

僱員行為守則

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第一部份

《僱員行為守則》

導言

香港明愛（下稱「本機構」）深信一間向社會負責任的機構應該持守誠實、廉潔、行事客觀、不偏不倚及負責之素質。在這《僱員行為守則》內所載之道德原則及規範，為我們提供全面之指引，亦是一股推動力，助我們精益求精，僱員應恪守此《守則》以實踐本機構之信念。

道德原則和規範

道德是一套人類行為的原則和規範，約束個人和團體的行為。在機構層面，道德是一個共同承諾，當中經過理性思考，以眾人的廣泛利益為依歸。道德是我們許多管理程序，包括品質管理、人力資源管理、財務管理、文化管理、改革管理和公司管治的基礎。

本機構的道德規範是以天主教會的社會訓導為依據，著重人的尊嚴。

明愛僱員應時常促進公眾對本機構的誠信、工作流程及服務成績之信心，避免有意或無意地使本機構蒙羞。

主導原則

本機構堅守以下原則，以符合教會的社會訓導：

誠信

誠信的特質是誠實和正直。意思是行事誠實，合法和認真，從來不故意誤導任何人，或對有知情權者隱瞞資訊。

無私

無私的特質是不帶有私心和為他人設想。意思是僱員在做決定時，為本機構的利益著想多於為自己。

客觀

客觀是指在做決定時不存偏見和不受個人感受所影響。決策者在作出任何抉擇時應從本機構之利益設想，尤其是當要處理較敏感的工作，包括委任、判發合約或推薦個別人員獲獎賞和福利。

負責

僱員應對自己的決定和行為負責，並應力求改善。當出現問題時，負責之僱員應採取補救或糾正措施，而不是把問題置之不理或諉過於他人。獎勵要基於責任和工作表現。

領導

各級管理人員要以身作則，帶領下屬持守上述原則。

《僱員行為守則》之適用範圍

本《守則》適用於所有僱員，包括全職、兼職和臨時僱員。

遵守《守則》

所有僱員均有責任熟悉和明白本《守則》的規定。確保自己的表現符合或勝過規定。僱員應保持警覺和留意某些可能因自己或他人之行為舉止而導致違反本《守則》的情況。

所有管理人員需確保其下屬清楚明白和遵從本《守則》的規定。除此之外，僱員亦必須遵守所有本地之法律與規條及與工作相關之專業守則。

如投訴有違反本《守則》的事例，投訴可交給有關服務總主任／部長或人力資源主管，本機構會從速及公正處理有關事情。

任何僱員若違反本《守則》，將會受到紀律處分，嚴重者可能會被開除，處分方式包括有／無預先通知或代通知金，而且亦可能因觸犯《防止賄賂條例》而被檢控。

禁止索取和收受利益

1. 根據香港法例第201章 -《防止賄賂條例》第2條（見附件A）就“利益”所下的定義，除另一標題所講的“款待”外，“利益”幾乎包括任何有價值的事物。常見的例子：饋贈（金錢和實物）、貸款、費用、報酬、佣金、職位、受僱工作、合約、服務和優待等。
2. 除非得到適當的授權人（見附件B）的明確批准，本機構禁止僱員向下屬或任何與本機構有業務關係之人士或公司（如服務使用者、承辦商、供應商等）索取或收受任何利益。
3. 任何僱員如違反以上規定，便觸犯《防止賄賂條例》第9條。（見附件C）

若有人向你提供利益，你應如何處理？

(A) 你以公務身分獲得利益

1. 因你的職位或因你以公務身分出席某些場合而獲送贈的利益（例如你代表本機構主持開幕典禮時獲主辦機構送贈的禮物、紀念品），均被視為送給本機構的利益。
2. 你應盡量拒絕收受因你的職位而獲提供／送贈的禮物。若未能避免（例如基於禮儀或拒收會冒犯對方或令其尷尬），你須將收到的禮物交回本機構，用「收受利益申報表」（附錄D）呈報收到的禮物或紀念品，和請示處理的方法。
3. 倘若收受利益可能會影響你處事之客觀性或引致本機構之利益受損，你應拒絕接受。同樣地，若收受利益會引發偏私、行為不當或利益衝突的忖測或投訴，亦應拒絕接受。
4. 如有人向你主動提供利益，你該考慮以下情況後才接受：
 - (a) 在接受有關利益後，不會影響你盡忠職守；
 - (b) 在接受有關利益後，你沒有義務為報答贈予利益者而做事；
 - (c) 有關利益（如廣告禮品、促銷禮品、價值微小的紀念品、習俗送禮、時節紅封包或服務使用者為表心意而給你的紅封包）的價值不超過港幣500元；
 - (d) 利益是以優惠／折扣之形式送出，任何人或一般客戶都同樣得到的。

無論如何，在接受利益後，你需盡快向適當授權人申報。有關授權人可按個別情況酌情批准你保留該利益，或是將之分給特定的服務單位／中心的員工或受助人享用，例如禮物籃或生果籃等。任何價值超過港幣 500 元的利益，必須以「收受利益申報表」（附錄 D）申報。如何處置此類利益由有關授權人決定。

(B) 你以公務身分獲得贊助

- 1 外間人士／團體或會因你公務身分贊助你出席本地／海外會議、大型會議或產品試用活動。此類贊助應視為給本機構的贊助，並須交由本機構考慮應否接受。
2. 本機構會考慮是否適宜接受贊助。如決定接受，本機構會選派合適的僱員，代表本機構出席有關贊助活動。在考慮應否接受贊助時，以下是一般宜作考慮的準則：
 - (a) 接受贊助對本機構或服務整體有益；
 - (b) 接受贊助不會令本機構聲譽受損；
 - (c) 贊助的價值並非過高或次數過於頻密；
 - (d) 接受贊助不會對贊助者有任何明示或暗示的義務；
 - (e) 接受贊助不會導致任何實際或被視為利益衝突的情況（例如：贊助者是參與競投本機構外判合約的供應商／承辦商）；及
 - (f) 相對其他人或機構，贊助者不會獲得或被視為獲得優待。

(C) 接受款待／借貸／賭博

1. 根據《防止賄賂條例》第2條（附錄A），“款待”被界定為供應在當場享用的食物或飲品，以及任何相關或與此同時一起獲得的其他娛樂（例如：於進膳前後，看電影、戲劇表演或出席其他消遣節目）。
2. 雖然以優待方式提供的款待本身並非利益，而接受款待一般並不受《防止賄賂條例》所規管，但在某些情況下，接受免費款待或會構成“免除付帳的責任”，這便屬於條例第2條所指的利益。舉例來說，你光顧有公務往來的食肆，在用餐完畢後，食肆店主免除你的賬單，這樣可能等同接受利益。
3. 你不應接受宴請或者奢華、過於慷慨或頻密的款待；或接受任何可能有潛在或有實際利益衝突的款待，使自己在執行職務時要作出回報、有所偏袒，或損害本身或本機構的聲譽。你應審慎考慮獲得的款待是否：
 - (a) 過分奢華 — 鑑於款待的價值、內容、頻密程度和性質；
 - (b) 不適當 — 鑑於提供款待者與你之間的關係（例如：是否有任何直接公事往來）；或
 - (c) 不宜接受 — 鑑於提供款待者或已知參與者的品格和聲譽等因素，除非事先得到適當的授權人批准。
4. 你勿向任何與本機構有業務往來的人士或機構提供貸款或作貸款保證人，和勿接受其貸款（無論是直接或透過某人的協助）。但向持牌銀行、財務機構或明愛員工儲蓄互助社借款則不受限制。
5. 你應避免參與和本機構有業務往來或你有監管責任的人士（如受助人、承辦商或供應商）進行各種頻密且過度的賭博（包括打麻將）或涉及大額賭注的活動。本機構嚴禁員工在辦公場所內賭博。

