

HONG KONG TOURISM BOARD

e-Procurement Platform Supplier Code of Conduct

1. Introduction

- 1.1 Hong Kong Tourism Board (“**HKTB**”) regards honesty, integrity and fair play as its core values. Supplier Code of Conduct (“**Code**”) provides a framework for HKTB’s consultants/contractors/suppliers (collectively known as “**Suppliers**”).
- 1.2 All Suppliers must comply with the Code when working with HKTB. Suppliers should communicate with their employees, sub-contractors and/or agents (if any) for compliance with the Code. HKTB reserves the rights to conduct compliance audit with Suppliers on the Code.
- 1.3 Any violation of the Code shall be considered a material breach of the contract by the Supplier.

2. Legal Compliance

Suppliers shall comply with all applicable laws and regulations in Hong Kong and any other applicable jurisdictions where the goods and/or services will be provided/performed.

3. Prohibition of Employment of Child Labor

Suppliers shall ensure that children are not employed in the supply / manufacturing / packaging / distribution of the goods or services to HKTB. Further, Suppliers shall comply with all laws and regulations which prohibit the employment of child labor or similar legislation being in force in other countries. A “child” is defined under the Employment Ordinance (Cap. 57 of the Laws of Hong Kong Special Administrative Region) as a person under the age of 15 years.

4. Forced or Involuntary Labor

Suppliers shall not use forced or involuntary labor of any type (e.g., forced, bonded, indentured or involuntary prison labor) or other forms of mental or physical coercion as a form of discipline of employees. Employment must be voluntary.

5. Wages, Working Hours and Benefits

Suppliers shall comply with all applicable wage and working hour laws and regulations, including those relating to payment of wages, restrictions on wage deductions, statutory holidays, rest days, overtime hours and other elements of compensation; and provide any other statutory benefits like paid annual leave, sickness allowance, severance payment, etc.

6. Occupational Health and Safety

Suppliers shall provide their employees with a safe and healthy workplace in compliance with all applicable laws and regulations. They shall strive to implement effective management systems to meet these requirements.

7. Anti-Discrimination

Suppliers shall not discriminate in recruitment and employment practices on grounds such as gender, race, breastfeeding, marital status, pregnancy, sexual orientation, or disability.

8. Product Safety and Hygiene

Suppliers shall comply in all material respects with all laws and statutory rules and regulations governing product safety and hygiene. Any goods supplied by Suppliers shall meet the highest safety and hygiene standards in the relevant industry.

9. Environmental Protection

Suppliers shall operate in a manner that protects the environment. Suppliers shall comply with all applicable environmental laws, regulations and standards, such as requirements regarding chemical and waste management and disposal, recycling, industrial waste water treatment and discharge, air emissions controls, environmental permits and environmental reporting.

10. Competition Ordinance

Suppliers shall prepare the tenders for HKTB's projects without any agreement, arrangement, communication, understanding, promise or undertaking with any other person, including regarding price, tender submission procedure or any terms of the tender document in compliance with the Competition Ordinance (Cap. 619) of Hong Kong.

11. Prevention of Bribery

11.1 HKTB is a government-subsidized organization under the Prevention of Bribery Ordinance of Hong Kong (Cap. 201 of the Laws of Hong Kong Special Administrative Region) ("PBO"). Under section 9 of the PBO, an employee of an organization who solicits or accepts an advantage relating to his / her work without the permission of the employer may commit an offence. The term "advantage" is defined in the PBO, and includes almost anything of value. It is HKTB's policy to prohibit all staff from soliciting or accepting any advantage from any persons having business dealings with HKTB. Suppliers shall not offer or accept any bribes or other improper advantages directly and indirectly for providing goods or services for HKTB.

11.2 Suppliers shall have policies, codes of conduct and procedures in place to avoid all forms of bribery, corruption and fraud and ensure they are enforced properly.

- 11.3 In cases of suspected corruption or other criminal offences, HKTB will report the matter to the Independent Commission Against Corruption or the appropriate authorities.

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