

香港女童軍總會

行為守則

一、申報利益政策

目的

以提示本會成人會員（包括會務委員會成員、執行委員會成員、地方協會/分會人士、各級總監、訓練員、籌備委員會/小組人士、領袖），當處理女童軍事務而遇上任何與本身之工作、服務機構有業務往來或涉及其個人的任何利益，有確實或潛在之利益關係時，應採取相應之步驟。

本會成人會員在處理女童軍事務時，必須盡其所知預先和儘早申報個人的任何利益，並且避免參與相關議論及/或決定和本身有利益關係的女童軍事項。如有需要，可將事情轉介上級總監或獲本會授權的人士處理，以秉承女童軍一向以來奉行之持平、公正和具誠信可靠的處事精神和原則，且可避免有偏私或以權謀私之嫌。

申報利益政策

利益並不限於金錢或物質方面，亦包括有形或無形的好處，如特權、優先權、特殊優惠等。而利益關係，是指該事務涉及「當事人」本人及或其配偶、兩者之近親（包括父母、兄弟姊妹及其配偶、子女及或其配偶）、兩者之全職或兼職工作、服務機構或工作業務伙伴、兩者之客戶及因兩者之專業身分而需向該事務的有關人士或機構提供專業意見或出任其代表者。

1. 本會申報利益的政策和步驟如下：

- i. 所有本會成人會員在處理女童軍事務時，均須着重誠信可靠、保持本會良好的名聲和貫徹大公無私的精神，以持平、公正和不偏不倚的精神和原則辦事。
- ii. 本會成人會員（下稱「當事人」）如在處理女童軍事務時，發現可能與個人有確實或潛在之利益關係，必須盡其所知立即填寫利益衝突申報書（附件二）向上級總監/籌備委員會主席/小組主席/召集人申報和陳述有相關利益的地方。「當事人」為避嫌疑，應避免參加相關議論及/或決定該項事情。避席為其中一種適當做法。
- iii. 假若上級總監/籌備委員會主席/小組主席/召集人收到利益衝突申報書後決定「當事人」毋須再執行或參與所申報的可能引致利益衝突的女童軍事務後，應於30曆日內盡快通知「當事人」。
- iv. 在進行招標程序時，所有投標者及招標委員會成員須以書面申報是否有任何利益關係。此外，倘若「當事人」認為事情重大或牽連廣遠，或上級總監/籌備委員會主席/小組主席/召集人認為有需要時，亦應請「當事人」用書面申述備案，在其他情況下，口頭申報並將申報概要記錄在會議紀錄上便可。
- v. 若「當事人」是該項女童軍事務之決策者、主要辦事人員之一或關鍵人物，「當事人」應將有關事務轉介至上級或負責總監、籌備委員會主席/小組主席/召集人處理。亦可因應事情的性質和嚴重性或相關人物的情況，交由香港副總監、香港總監或總會執行委員會處理。

- vi. 申報利益的原則是有備無患。如有疑問時，「當事人」宜向上級或負責總監/籌備委員會/小組主席/召集人請示，申述情況，然後交由他們決定。
 - vii. 遇有本會成年會員不遵從申報利益政策時，總會可因應情況採取適當措施處理。
2. 請各級總監協助，向所屬地方協會及分會人士，闡釋本會之申報利益政策、精神和制度。
 3. 總會執行委員會、地方協會、分會及其他委員會或/小組、總監、訓練員在每個任期第一次召開會議時，本會將派發此通告及申報利益政策（附件一）予各委員/小組成員、總監、訓練員。請各成人會員簽署協議書表示同意及接受此政策文件列出的所有條款，並承諾會遵守此等條款，在有需要時申報利益及申述詳情。

二、索取或收受利益

1. 任何本會成人會員（包括會務委員會成員、執行委員會成員、地方協會/分會人士及各級總監、訓練員、籌備委員會/小組人士、領袖），當處理女童軍事務時，不能利用職權索取或收受利益。
2. 所謂利益，並不單指金錢或物質方面，亦包括有形或無形的好處，如特權、優先權、特殊優惠等。
3. 會方不容許成員向承建商、供應商或其他與本會事務有關的人士索取或收受任何利益。收受利益會影響成員客觀處事、引致本會利益受損、及引致有關偏私或行為不當的揣測或投訴，成員應拒絕接受。
4. 成員應避免與本會有事務來往的人士進行賭博活動。若在社交場合中與承辦商或供應商參與麻將耍樂，應先判斷是否恰當，如賭注過高，則應退出。