欠債

1. 你應避免陷入無力償債和其他經濟困境，以致本機構聲譽受損。
2. 如你遭人循破產程序起訴，須通知人力資源主管。
3. 如你因經濟嚴重拮据，以致工作表現退步，可能會受到行政處分；例如警告、調職等。

提供利益

1. 無論在任何情況下，你不能為本機構的業務向任何人士或公司行賄。無論是直接或間接，或通過第三方向公營機構的職員或會員提供利益，以影響他們處理公共合約、招標、拍賣或本機構任何其他業務，均屬違法。
2. 你應盡量避免在公務活動期間饋贈禮物／紀念品。如基於實際運作、禮節或其他原因，饋贈屬必須或無可避免時，應將禮物／紀念品的數量減至最少，並限於機構之間互相送贈。饋贈的禮物／紀念品不宜貴重或奢侈，適宜送贈本機構製作的工藝品或其他製品。

處理利益衝突

處理利益衝突對良好管治，以及維持外界對本機構的信任均甚重要。若不擅處理利益衝突，不但會引起偏私、濫用職權和貪污等指控，甚至會削弱你和本機構的誠信及決定。

(A) 利益衝突

1. 利益衝突是指你的“個人利益”與本機構的利益或你的職務出現矛盾或衝突。個人利益包括你本人及與你有關連的人士（包括家人及親屬、私交友好、所屬會社及協會，以及任何你曾受恩惠或可能欠下人情的人）的財務和其他利益。在你職務與個人利益之間可能發生利益衝突的常見情況包括利用本身職位、使用本機構資料、進行私人投資和從事外間工作等。
2. 以下是一些常見的利益衝突的例子（並未盡錄所有情況）：
 - (a) 有份參與採購工作的僱員與正被本機構考慮的供應商有密切的關係或有實際權益。
 - (b) 在招聘或晉升遴選程序中，負責處理招聘或晉升事宜的僱員是其中一名應徵者或候選晉升僱員的家屬、親屬或私交友好。
 - (c) 僱員與正被本機構考慮的投標公司有財務利益。
 - (d) 僱員接受本機構客戶、供應商或承辦商過度頻密或奢華的款待。
 - (e) 僱員負責處理由本機構提供服務的申請書，但同時亦考慮由其家屬、親屬或私交友好遞交的申請書。
 - (f) 僱員在他負責監管的承辦商公司任兼職。

(B) 避免及申報利益衝突

1. 保持僱員誠信的基本要求，是你在工作時應設法避免可能有損（或被視為有損）你個人判斷或操守或引致利益衝突的情況。
2. 如無法避免利益衝突，你應盡快填寫「利益衝突申報書」（附錄E），申報一切與你本身職務有衝突、可能或被視為有衝突的有關利益。如有疑問，應視乎情況請示上司、有關服務總主任／部長、專上學院校長、地區事務協調主任或人力資源主管。

3. 有些利益衝突的情況雖不涉及財務利益，如關係親屬、友情或其他社團或效忠的組織，卻可影響你在執行職務時所作的判斷，或令人有理由相信存在着這種影響。故此，除了披露金錢的利益衝突外，你還須避免或申報金錢以外的其他利益衝突。
4. 除非獲上司批准，你在作出申報後應避免參與跟該等事宜有關的所有工作。而上司應視乎情況，決定下一步行動，例如不讓你參與可能引起你有利益衝突的工作，或要求你放棄投資等。如你對處理利益衝突有任何疑問，應立即徵詢上司的意見。

濫用職權

你應秉公行事，切勿利用職位謀取私利或優待與你有聯繫的機構或人士，又或利用或容許他人利用你的職位、職銜或你的職權，意圖脅迫或誘使他人，包括下屬，向你本人、你的親友或有關連人士提供任何利益。此外，你不應利用你的職位或職銜，令人有理由相信你或其他人的活動是得到本機構的批准或贊同。

使用本機構資產和資源

你只可以將你負責或有權取用的本機構資產，包括資金、財物、資料和知識產權，用於本機構的服務上。本機構嚴禁挪用公物或用以謀取私利，這可能觸犯香港法例第210章《盜竊罪條例》。

保密資料

1. 你不得在未經授權下披露本機構的任何機密或專有資料，或濫用任何本機構資料（例如利用資料謀取私利或為他人謀利）。
2. 如你有權取用或負責掌管機密或專有資料，你須時刻確保資料安全，防止資料被濫用或在未經授權下被披露或被不當使用。
3. 你在處理僱員和服務使用者的任何個人資料時均須格外小心，以確保做法符合香港法例第486章《個人資料（私隱）條例》和本機構的個人資料私隱政策的規定。
4. 你離職後須繼續履行保密責任，不得使用你在任職期間取得的任何機密或專有資料，或利用該等資料獲益。

外間工作

(A) 受薪兼職

1. 你應避免任何可能有損你工作表現、令你分心或會引起利益衝突的外間工作。如你是全職受僱，希望在外或在本機構另一服務單位兼職，不論屬長期、臨時或顧問性質，均須視乎情況事先取得服務總主任／部長、專上學院校長、地區事務協調主任或總裁的書面批准。批核人員會考慮兼職會否對你在本機構的職務構成利益衝突後才作決定。如受薪兼職影響你的工作表現，本機構有權撤回批准。
2. 本機構通常不批准外間工作之申請，如果那些工作涉及你使用從職位上取得的資料，或引致你對本機構有不忠誠之情況。

(B) 無薪外間兼職或志願工作

本機構雖然沒有限制僱員從事無薪外間兼職或於辦公時間以外之志願工作，但你有責任於開始有關工作前認真考慮該工作是否有可能會引起任何利益衝突。

(C) 參與商業企業

如果你以商業機構經營者之身分、合作夥伴、執行主席或執行董事而獲得報酬，你應該通過你的上司，將有關商業機構之名稱、性質和報酬等送交人力資源主管以作保密備案。

記錄、帳目和其他文件

1. 你應盡力確保提交予本機構的任何記錄、收據、帳目或其他文件的內容均真確陳述事件或交易。
2. 如你蓄意使用載有虛假資料的文件欺騙或誤導本機構，不論你有否因此獲得任何收益或利益，均可能觸犯《防止賄賂條例》。

