

Appendix VII – Features and enforcement of an effective Code of Conduct

Category	Checklist Items
1. Drafting the code	<input type="checkbox"/> Essential topics included? <input type="checkbox"/> Specific topics that suit your organisation's need included? <input type="checkbox"/> Any specific rules and regulations that should be included in the code? <input type="checkbox"/> ICAC's advice obtained? <input type="checkbox"/> Relevant parties consulted?
2. Training	<input type="checkbox"/> Open to all employees? <input type="checkbox"/> New hires included? <input type="checkbox"/> Any important topics that need to be covered in the training? <input type="checkbox"/> Any concrete examples / cases specific to your business covered in the training? <input type="checkbox"/> ICAC invited? <input type="checkbox"/> Plan for refresher training?
3. Enforcement	<input type="checkbox"/> Applicable to all employees? <input type="checkbox"/> Channel for reporting of malpractices? <input type="checkbox"/> Handling of malpractices?
4. Update	<input type="checkbox"/> Plan to regularly update the code? <input type="checkbox"/> Refresher training required?

附錄七 - 工作操守指引應具備的特點及有效的推行方法

推行階段	檢查事項
1. 撰寫指引	<input type="checkbox"/> 已包括所有重要課題？ <input type="checkbox"/> 已包括個別與機構業務有關的課題？ <input type="checkbox"/> 是否需要將個別條例及規定納入指引內？ <input type="checkbox"/> 已徵詢廉政公署的意見？ <input type="checkbox"/> 已徵詢有關人士 / 部門的意見？
2. 培訓	<input type="checkbox"/> 所有僱員皆可參加？ <input type="checkbox"/> 已包括新入職僱員？ <input type="checkbox"/> 已將重要課題納入培訓課程內？ <input type="checkbox"/> 培訓內容是否涵蓋與機構業務有關的實例或個案？ <input type="checkbox"/> 有否邀請廉政公署出席？ <input type="checkbox"/> 是否有計劃舉辦重溫課程？
3. 執行	<input type="checkbox"/> 是否適用於所有僱員？ <input type="checkbox"/> 有那些渠道舉報不當行為？ <input type="checkbox"/> 怎樣處理不當行為？
4. 修訂	<input type="checkbox"/> 有否計劃定期修訂指引？ <input type="checkbox"/> 是否有需要舉辦重溫課程？