三、資料保密

1. 本會成人會員（包括會務委員會成員、執行委員會成員、地方協會/分會人士、各級總監、訓練員、籌備委員會/小組人士、領袖）不得在未經授權下披露本機構的任何機密或專有資料，或濫用任何本機構的資料（例如利用資料謀取私利或為他人謀利）。在處理會員、義工和服務對象的任何個人資料時均須格外小心，確保做法符合香港法例第 486 章《個人資料（私隱）條例》。
2. 本會成人會員離職後須繼續履行保密責任，不得使用其在位時取得的任何機密或專有資料，或利用該等資料獲益。

四、遵守行為守則

任何成人會員若違反本守則，須遭受紀律處分，甚至被終止委任。

The Hong Kong Girl Guides Association Code of Conduct for Adult Members

1. DECLARATION OF INTEREST POLICY

Aims

To advise all adult members of the Association (including members of the Council, members of the Executive Committee, members of Regional Associations/District Associations, Commissioners at all levels, Trainers, members of organising committees/teams, Guiders) on the course of action they should take in the event of having a real or potential interest with any of their jobs or the organisations with which they have official dealings, or any of their personal interests, while discharging their Guiding duties.

While discharging their Guiding duties, all adult members of the Association must declare any personal interest to the best of their knowledge in advance and as early as possible, and refrain from participating in relevant discussions and/or decisions on the Guiding matters which they are interested. If necessary, the matter may be referred to the supervising Commissioner or the person authorised by the Association for handling, in adherence to the Guiding spirit and principles of fairness, impartiality as well as reliability, honesty and trustworthiness, and that may avoid suspicion of bias or abusing power for personal gains.

Declaration of Interest Policy

Interest is not limited to monetary, financial and other materials interests; it also includes other tangible or intangible benefits such as privileges, priorities, preferential treatments, etc. To be interested means that the matter involves an adult member of the Association and/or their spouse; the close relatives of an adult member of the Association and/or their spouse (including parents, brothers and sisters and their spouses, children and/or their spouses); the full-time or part-time jobs, organisations or business partners of an adult member of the Association and/or their spouse; the clients of an adult member of the Association and/or their spouse; and an adult member of the Association and/or their spouse offering professional advice to the relevant persons or organisations of the matter or acting as the representative in a professional capacity.

1. The Association's declaration of interest policy and the course of action are as follows:
 - i. All adult members of the Association must discharge their Guiding duties with reliability, honesty and trustworthiness, preserving the reputation of the Association, in adherence to the spirit and principles of fairness and impartiality.
 - ii. If an adult member of the Association (hereafter referred to as the Member concerned) becomes aware that there may be a real or potential personal interest while discharging their Guiding duties, they must immediately complete the Declaration of Conflict of Interest (Appendix 2) to the best of

their knowledge, reporting to the supervising Commissioner/organisation committee chairman/team chairman/convenor and stating the situation relevant to the interest. To avoid suspicion, the Member concerned should refrain from participating in relevant discussions and/or decisions of the matter. Withdrawing from meetings is one of the appropriate ways.

- iii. After receiving the Declaration of Conflict of Interest, if the supervising Commissioner/organising committee chairman/team chairman/convenor decides that the Member concerned must refrain from performing or getting involved in the declared Guiding duty which may give rise to a conflict, they should promptly notify the Member concerned within 30 calendar days.
 - iv. In the case of tendering, all tenderers and members of the tender board must declare in writing whether they have any interest. Also, if the Member concerned considers it serious or far-reaching, or the supervising Commissioner/organising committee chairman/team chairman/convenor considers it necessary, the Member concerned should also make written representations for record. Under other circumstances, a verbal declaration and a summary of the declaration recorded in the minutes would be sufficient.
 - v. If the Member concerned is one of the decision-makers or main officers or a key personnel of the Guiding matter, the Member concerned should refer the matter to the supervising Commissioner or Commissioner-in-charge/organising committee chairman/team chairman/convenor for handling. Depending on the nature and severity of the matter or the situation of the relevant persons, the matter may be handled by Deputy Chief Commissioners, Chief Commissioner or Executive Committee.
 - vi. The principle of declaration of interest is to be proactive and be prepared. If in doubt, the Member concerned ought to consult the supervising Commissioner or Commissioner-in-charge/organising committee chairman/team chairman/convenor for advice, stating the situation, then let them decide.
 - vii. In the event that an adult member of the Association does not comply with the declaration of interest policy, the Association may take appropriate measures depending on the situation.
2. Commissioners at all levels to assist in explaining the Association's declaration of interest policy, spirit and system to the members of their Regional Associations and District Associations.
 3. The Association will distribute this circular and the Agreement on 'Declaration of Interest Policy' (Appendix 1) to members of the Executive Committee, members of Regional Association, members of District Association, members of other committees or teams, Commissioners, Trainers at the first meeting of each term. All adult members to sign the agreement to signify that they agree to and accept all the clauses listed in this policy, and commit to complying with these clauses, declaring interest and stating the details when necessary.