舉報刑事罪行及違規行為

你應視乎情況盡早向服務總主任／部長、專上學院校長、地區事務協調主任或人力資源主管舉報所有在工作時遇見的罪行或涉嫌罪行。你須避免對有關罪行或涉嫌罪行作出任何查詢或採取任何行動，以免妨礙或阻撓經授權的人員日後的調查工作。所有舉報必獲保密處理。

檢討

本機構會不時檢討和修訂本《守則》。

查詢

如對本《守則》有任何查詢、意見或建議，請聯絡人力資源主管。

第二部份

節錄自香港法例第201章 - 《防止賄賂條例》

第2條 - 釋義

“利益”的定義

“利益”指：

- (a) 任何饋贈、貸款、費用、報酬或佣金，其形式為金錢、任何有價證券或任何種類
的其他財產或財產權益；
- (b) 任何職位、受僱工作或合約；
- (c) 將任何貸款、義務或其他法律責任全部或部分予以支付、免卻、解除或了結；
- (d) 任何其他服務或優待（款待除外），包括維護使免受已招致或料將招致的懲罰
或資格喪失，或維護使免遭採取紀律、民事或刑事上的行動或程序，不論行動或
程序是否已經提出；
- (e) 行使或不行使任何權利、權力或職責；及
- (f) 有條件或無條件提供、承諾給予或答應給予上文（a）、（b）、（c）、（d）及
（e）段所指的任何利益，

但不包括《選舉（舞弊及非法行為）條例》（第554章）所指的選舉捐贈，而該項捐贈
的詳情是已按照該條例的規定載於選舉申報書內的。

“款待”的定義

供應在當場享用的食物或飲品，以及任何與此項供應有關或同時提供的其他款待。

獲授權代表香港明愛收受利益的職員

Headquarters: 總部

Chief Executive	總裁
Deputy Chief Executive	副總裁
Head of Administration	行政事務主管
Head of Communications	傳訊統籌主管
Head of Finance	財務主管
Head of Human Resources	人力資源主管
Head of Property	產業主管

Divisions/Services: 部/服務

Director of Medical Services	醫療服務部長
Director of Social Work Services	社會工作服務部長
Heads of Services	服務總主任／總經理
Social Work Supervisors	社會工作主任
President of Caritas Institute of Higher Education & Caritas Bianchi College of Careers (CIHE & CBCC)	明愛專上學院及明愛白英奇專業學校校長
Vice President (Academic and Quality Assurance) of CIHE & CBCC	副校長 (學術及質素保證)
Vice President (Administration) of CIHE & CBCC	副校長 (行政)
Vice President (Research and Advancement) of CIHE & CBCC	副校長 (研究及拓展)
Vice President (Resources and Finance) of CIHE & CBCC	副校長 (資源及財務)
Principal of Caritas Institute of Community Education (CICE)	社區書院院長
Associate Head (Academic) of CICE	社區書院副院長 (學術發展)
Associate Head (Administration) of CICE	社區書院副院長 (行政)
Principal Information Officer of Caritas Information Technology Advancement Centre	資訊科技創建中心主管
Kindergarten Principals	幼稚園校長
Nursery School Principals	幼兒園校長
School Principals	學校校長
Local Service Coordinators / House Manager	地區事務協調主任／堅道大廈經理
Manager, Camp Service	營地服務經理
Executive Manager of Catering Service	餐飲服務執行經理
Lodge Managers	賓館經理

節錄自香港法例第201章 - 《防止賄賂條例》

第9條 - 代理人的貪污交易

- (1) 任何代理人無合法權限或合理辯解，索取或接受任何利益，作為他作出以下行為的誘因或報酬，或由於他作出以下行為而索取或接受任何利益，即屬犯罪 -
 - (a) 作出或不作出，或曾經作出或不作出任何與其主事人的事務或業務有關的作為；或
 - (b) 在與其主事人的事務或業務有關的事上對任何人予以或不予，或曾經予以或不予優待或虧待。
- (2) 任何人無合法權限或合理辯解，向任何代理人提供任何利益，作為該代理人作出以下行為的誘因或報酬，或由於該代理人作出以下行為而向他提供任何利益，即屬犯罪 -
 - (a) 作出或不作出，或曾經作出或不作出任何與其主事人的事務或業務有關的作為；或
 - (b) 在與其主事人的事務或業務有關的事上對任何人予以或不予，或曾經予以或不予優待或虧待。
- (3) 任何代理人意圖欺騙其主事人而使用如下所述的任何收據、帳目或其他文件 -
 - (a) 對其主事人有利害關係；及
 - (b) 在要項上載有虛假、錯誤或欠妥的陳述；及
 - (c) 該代理人明知是意圖用以誤導其主事人者，即屬犯罪。
- (4) 代理人如有其主事人的許可而索取或接受任何利益，而該項許可符合第(5)款的規定，則該代理人及提供該利益的人均不算犯第(1)或(2)款所訂罪行。
- (5) 就第(4)款而言，該許可 -
 - (a) 須在提供、索取或接受該利益之前給予；或
 - (b) 在該利益未經事先許可而已提供或接受的情況下，須於該利益提供或接受之後在合理可能範圍內盡早申請及給予，同時，主事人在給予該許可之前須顧及申請的有關情況，該許可方具有第(4)款所訂效力。

香港明愛
收受利益申報表

甲部：由員工填報

員工姓名 _____ 職位 _____
部／服務／中心 _____

所收受利益之內容：

(a) 贈禮人士之姓名／公司名稱 _____

(b) 僱員與贈禮人士之關係 _____

(c) 贈禮日期及場合 _____

(d) 贈禮之估計價值（港元） _____

備註 _____

員工簽署 _____ 日期 _____

乙部 批核（請在合適項目打“√”號）

_____ 准予僱員保留自用
_____ 准予保存給辦公室當作紀念品／展示於辦公室內
_____ 由辦公室內全體員工與受助人共享／由受助人共享*（*刪去不適用者）
_____ 用作員工活動中之抽獎項目
_____ 退還贈禮人／公司
_____ 其他安排： _____

備註 _____

批核人簽署： _____ 職位 _____

批核人姓名： _____ 日期 _____

香港明愛
利益衝突申報書

甲部一 由申報人填寫

本人已閱讀及明白香港明愛之《僱員行為守則》裡有關利益衝突之內容。

就本人所知，本人及本人之直系親屬均沒有：

- (a) 與任何跟明愛有業務往來或競爭之企業或機構有直接或間接的財務利益。
- (b) 收取跟明愛有業務往來之機構任何的回饋、貸款、禮品、利益或不尋常之款待。

例外情況如下：

有關機構名稱：

與明愛之關係：

() 競爭者

() 供應商／承包商／顧客／ _____ (刪去不適用者或請註明)

有關財務上之利益 (請列明性質與價值)：

申報人簽署: _____ 職位: _____

申報人姓名: _____ 服務／中心: _____

日期: _____

利益衝突申報書

乙部— 建議（在適當項目打“√”號）

- () 為免引致利益衝突，你要放棄利益或終止關係。
- () 你的工作將有所調整。
- () 如上述甲部聲明的情況沒有改變，你可繼續處理被指派的工作。
- () 其他（請註明）： _____

備註

簽署： _____ 職位 _____

姓名： _____ 日期 _____

丙部— 服務總主任／部長／總裁批核（刪去不適用者）

- () 贊成 / 不贊成以上建議。
- () 其他行動。

所需行動：

簽署： _____

姓名： _____ 日期 _____

第三部份

Code of Conduct

Foreword

It is the conviction of Caritas – Hong Kong (“the Agency”) that a socially responsible organization should uphold all such qualities as honesty and integrity, objectivity and impartiality, and accountability. The ethical principles and standards embodied in this Code of Conduct provide an overall guidance on the way we should behave in realizing our conviction and are the driving force to help us make better decisions and improve performance.

