Business Sector Integrity Charter?

Upon successful subscription to the Business Sector Integrity Charter, your company’s name will be publicised on the dedicated webpage of the Business Sector Integrity Charter. You can enjoy “3As” benefits by joining the Charter –

1. **Amplifying Business and Commercial Values** - Clients of the business sector (including government departments, public bodies and private organisations) attach great importance to integrity, which is one of their considerations in selecting business partners. Joining the Business Sector Integrity Charter and adopting IMS demonstrate your company’s commitment in adhering to the highest standards of integrity as well as boost customer confidence in your company’s integrity and reliability, and therefore amplifies your business and commercial value.
2. **Attracting Investors** - Environmental, social and governance (ESG) is a red-hot element gaining prominence in investing globally. With integrity being part and parcel of governance, implementing IMS makes your company stand out as a good choice for investors all over the world (including the Belt and Road countries), and helps expand your businesses.
3. **Adding Resistance against Corruption and Integrity Violations**
Local and overseas authorities are according utmost importance to business entities’ anti-corruption systems and performance. Joining the Business Sector Integrity Charter and implementing IMS increase your resistance to corruption and integrity violations. By self-improving the enterprise management system, the participating companies can share their good experience to other companies and institutions (including those in the Belt and Road countries), thereby telling the good story of Hong Kong’s clean business environment.

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Responsibilities of Participating Companies of the Business Sector Integrity Charter

3. What are the responsibilities of the “Integrity Officer”?

“Integrity Officer” is delegated to assist in the implementation and oversight of integrity policy and good corporate governance, and to foster and sustain the culture of integrity among staff members. “Integrity Officer” (or at least one senior management staff member) is required to participate in a minimum of one integrity training course provided by ICAC every year.

4. After I have joined the Business Sector Integrity Charter, do I need to report to the Secretariat on the compliance with the Charter’s requirements?

Participating companies are required to oversee the implementation of the Charter, while the Charter Secretariat will conduct random check on the integrity training records. If under any circumstances a participating company fails to meet the requirements of the Charter, we will take follow-up action and reserve the right to remove the company from the Charter’s participation list.

5. Can I amend the sample integrity policy to suit my company’s needs?

The sample integrity policy is for reference only. You may draw up your own integrity policy with standards and requirements on par or not inferior to those of the sample.

Application of the Business Sector Integrity Charter

6. Who is the participant of the Business Sector Integrity Charter

The Business Sector Integrity Charter will be rolled out to major local chambers of commerce in phases. The initial phase of the Charter involves collaboration with the Chinese Manufacturers' Association of Hong Kong (CMA). Member companies of CMA or participating companies of CMA ESG+ Programme can voluntarily join the Charter.

7. What are the procedures for joining the Business Sector Integrity Charter?

- Complete the subscription form and draw up your integrity policy
- Email the subscription form and integrity policy to the Business Sector Integrity Charter Secretariat (bsic@cpd.icac.org.hk)
- Receive a confirmation e-mail and a statement of commitment from the Secretariat.

8. What kind of checking will the Business Sector Integrity Charter Secretariat conduct on my subscription?

Except verifying on some factual information (e.g. company names, membership of CMA or ESG+ Programme), no vetting is required.

9. Will the Business Sector Integrity Charter expire?

The Business Sector Integrity Charter is a scheme with no expiry date as long as participating companies continue to implement IMS. Regarding the reporting of compliance with the Charter’s requirements, please refer to the Question 4 of the Charter’s frequently asked questions.

10. What is the subscription fee for the Business Sector Integrity Charter?

The Business Sector Integrity Charter is free of charge.

11. How long will the Secretariat need to process the subscription?

Upon receipt of the completed subscription form by the Secretariat, you will receive the confirmation e-mail and the statement of commitment within a month approximately under normal circumstances.

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12. Apart from a subscription form, what information should be submitted to the Secretariat?

You need to submit a duly completed and signed subscription form and your integrity policy to the Business Sector Integrity Charter Secretariat via e-mail. Your information provided will be used for internal data analysis, statistics and research purposes. The resulting statistics or result of the research may be used to promulgate and promote the Business Sector Integrity Charter, but will not be made available in a form that can identify any of the data subjects.

13. When is the deadline for subscription to the Business Sector Integrity Charter?

The Business Sector Integrity Charter is open for subscription year-round without a deadline.

14. Who can submit the subscription form and statement of commitment on behalf of the company for the Business Sector Integrity Charter?

As the subscription to the Business Sector Integrity Charter shows the company's commitment to implement IMS, it is advised that the company's authorised representative should sign the subscription form and statement of commitment.

Support of the Business Sector Integrity Charter

15. What supporting measures does the Business Sector Integrity Charter offer?

Supporting measures provided by the Secretariat include:

- Promoting the Charter and the basic corruption prevention knowledge to the participating companies through the dedicated website;
- Offering advisory services for free and assistance to draw up the company's integrity policy
- Providing the staff with corruption prevention trainings to uphold the integrity;
- Publicising and updating continuously on the list of participating companies;
- Organising promotional activities of the Charter; and
- Issuing the statement of commitment of the Charter to the participating companies.

16. One of the components of the Business Sector Integrity Charter is integrity training. How can I receive the training?

The ICAC regularly delivers integrity training of various subjects concerning the commercial and industrial sectors. Please check the integrity training calendar available on the Business Sector Integrity Charter webpage, and enrol for the preferred training sessions.

17. How can I obtain a proof of attendance after the Integrity Training?

A system-generated email from no-reply@zoom.us confirming the participant's attendance will be sent to the registered email(s) one day after attending the webinar. This confirmation email can be served as a proof of attendance to fulfil the requirement for undertaking the integrity training. No attendance certificate will be issued separately by the Secretariat.

For enquiries, please send email (bsic@cpd.icac.org.hk) to the Business Sector Integrity Charter Secretariat.