

Code of Conducts

The Green Council Ltd (hereafter referred to as GC) recognizes that, in its role as an independent assessment and certification of management system scheme, its customers place the GC in a position of great trust. The GC is committed to upholding the highest standards of honesty, integrity, fairness and professionalism in the delivery of its services. All employees of the GC owe a duty to the community, the GC's customers and its suppliers and contractors to act ethically and professionally. All employees shall use their best endeavours to comply with this code of conducts and to promote integrity within in the delivery of services in which the GC operates.

Laws, Ordinances and Regulations

The GC and all employees shall conduct all assessment and certification services dealings strictly according to all statutory rules and regulations in force in the territory of operation. The GC shall support and promote improvements to such rules, regulations and other provisions.

1. Improper Influence

Certification Committee and employees of the GC are strictly prohibited from soliciting, accepting or offering any advantage whether in Hong Kong or elsewhere when conducting services on behalf of the GC. The receiver as well as the offerer shall commit an offence under the Prevention of Bribery Ordinance. The "advantages" defined in the Ordinance includes gift (in money or in kind), loan, fee, reward, office, employment, contract, service and favour.

2. Honesty and Fair Dealing

The GC shall conduct its services dealings with others based on principles of honesty and fair dealing. The GC or its employees shall not exert undue influence on any of its business partners or other persons for the purpose of ensuring business. The GC shall deal with its customers, subcontractors and suppliers in a professional, fair and ethical manner.

3. Confidentiality of company information

Certification Committee and employees of the GC owe a duty to the Company's customers, employees and services partners to protect any confidential or privileged information customer (Except for information that customer makes publicly available, or agreed between GC and the customer) entrusted to them. Confidential or privileged information (including acquired data and reports) shall not be disclosed to third parties without the prior consent of the owner of the information.

4. Respect for Intellectual Property

The GC affords full respect for proprietary intellectual property and copyright and shall refrain from the use of any ideas, products and goods without proper authorization or payment of appropriate royalty and license fees.

race, nationality, age or disability status, and of harassment and bullying, including verbal and physical behavior, are strictly prohibited.

13. Use of Company assets

Certification Committee and employees of the GC are responsible to safeguard and protect all GC assets, and should use GC assets for the purpose of conducting the GC's services. GC assets can be financial, physical or intangible such as company funds, equipment and property, time, intellectual property, propriety information and corporate opportunities.

14. No Drugs and Alcohol

Abuse of drugs and alcohol may cause serious difficulties at work including deterioration in job performance. Certification Committee and employees of the GC shall prevent drugs and alcohol abuse that eliminate the influence that pose a danger to themselves and others.

15. Accurate Report and Accounts

Certification Committee and employees of the GC must record all transactions and all services records accurately, clearly, unambiguously and honestly. GC does not permit unlawful, false or misleading entries in our records.

16. ICT and Data Security

Certification Committee and employees of the company are responsible for the use of information resources including e-mail and internet system required for performing staff's duties, and should implement and maintain appropriate measures to safeguard our client's information and ICT infrastructure.

17. Disciplinary actions to be taken against violations

In the course of performing duties, if Certification Committee or employee of the GC is found in breach of the Prevention of Bribery Ordinance or the Laws of the HKSAR, the GC will dismiss the staff member summarily and may report the matter to ICAC or other Authority as may be appropriate.

18. Promotion of Ethical Behavior

The GC shall ensure that its directors, employees and those to whom the GC delegates work are aware of and understand the GC's Code of Conducts as detailed herein. The GC shall encourage these stakeholders and business associates to comply with the Company's Code of Conducts.

Linda W. P. Ho
Chief Executive Officer
Green Council Ltd
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