Ethical Principles and Standards

Ethics is a collection of principles or standards of human conduct that govern the behavior of individuals and groups. At the corporate level, it is a collective undertaking and involves a process of rational thinking, aiming to achieve the greater good for all involved. Ethics is the foundation of many of our management processes, including quality management, human resources management, financial management, culture management, change management and corporate governance.

The Agency’s ethics is based on the social teachings of the Catholic Church, which focuses on the dignity of the human person.

Caritas employees should always conduct themselves in a manner that fosters public confidence in the integrity of the Agency, its processes and accomplishments and avoid acting in the way that would, accidentally or otherwise, bring the Agency into disrepute.

Guiding Principles

The Agency is committed to adhering to the following principles, which are in line with the social teachings of the Church:

Integrity

Integrity is the quality of being honest and morally upright. This means acting honestly, legally and conscientiously, and never knowingly misleading any person or concealing information from those having the right or need to know.

Selflessness

Selflessness is the quality of being unselfish and considerate for others. It means thinking more of the interests of the Agency’s than of one’s own when making decisions.

Objectivity

Objectivity is the state of being unbiased and not influenced by personal feeling when making decisions. Decision makers should make choices based on their merits to the Agency, especially when undertaking work of a sensitive nature, including making appointments, awarding contracts, or recommending individuals for rewards and benefits.

Accountability

Employees are accountable for their decisions and actions and should always strive for improvement. When a problem arises, the person accountable should take remedial or corrective action, rather than leaving the problem unattended or putting the blame on others. Rewards are based on responsibility and performance.

Leadership

All levels of management should support the above principles by taking the lead and setting example.

Application of the Code of Conduct

This Code is applicable to all employees, including full-time, part-time and temporary employees.

Compliance

Employees shall at all times be familiar with, understand, and ensure their performance meets or excels the requirements as set out in this Code. They should be alert and sensitive to situations that could result in violation of this Code due to their conduct or actions, or those of others.

All employees with supervisory / management responsibility should also ensure that their subordinates understand well and comply with this Code. In addition, employees should comply with all local laws and regulations, and professional ethical standards governing their respective areas of operations and disciplines.

Any complaint on possible breach of this Code can be made to the relevant Head of Service / Division or the Head of Human Resources and will be treated promptly and fairly.

Anyone breaching this Code shall be liable to disciplinary action, which may in serious cases include termination of employment with / without notice or payment in lieu, and may in some circumstances be prosecuted under the Prevention of Bribery Ordinance.

Prohibition on Solicitation and Acceptance of Advantages

1. “**Advantage**” as defined in section 2 of the Prevention of Bribery Ordinance (Cap. 201) (“POBO”) (see [Appendix A](#)) refers to almost everything which is of value, except entertainment, which is covered under a separate heading. Common examples of advantages include any gift (both of money and in kind), loan, fee, reward, commission, office, employment, contract, service and favour, etc.
2. It is the Agency’s policy that no employees shall solicit or accept any advantage from subordinates, any person or company having official dealings with the Agency (e.g. service users, contractors, suppliers, etc.) except with the express approval of the appropriate authority. Definition of “appropriate authority” is given at [Appendix B](#).
3. Any employee contravening the preceding provision commits an offence under section 9 of the POBO (see [Appendix C](#)).

How you should respond if an advantage is offered

(A) Advantages Offered to You in Your Official Capacity

1. An advantage (e.g. gift, souvenir) presented to you by virtue of your official position or on an occasion attended in your official capacity is regarded as an advantage to the Agency (e.g. a souvenir presented by the organizer of a ceremonial occasion to you representing the Agency to officiate at the ceremony).
2. You should as far as possible decline to accept gifts offered / presented to you by virtue of your official position. Where this cannot be avoided (e.g. owing to protocol reasons or refusal of acceptance may cause offence or embarrassment), you should take the gift back to the Agency, report the receipt of the gift or souvenir and seek direction on its disposal, using the Form for Application for Acceptance of Advantages at [Appendix D](#).

3. If the acceptance of an advantage could affect your objectivity or induce you to act against the Agency's interests, you should decline to accept. Similarly, if acceptance could lead to questions or complaints of bias or impropriety, or conflict of interest, the offer should also be declined.
4. If an advantage is offered on a voluntary basis, you may consider accepting it provided
 - (a) The acceptance will not affect the faithful discharge of your duties;
 - (b) You are not obliged to reciprocate by doing something for the offerer;
 - (c) The value of an advantage (e.g. advertising or promotional gift or souvenir of a nominal value, customary gift / lucky money given during festive occasions or presented by clients as a token of their appreciation to you serving in the service unit / centre) is worth not more than HK\$500;
 - (d) The advantage given in the form of a favour / discount is equally available to any other persons or customers in general.

You should, however, report to the appropriate authority as soon as possible. The appropriate authority may, in each case on its own merits, grant you permission to retain the advantage or may use the advantage such as gift hampers or fruit hampers, etc., for the benefits of the employees or clients of the particular service unit / centre. Any advantage exceeding HK\$500 in value must be reported with the Form for Application for Acceptance of Advantages at Appendix D. The disposal of such advantage shall be decided by the appropriate authority.

(B) Sponsorship Offered to You in Your Official Capacity

1. You may be offered sponsorship in your official capacity by persons/organizations other than the Agency itself for official purposes such as attending local/overseas conferences, conventions and product trial activities. Such sponsorship should be regarded as sponsorship offered to the Agency and referred to the Agency for consideration of acceptance.
2. The Agency will consider whether it is appropriate to accept the offer. If the Agency decides to accept the sponsorship, it will delegate a suitable employee to attend the sponsored activity on its behalf. In considering whether or not to accept the sponsorship offer, the following general criteria are relevant:
 - (a) acceptance of the sponsorship will benefit the Agency or the Service as a whole;
 - (b) acceptance of the sponsorship will not bring the Agency into any disrepute;
 - (c) the sponsorship is not excessive in value or frequency;
 - (d) acceptance of the sponsorship will not give rise to any express or implied obligation towards the offerer
 - (e) acceptance of the sponsorship will not give rise to any actual or perceived conflict of interest (e.g. the offerer is a supplier/contractor bidding for the Agency's contracts); and
 - (f) the sponsor will not be given or be perceived to derive an unfair advantage over other persons or organizations.

