
Code of Conducts

Green Council 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 GC employees responsible for certification scheme own a duty to the community, the GC's customers and its suppliers and contractors to act ethically and professionally. All employees responsible for certification scheme shall use their best endeavours to comply with this code of conducts and to promote integrity within the in the delivery of services in which the GC operates.

1. Laws, Ordinances and Regulations

All GC employees responsible for certification scheme shall conduct all assessments and certification services dealing strictly according to all statutory rules and regulations in force in the territory of operation. They shall support and promote improvements to such rules, regulations and other provisions.

2. Prevention of Bribery

All GC employees responsible for certification scheme prohibit all forms of bribery and corruption. They are prohibited from soliciting, accepting or offering any bribe in conducting the company's business or affairs, whether in Hong Kong or elsewhere.

3. Improper Influence

All GC employees responsible for certification scheme are strictly prohibited from soliciting, accepting or offering any advantage whether in Hong Kong or elsewhere when conducting services under GC. The receiver as well as the offerer shall commit an offence under the Prevention of Bribery Ordinance. The "advantages" includes gift (in money or in kind), loan, fee, reward, commission, employment, contract, service and favour, whether in whole or in part etc..

4. Honesty and Fair Dealing

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

5. Confidentiality of company information

All GC employees responsible for certification scheme and Certification Committee own a duty to the clients, employees and services partners to protect any confidential or privileged information client (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.

6. Respect for Intellectual Property

All GC employees responsible for certification scheme 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.

7. Professionalism

All GC employees responsible for certification scheme shall discharge its services responsibilities with professionalism, due diligence and to the best of its abilities. They shall ensure that its work is performed with proper regard to the relevant technical and professional standards, e.g. ISO/IEC 17021 and HKCAS guidelines and criteria, etc. All GC employees responsible for certification scheme shall perform their duties to the highest standard so as to ensure that all data that is acquired, calculated or presented is accurate and valid.

8. Quality

All GC employees responsible for certification scheme shall provide its services in a manner that is consistent with the requirements of its Management Manual. All employees have a duty to undertake the activities upon which they are engaged in accordance with the Management Manual and the procedures therein.

9. Safety and Training

All GC employees responsible for certification scheme is committed to the provision of a safe and healthy work environment for its employees and others affected by its operations and maintain this regime by way of this Management Manual. The employees encourages continuing professional development and skill enhancement for its employees and workforce.

10. Community and the Environment

All GC employees responsible for certification scheme shall seek to protect public interest during the course of its services. The GC is committed to ensuring that the impact of its operations and activities upon the environment and the community are as low as practicable and are compliant with the GC's Management System.

11. Conflict of Interest and Impartiality

All GC employees responsible for certification scheme or committee members shall avoid any conflict of interest situation or the perception of such conflicts. When actual or potential conflict of interest arises, the employee shall make a declaration to CEO through a reporting channel using F004.

12. Relationship with Suppliers, Contractors and Customers

Gambling: All employees are advised not to engage in gambling activities with persons having business dealing with the GCCS.

Loans: All employees shall not accept any loan from, or through the assistance of, any individual or organization having business dealings with the GCCS. There is however no restriction on borrowing from licensed banks or financial institutions.

13 Outside Employment/Investment (For full-time employee only)

The GC employees responsible for certification scheme should refrain from engaging in outside employment, business, investments or activities that might conflict with GCCS interests. If a staff member wishes to take concurrent employment, either regular or on a consulting basis, he/she must seek the prior written approval from the Chief Executive Officer before accepting the employment. In general, any outside work or employment either with or without remuneration that is in conflict between the staff's personal or financial interests and their duties in connection with the GC is prohibited.

14. Entertainment

All GC employees responsible for certification scheme should avoid and not accept any free entertainment from the organizations being assessed unless under exceptional circumstance.

15. Acceptance of Advantage

All GC employee responsible for certification scheme shall not solicit or accept any advantage from the clients and service partners, except that they may accept (but not solicit) the following advantages when offered on a voluntary basis:

- (1) advertising or promotional gifts or souvenirs of a nominal value; or
- (2) gifts given on festive or special occasions

Employees should decline an offer of advantage if acceptance could affect his/her objectivity in company's business or acceptance will likely lead to perception or allegation of impropriety.

15. Anti Discrimination, Harassment and Bullying

All GC employee responsible for certification scheme are committed to fostering and protecting a working environment which is free of discrimination, harassment and bullying. Acts of discrimination on the basis of gender, religion, race, nationality, age or disability status, and of harassment and bullying, including verbal and physical behavior, are strictly prohibited.

16. Use of Company assets

All GC employee responsible for certification scheme 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.

17. No Drugs and Alcohol

Abuse of drugs and alcohol may cause serious difficulties at work including deterioration in job performance. All GC employee responsible for certification scheme shall prevent drugs and alcohol abuse that eliminate the influence that pose a danger to themselves and others.

18 Accurate Report and Accounts

All GC employee responsible for certification scheme 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.

19 ICT and Data Security

All GC employee responsible for certification scheme 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.

20. Disciplinary actions to be taken against violations

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


21. Promotion of Ethical Behaviour

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.

22. Compliance with the Code

It is the responsibility of all GC employee responsible for certification scheme to understand and comply with this Code, whether performing his duties of the GC in or outside Hong Kong. CEO should also ensure that the employee under their supervision understand well and comply with this Code.

If anyone in breach of this Code will be subject to disciplinary action, including termination of appointment. Any enquiries about this Code or reports of possible breaches of this Code should be made to CEO.



Linda W. P. Ho
Chief Executive Officer
Green Council Certification Scheme
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