2. SOLICITING OR ACCEPTING ADVANTAGES

1. Any adult member of the Association (including members of the Council, members of the Executive Committee, members of Regional Committees/District Committees, Commissioners at all levels, Trainers, members of organising committees/teams, Guiders) shall not use authority for soliciting or accepting advantages while discharging their Guiding duties.
2. Advantages are not only limited to pecuniary or material advantages; it also includes tangible and intangible benefits such as privileges, priorities, preferential treatments, etc.
3. The Association does not permit members to solicit or accept any advantage from contractors, suppliers or other persons related to the matter of the Association. Members should refuse to accept advantages as it will affect members' objectivity, cause damage to the interest of the Association, and lead to speculations or complaints about bias or misconduct.
4. Members should avoid gambling with persons having official dealings with the Association. If members play mahjong with contractors or suppliers in social events, members should first judge whether it is appropriate. If the stakes are too high, members should withdraw.

3. CONFIDENTIALITY OF INFORMATION

1. All adult members of the Association (including members of the Council, members of the Executive Committee, members of Regional Committees/District Committees, Commissioners at all levels, Trainers, members of organising committees/teams, Guiders) shall not disclose any classified or proprietary information of the Association without authorisation, or misuse any Association's information (e.g. using information for personal gain or the benefit of others). Special care must be taken when handling any personal data of members, volunteers and service recipients, ensuring compliance with the Personal Data (Privacy) Ordinance (Cap. 486).
2. All adult members of the Association must continue to observe their duty of confidentiality after leaving the Association; they shall not use, or take advantage of, any classified or proprietary information obtained in the course of their official duties.

4. COMPLIANCE

Any adult member in breach of this code must be subject to disciplinary action, including termination of appointment.

The Hong Kong Girl Guides Association
Agreement on ‘Declaration of Interest Policy’
香港女童軍總會
「申報利益政策」協議書

Please read the contents of ‘Declaration of Interest Policy’ carefully before signing this agreement. 請於簽署本協議書前細閱「申報利益政策」的內容。

Declaration 聲明

I, _____ (Name), hereby agree to and accept all the clauses listed in the ‘Declaration of Interest Policy’, and commit to complying with these clauses, declaring interest and stating the details when necessary.

本人_____（姓名）同意及接受「申報利益政策」列出的所有條款，並承諾會遵守此等條款，在有需要時申報利益及申述詳情。

Guiding Title : _____
女童軍職銜

Signature : _____
簽署

Department : _____
部門

Date : _____
日期

The Hong Kong Girl Guides Association
Declaration of Conflict of Interest
香港女童軍總會
利益衝突申報書

Appendix 2
附件二

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

甲部 – 申報利益 (由申報人填寫)

To 致：： _____ (Commissioner of the rank of Assistant Chief Commissioner or above 香港助理總監級別或以上)

Via 透過： _____ (supervising Commissioner/ organising committee chairman/team chairman/convenor 上級總監 / 籌備委員會主席/小組主席/召集人)

I would like to report the following existing/potential* conflict of interest situation arising during the discharge of my Guiding duties 本人在執行女童軍事務時所遇到的現有/潛在*利益衝突情況，現申報如下 :-

Persons/companies with whom/which I, my spouse or close relatives have official dealings and/or interest 與本人或配偶或近親有業務往來 及/或 擁有利益的人士/公司
本人與上述人士/公司有關的女童軍事務概要

Name of Declaring Member: _____ Signature: _____
申報人姓名 簽署

Guiding Title: _____ Date: _____
女童軍職銜 日期：

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

乙部 – 收訖利益衝突申報書回條 (由批核人員填寫)

To 致: _____ (Declaring Member 申報人)

The information contained in your declaration form of _____ (Date) is noted.
The Association decides that 你在 _____ (日期) 呈交的利益衝突申報書經已收悉。本會決定 :-

- You must refrain from performing or getting involved in performing the Guiding duty, as described in Part A, which may give rise to a conflict. 你毋須再執行或參與執行《甲部》中提及可能引致利益衝突的女童軍事務。
- You may continue to handle the Guiding duty described in Part A, provided that there is no change in the information declared above. 如甲部中提及的資料沒有更改，你可繼續處理《甲部》中提及的女童軍事務。
- Other (please specify) 其他 (請註明): _____

Name of Approving Authority: _____ Signature: _____
批核人員姓名 簽署

Guiding Title: _____ Date: _____
女童軍職銜 日期