(C) Acceptance of Entertainment / Loans / Gambling

1. As defined in *section 2* of the POBO (Appendix A), “**entertainment**” means the provision of food or drink for consumption on the occasion when it is provided, and of any other entertainment connected with or provided at the same time as the provision of food or drink (e.g. attendance at a cinema, theatre or other entertainment right before or after a meal).

2. Although entertainment when offered by way of a favour is not an advantage per se and its acceptance is generally not subject to the POBO, a free entertainment may, in certain circumstances, amount to “a discharge of an obligation to pay” which is an advantage under *section 2* of the POBO. For example, where you visit a restaurant with which you have official dealings and at the end of the meal the restaurant owner waives the bill, this may amount to an acceptance of advantage.
3. You should decline invitations to meals or lavish, unreasonably generous or frequent entertainment, or any entertainment which is likely to give rise to any potential or real conflict of interest, put yourself in an obligatory position in the discharge of your duties, compromise your impartiality or judgment, or bring you or the Agency into disrepute. When offered entertainment, you should consider whether the entertainment offered could be regarded as:
 - (a) excessive – taking into account its value, substance, frequency and nature;
 - (b) inappropriate – taking into account the relationship between you and the offerer (e.g. whether you have any direct official dealings); or
 - (c) undesirable – taking into account the character or reputation of the host or known attendees unless prior approval has been sought from the appropriate authority.
4. You are advised not to grant or guarantee a loan to, or accept a loan (whether directly or through somebody’s assistance) from, any person or organization having official dealings with the Agency. However, there is no restriction on borrowing from a licensed bank, financial institution or Caritas Credit Union.
5. You should refrain from engaging in frequent and excessive gambling of any kind, including games of mahjong and games of chance involving high stakes, with any person (e.g. client, contractor or supplier) having official dealings with the Agency or over whom you have enforcement responsibilities. Gambling in the Agency’s premises is strictly forbidden.

Indebtedness

1. You should avoid getting into a position where any debts you may have become unmanageable and other financial embarrassment which may bring the Agency into disrepute.
2. You are required to notify the Head of Human Resources if proceedings are taken against you with a view to bankruptcy.
3. Where serious pecuniary embarrassment results in impairment of your work performance, you may be subject to administrative action such as warning, job transfer, etc.

Offering of Advantages

1. Under no circumstances should you offer bribes to any person or company for any official dealing. It is also an offence to offer advantages to influence staff or members of any public body or any public official under the POBO, whether directly or indirectly through a third party when dealing with public contracts, tenders, auctions or any other business of the Agency.
2. You should refrain from bestowing gifts / souvenirs to others during the conduct of official activities. Where it is necessary or unavoidable due to operational, protocol or other reasons, the number of gifts / souvenirs to be bestowed should be kept to a minimum and the exchange of gifts / souvenirs should be made between organizations. Gift / Souvenir items should not be lavish or extravagant, and standard souvenirs such as handicraft items or other products made by the Agency are preferred.

Managing Conflict of Interest

Managing conflict of interest is important to good governance and maintaining trust in the Agency. Conflict of interest if improperly managed can give rise to criticism of favouritism, abuse of authority or even allegation of corruption and undermine your integrity and decisions, and eventually the Agency.

(A) Conflict of Interest

1. A conflict of interest situation arises when your “private interests” compete or conflict with the interests of the Agency or your official duties. Private interests include financial and other interests of yourself, and those of your connections, including family and other relations, personal friends, the clubs and societies to which you belong, and any person to whom you owe a favour or to whom you may be obligated in any way. Use of official position, use of official information, private investment and outside employment are some common areas in which a conflict of interest may arise between your official duties and private interests.
2. Some common examples of conflict of interest are described below but they are by no means exhaustive:
 - (a) An employee involved in a procurement process is closely related to or has beneficial interest in a supplier being considered by the Agency.
 - (b) One of the candidates under consideration in a recruitment or promotion exercise is a family member, a relative or a close personal friend of the employee responsible for the exercise.
 - (c) An employee of the Agency has financial interest in a company which is a bidder in a tender exercise under consideration by the Agency.
 - (d) An employee accepts frequent or lavish entertainment from the Agency’s customers, suppliers or contractors.
 - (e) An employee responsible for processing applications for services provided by the Agency is considering an application from his / her family member, relative or personal friend.
 - (f) An employee undertaking part-time work with a contractor whom he / she is responsible for monitoring.

(B) Avoidance and Declaration of Conflict of Interest

1. A fundamental integrity requirement is that you should avoid situations which may compromise (or be seen to compromise) your personal judgement or integrity at work or lead to conflict of interest.
2. When a situation involving a conflict of interest cannot be avoided, you should as soon as possible declare all relevant interests which conflict, may conflict or may be seen to conflict with your official duties to the management using the Report on Conflict of Interest (Appendix E). In case of doubt, you should consult your supervisor, Head of Service / Division, Institute President, Local Service Coordinator or the Head of Human Resources, as appropriate.
3. There are circumstances in which a tie of kinship or friendship, or some other association or loyalty which does not give rise to a financial interest, can influence your judgement in discharging your official duties, or may reasonably be perceived as having such an influence. As such, your duty to avoid or declare a conflict of interest goes beyond the disclosure of interests that are definable in pecuniary terms.

4. Having made a declaration, you should in general refrain from taking part in the matters in question unless authorized by your supervisor. The supervisor will then decide on the appropriate course of action to be taken such as to relieve you of your involvement in the task which may give rise to conflict of interest, ask you to divest yourself of certain investment, etc. If you have doubts concerning the handling of conflict of interest situation, you should consult your supervisor immediately.

Misuse of Official Position

You should act impartially and should not use your official position for personal gains nor accord preferential treatment to organizations or persons with whom you have connections. You should not use or permit the use of your official position or title or an authority associated with your office in a manner that is intended to coerce or induce another person, including a subordinate, to provide any benefit to you or your relations, friends or associates. Nor should you use your official position or title in a manner that could reasonably be construed to imply that the Agency sanctions or endorses your personal activities or those of another.

Use of Agency's Assets and Resources

If you are in charge of or having access to any assets of the Agency, including funds, property, information, and intellectual property, you should use them solely for the purpose of conducting the Agency's services. Any appropriation of the Agency's properties for personal use or personal gain is strictly prohibited and may amount to an offence under the Theft Ordinance (Cap. 210).

Confidentiality of Information

1. You should not disclose any classified or proprietary information of the Agency without authorization or misuse any Agency's information (e.g. using the information for personal gain or the benefit of others).
2. If you have access to or are in control of such information, you should at all times ensure its security and prevent any abuse, unauthorized disclosure or misuse of the information.
3. Special care should be taken when handling any employee's / service user's personal data to ensure compliance with the Personal Data (Privacy) Ordinance (Cap. 486) and the Agency's data privacy policy.
4. You should continue to observe your duty of confidentiality after you have left the Agency. You should not use or take advantage of any classified or proprietary information obtained in the course of your official duties.

Outside Work

(A) Paid Part-time Employment

1. You should avoid any outside activity which may impair the performance of your duties, distract your attention from them or give rise to a conflict of interest. If you (in full-time employment with the Agency) wish to take up concurrent employment with an outside employer or with another Caritas service unit, either on a regular, ad hoc or consulting basis, you should obtain prior written approval of the Head of Service / Division, Institute President, Local Service Coordinator or the Chief Executive, as appropriate. The approving authority will take into consideration whether the employment would pose a conflict of interest with your duties in the Agency. The approval will be revoked if the paid outside work affects your performance of duties in the Agency.

2. Permission will normally not be given where the work would involve the use of information made available to you in your official position or could give rise to a split in loyalties between the Agency and your outside employer.
- (B) Unpaid Outside Work or Voluntary Work
While no permission is required to perform unpaid outside work or voluntary work outside of office hours, it is your duty to consider conscientiously before undertaking the work whether it might give rise, or appear to give rise, to any conflict of interest.
- (C) Involvement in Commercial Enterprises
If you are involved in the capacity of proprietor, partner, executive chairman or executive director of a commercial enterprise and receiving remuneration for the engagement, you should inform the Head of Human Resources, through your supervisor, of the name and nature of the business and the amount of remuneration. These details will be retained in confidence.

Records, Accounts and Other Documents

1. You should ensure, to the best of your knowledge, that any record, receipt, account or other documents you submit to the Agency, gives a true representation of the events or transactions reported in the documents.
2. Intentional use of documents containing false information to deceive or mislead the Agency, regardless of whether you may obtain any gain or advantage, may constitute an offence under the POBO.

Reporting Suspected Irregularities and Criminal Offences

You should report all instances of crime or alleged crime discovered in the course of your work to the Head of Service / Division, Institute President, Local Service Coordinator or the Head of Human Resources, as appropriate. You should avoid making any enquiries or taking any action that may hinder or frustrate subsequent investigation by the authorized officer(s). All such reports will be treated in the strictest confidence.

Review

This Code is subject to review and revision from time to time by the Agency.

Enquiry

Any enquiries, comments, or suggestions in relation to this Code may be referred to the Head of Human Resources.

第四部份

Extract from Cap 201 - Prevention of Bribery Ordinance

Section 2 – Interpretation

Definition of “Advantage”

"Advantage" (利益) means-

- (a) any gift, loan, fee, reward or commission consisting of money or of any valuable security or of other property or interest in property of any description;
- (b) any office, employment or contract;
- (c) any payment, release, discharge or liquidation of any loan, obligation or other liability, whether in whole or in part;
- (d) any other service, or favour (other than entertainment), including protection from any penalty or disability incurred or apprehended or from any action or proceedings of a disciplinary, civil or criminal nature, whether or not already instituted;
- (e) the exercise or forbearance from the exercise of any right or any power or duty; and
- (f) any offer, undertaking or promise, whether conditional or unconditional, of any advantage within the meaning of any of the preceding paragraphs (a), (b), (c), (d) and (e),

but does not include an election donation within the meaning of the Elections (Corrupt and Illegal Conduct) Ordinance (Cap 554), particulars of which are included in an election return in accordance with that Ordinance (Amended 33 of 1991 s. 2; 10 of 2000 s. 47).

Definition of “Entertainment”

The provision of food or drink, for consumption on the occasion when it is provided, and of any other entertainment connected with, or provided at the same time as, such provisions.

**Members of the Caritas Staff Authorized to Accept
Advantages on behalf of Caritas – Hong Kong
獲授權代表香港明愛收受利益的職員**

Headquarters: 總部

Chief Executive	總裁
Deputy Chief Executive	副總裁
Head of Administration	行政事務主管
Head of Communications	傳訊統籌主管
Head of Finance	財務主管
Head of Human Resources	人力資源主管
Head of Property	產業主管

Divisions/Services: 部／服務

Director of Medical Services	醫療服務部長
Director of Social Work Services	社會工作服務部長
Heads of Services	服務總主任／總經理
Social Work Supervisors	社會工作主任
President of Caritas Institute of Higher Education & Caritas Bianchi College of Careers (CIHE & CBCC)	明愛專上學院及 明愛白英奇專業學校校長
Vice President (Academic and Quality Assurance) of CIHE & CBCC	副校長(學術及質素保證)
Vice President (Administration) of CIHE & CBCC	副校長(行政)
Vice President (Research and Advancement) of CIHE & CBCC	副校長(研究及拓展)
Vice President (Resources and Finance) of CIHE & CBCC	副校長(資源及財務)
Principal of Caritas Institute of Community Education (CICE)	社區書院院長
Associate Head (Academic) of CICE	社區書院副院長(學術發展)
Associate Head (Administration) of CICE	社區書院副院長(行政)
Principal Information Officer of Caritas Information Technology Advancement Centre	資訊科技創建中心主管
Kindergarten Principals	幼稚園校長
Nursery School Principals	幼兒園校長
School Principals	學校校長
Local Service Coordinators / House Manager	地區事務協調主任／堅道大廈經理
Manager, Camp Service	營地服務經理
Executive Manager of Catering Service	餐飲服務執行經理
Lodge Managers	賓館經理

Extract from Cap 201 - Prevention of Bribery Ordinance

Section 9 - Corrupt transactions with agents

- (1) Any agent who, without lawful authority or reasonable excuse, solicits or accepts any advantage as an inducement to or reward for or otherwise on account of his-
 - (a) doing or forbearing to do, or having done or forborne to do, any act in relation to his principal's affairs or business; or
 - (b) showing or forbearing to show, or having shown or forborne to show, favour or disfavour to any person in relation to his principal's affairs or business, shall be guilty of an offence.
- (2) Any person who, without lawful authority or reasonable excuse, offers any advantage to any agent as an inducement to or reward for or otherwise on account of the agent's-
 - (a) doing or forbearing to do, or having done or forborne to do, any act in relation to his principal's affairs or business; or
 - (b) showing or forbearing to show, or having shown or forborne to show, favour or disfavour to any person in relation to his principal's affairs or business, shall be guilty of an offence.
- (3) Any agent who, with intent to deceive his principal, uses any receipt, account or other document-
 - (a) in respect of which the principal is interested; and
 - (b) which contains any statement which is false or erroneous or defective in any material particular; and
 - (c) which to his knowledge is intended to mislead the principal, shall be guilty of an offence.
- (4) If an agent solicits or accepts an advantage with the permission of his principal, being permission which complies with subsection (5), neither he nor the person who offered the advantage shall be guilty of an offence under subsection (1) or (2).
- (5) For the purposes of subsection (4) permission shall-
 - (a) be given before the advantage is offered, solicited or accepted; or
 - (b) in any case where an advantage has been offered or accepted without prior permission, be applied for and given as soon as reasonably possible after such offer or acceptance, and for such permission to be effective for the purposes of subsection (4), the principal shall, before giving such permission, have regard to the circumstances in which it is sought.

Caritas – Hong Kong
Application for Acceptance of Advantages

Part A: To be completed by Employee

Employee Name _____ Position _____

Service Unit _____

Description of advantage received:

(a) Name of offerer/company _____

(b) Relationship with the offerer _____

(c) Occasion on which the advantage was received _____

(d) Estimated value of the advantage HK\$ _____

Remarks _____

Signed _____ Date _____

Part B: Approved Method of Disposal (please tick the appropriate item)

_____ Retention by Employee

_____ Retention for display / as a souvenir in office

_____ Sharing among the office and clients / sharing among clients* (*delete appropriate)

_____ Donation as lucky draw prize at staff function

_____ Return to offerer

_____ Others (please specify): _____

Remarks _____

Signed by _____ Position _____

Name in blocks _____ Date _____

Caritas – Hong Kong
Report on Conflict of Interest

Part A: To be completed by Employee

I have reviewed and understand Caritas's Code of Conduct regarding conflict of interest and acceptance of advantages by employees.

To my best knowledge and belief, neither I nor any of my immediate family members has:

- (a) any financial interest, direct or indirect, in any business or organization which competes with Caritas or with which Caritas has official dealings; and
- (b) received any compensation, loan, gift, benefit or unusual entertainment from any organization with which Caritas has official dealings.

Exception is listed below:

Organization(s) involved: _____

Relationship with Caritas:

- () Competitor of Caritas
 - () Supplier/Contractor/Customer/ _____ of Caritas
- (Delete as appropriate or please specify)*

Financial interest involved (please indicate the nature and value):

Signed by Employee _____ Position _____

Name in blocks _____ Service/Centre _____

Date _____

Report on Conflict of Interest

Part B: Recommendation (Please tick the appropriate item(s) below)

- () Divestiture of interest or termination of relationship to avoid conflict of interest
- () Realignment of employment or job function required
- () You may continue to handle your current assignment provided that there is no change in the information declared in Part A above.
- () Others _____

Remarks

Signature _____ Position _____

Name in blocks _____ Date _____

Part C: Approval of Head of Service / Head of Division / Chief Executive

(Delete as appropriate)

- () Recommended action endorsed / not endorsed*(delete as appropriate)
- () Alternative action

Action to be taken:

Signature _____

Name in blocks _____ Date _____

第五部份

天主教學校的願景與使命

Vision and Mission of Catholic Schools

願景 Vision

天主教學校矢志延續天主教會對教育的貢獻，故須維護下列核心價值，以及將有關價值傳授給青少年，為他們日後立身處世作準備，並以此作為學校的願景與使命：

With a determination to carry on the contribution of the Catholic Church to education, a Catholic School, as its vision and mission, shall uphold and pass on the following **core values** to young people to prepare them properly for their life and future responsibilities –

真理： 這是人的理智所追求的對象。

Truth: It is what the human intellect is searching for.

- (a) 人的理智具有尋求真理的能力；這能力是我們必須維護的。我們也應鼓勵和激發人對真理——尤其對有關天主和生命意義的真理——的渴慕。

Human reason's capacity for truth must be upheld, and the desire for truth, especially the truth about God and about the meaning of life, must always be encouraged and kept alive.

- (b) 我們必須特別重視那使人明辨是非善惡的智慧，勝過其他方面的知識。

Wisdom, which enables a person to distinguish right from wrong, and good from evil, must be treasured above all other kinds of knowledge.

- (c) 誠實的美德要求我們講真話，並付諸實行，即使要為此付出重大的犧牲代價亦在所不辭。

Honesty demands that a person tell the truth and put it into practice, even at the cost of making a great sacrifice.

義德（公義）： 這是一種倫理上的德行，要求我們時常毫無保留地讓天主和我們的近人得到各自所應得的。

Justice: It is the moral virtue that consists of a constant and resolute will to give to God and one's neighbours their due.

- (a) 對天主的義德稱之為持守宗教信仰的德行；相對鄰人的公義，則促使人尊重他人的權益和建立和諧的人際關係，以促進人與人之間公平相待和公益共享。

Justice towards God is called the "virtue of religion"; and justice towards one's neighbours disposes one to respect the rights of others and to establish in human relationships the harmony that promotes equity with regard to individual persons and to the common good.

- (b) 只有當人權受到尊重，而每個人都承擔彼此之間的責任，以及承擔對家庭和社會的責任時，人性的尊嚴才會得到保障和提升，而社會才能享有幸福。

Human dignity can be protected and promoted, and the wellbeing of society can be achieved, only if human rights are respected and individuals undertake their responsibilities for one another, for their own families, and for society.

愛德： 這是諸德之冠。

Love: It is the greatest of all virtues.

- (a) 天主是生命與美善的泉源，祂基於愛創造了萬物，並召叫整個人類成為祂的兒女。作為天主大家庭的成員，我們的人生目標就是分沾天主的福樂，愛天主在萬有之上，以及如兄弟姊妹般愛自己的近人。

God, the source of life and goodness, has created everything out of love, and has called the whole human family to be His children. As a member of God's family, one's goals in life are to share God's happiness, to love God above all things and love one's neighbours as brothers and sisters.

- (b) 耶穌基督——天主子、人類救主——是無私大愛和謙卑服務他人的楷模。

Jesus Christ, the Son of God, the Saviour of humankind, is the model of selfless love and humble service to others.

- (c) 為使人的生命和所有層面的人際關係能在完美的和諧中彼此連繫，所有德行的實踐須由愛德啟發和推動。

The practice of all the virtues is to be inspired and motivated by love, so that all aspects of human life and interpersonal relationship may be bound together in perfect harmony.

- (d) 愛德超越公義的嚴格尺度，並促使我們關懷貧苦大眾和需要幫助的人，並以優先地扶助社會上的弱勢社群和邊緣人士為己任。

Love surpasses the strict measure of justice and urges one to care for the poor and the needy, and to make a preferential option for the underprivileged and marginalized in society.

生命： 這是天主賦予人的無價之寶；生命在本質上就是神聖的。

Life: It is a priceless gift from God and is sacred in itself.

- (a) 每個人都是按照天主的肖像而受造，並且自受孕至去世為止，都享有生存的權利。

Every human person is created in the image of God and has the right to life, which must be respected from its conception to its natural end.

- (b) 我們應秉承福音所傳授的真福八端精神，懷著平和的心境和望德，面對人生的種種困難逆境。

In the spirit of the "Beatitudes" as taught in the Gospel, the tribulations and adversities in life are to be faced with serenity and hope.

- (c) 每個人都有權利享有足以令其過合乎人性尊嚴的生活的一切條件。

Every person is entitled to have whatever is necessary for a decent and dignified existence.

- (d) 唯獨真正尊重人類生命的社會，才能為大眾帶來幸福。

Only a society which respects human life can bring happiness to all.

家庭：這是組成社會的基本單位。

Family: It is the basic unit of society.

- (a) 唯獨夫婦之間那份毫無保留、彼此無私託付而純潔的愛，才能令人真正欣慰滿足。要促成幸福美滿的婚姻，我們必須以實踐貞潔的美德作婚前準備，並以忠誠和不可解除的終身承諾來維繫婚姻生活。

Only pure love, the unreserved mutual self-giving between husband and wife, is truly gratifying; a happy, wholesome marriage is prepared by the practice of the virtue of chastity and sustained by fidelity and an indissoluble, lifelong commitment.

- (b) 性愛是夫婦生活的構成部分，且具有其尊嚴。職是之故，均衡完整的性教育，必須採取兼顧全人發展和具深度的方式，並強調自律自制和男女互相尊重的德行。

Inasmuch as sex is an integral part of conjugal life and has its own dignity, a balanced sex education must follow a holistic and in-depth approach, with emphasis on the virtues of self-discipline and mutual respect between a man and a woman.

- (c) 婚姻是家庭的基礎；整全而團結和睦的家庭給予夫婦之間及父母與子女之間恆久穩固的支持，讓他們各自達成人生目標。整全而團結和睦的家庭，同時是養育子女的最有利環境，以及造就人類社會福祉的必要條件。

Marriage is the foundation of a family; an intact and united family is a permanent support for husband and wife, and for parents and children, in achieving their goals in life; an intact and united family is likewise a most favourable setting for the upbringing of children and young people, and a necessary condition for the wellbeing of human society.

使命 **Mission**

透過下述方式，天主教學校必須培育以上**核心價值**：

A Catholic School shall cultivate the above **core values** by –

- (a) 校方意識到教育是靠多方相關人士共同努力才會成功，遂要堅持經得起時間考驗的做法，就是尊重不同背景的學校持份者，並與他們合作，以完成學校願景與使命；

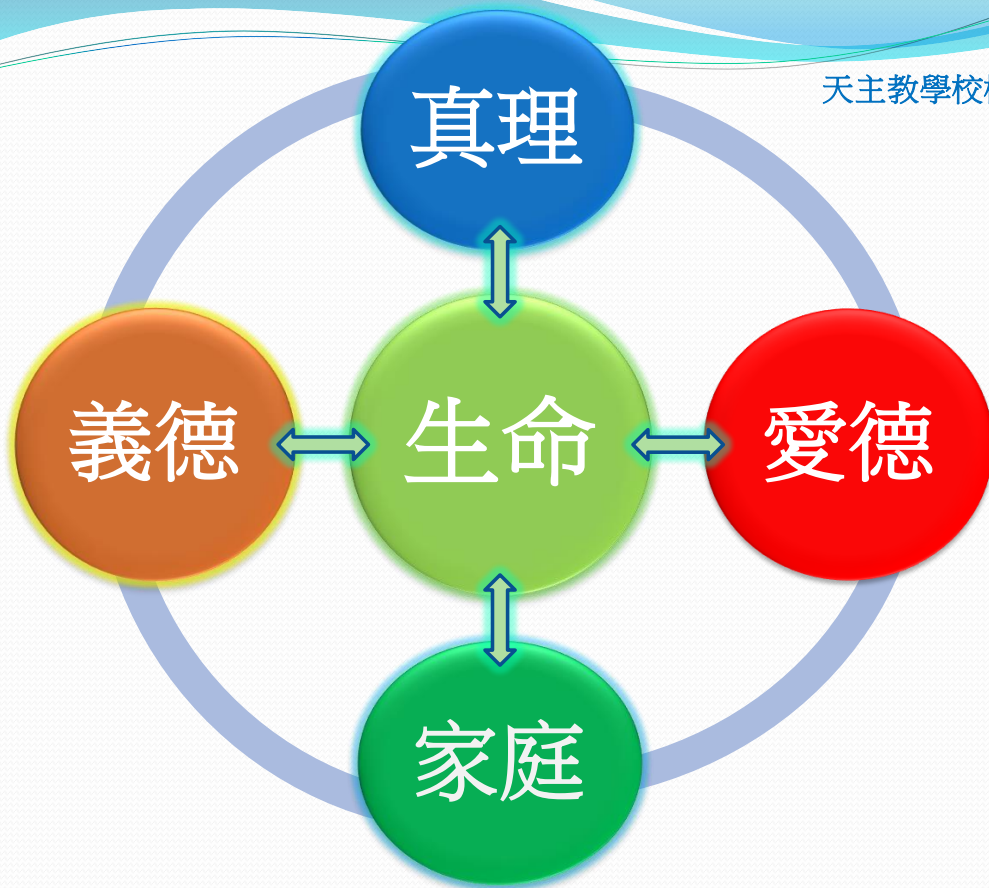
upholding the time-honoured practice of respecting and collaborating with stakeholders with diverse backgrounds in achieving the School's vision and mission, in the awareness that the success of education depends on the joint effort of all parties concerned;

- (b) 在校內要提供一個充盈著互信和關愛的家庭環境；以及

providing a family environment imbued with mutual trust and love in the School; and

- (c) 在學校的正規課程內，要加設由辦學團體設計的宗教教育課程，並透過校內經常舉辦的宗教禮儀活動培養公教精神，例如經常為師生舉行的早禱及宗教活動。

incorporating in the formal school curriculum Religious Education courses designed by the SSB, and fostering a Catholic spirit through religious practices held regularly in the School, such as morning prayers and religious activities held regularly for staff and pupils.



- 天主是**真理**、**愛**和**生命**的泉源。
- 天主按自己的肖像創造了人，賦與人生命，使人分享他的**真理**和**愛**，並吩咐人在**家庭**中使**生命**繼續繁衍。
- 天主叫人尋求天國的**義德**，好達致**生命**的圓滿。



第六部份



Caritas – Hong Kong

Memo

To : Associate Director of Education Services
Director of Medical Services
Director of Social Work Services
Heads of Services
Staff Officers
Institute President, CIHE & CBCC
Local Service Coordinators /
House Manager, Caritas House
Manager, Camp Service
Principal Information Officer, CITAC
Senior Administrative Officer, MSD

c.c. : Chairman of Board of Management
Chief Executive

From : Head of Human Resources

Date : 3 March 2015

Revised and Updated Code of Conduct

The current “Code of Conduct on Solicitation or Acceptance of Advantages and Conflict of Interest” has been revised and updated with reference to the guide issued by the ICAC in 2014.


A communication session on the revised and updated Code of Conduct will be held for supervisory and management staff of Central Offices at headquarters, Divisional Head Offices, Local Service, Camp Service, Mainland Services Desk and Education Services as follows:

Date 17 March 2015 (Tuesday)

Time 3.30pm – 5.30pm

Venue Community Hall, 5/F, Caritas House,
2 Caine Road, Hong Kong.

A separate communication session may be organized at the request of Divisions or Services for staff who are unable to attend the above session. Heads of Services are requested to suggest the date and time for the separate communication session and contact Ms Banis Lam, Senior Human Resources Officer, at 3589 2265 for arrangement.


(Iris Lau)