



Code of Conduct for Hong Kong, China Wushu Union Board Members

(Effective from 1 April 2024)

I. Preamble

The Hong Kong, China Wushu Union (the Association) is fully committed to the principle of honesty, integrity and fair play in the conduct of its business, including selection of athletes for competitions, management of coaches and umpires, administration of membership and general administration such as procurement and staff administration. To uphold public trust and protect public interest, it is important for all Board Members to handle the Association's business in a just and impartial manner so that the Association's reputation will not be tarnished by dishonesty, impropriety or corruption. To this end, this Code of Conduct sets out the standard of behaviour expected of all Board Members.

II. General Standards

1. A Board Member shall ensure that his conduct would not bring the Association into disrepute.
2. A Board Member shall not at any time or in any respect do anything which may compromise or impair his integrity, impartiality, objectivity or ability to perform Board duties.
3. A Board Member shall adhere to the spirit and the letter of any rules or orders made for the Association's practices and procedures or for Board Members' behaviour in relation to the business of the Association.

III. Specific Standards

1. Provisions of Prevention of Bribery Ordinance

Members of the Board are agents of the Association governed by Section 9 of the Prevention of Bribery Ordinance (POBO, Cap. 201) (and other provisions where appropriate). A Board Member commits an offence under POBO if he, without the Board's permission, solicits or accepts any advantage in connection with the Board's business. **Appendix 1** provides the full text of POBO Section 9 and the legal definition of an advantage.

2. Acceptance of Advantages

- 2.1 Gifts/souvenirs presented to Board Members in their capacity as such



(a) A gift/souvenir presented to a Board Member in his capacity as such should be regarded as a gift/souvenir to the Board (e.g. a gift/souvenir presented by the organisers to a Board Member invited in his capacity as such or representing the Board to officiate at ceremonies).

(b) A Board Member shall follow the procedures set out in **Appendix 2** for the disposal of gifts/souvenirs received in the above circumstances.

2.2 Sponsorships offered to Board Members in their capacity as such

A. Board Members may be offered sponsorships in their capacity as such by persons/organisations other than the Board itself for official purposes such as attending local/overseas conferences, conventions, product trial activities, etc. Such sponsorships should be regarded as sponsorships offered to the Board and referred to the Board for consideration of acceptance.

B. The Board should consider whether it is appropriate to accept the offer based on the following general criteria : -

(i) acceptance of the sponsorship will benefit the Association as a whole and not bring the Association into any disrepute;

(ii) the Board will not feel obliged to do something in return for the offeror; and

(iii) acceptance will not give rise to any actual or perceived conflict of interest (e.g. the offeror is a supplier/contractor bidding for the Board's contracts). C. If the Board decides to accept the sponsorship, it should then select a suitable Member to attend the sponsored activity on its behalf.

2.3 Advantages offered to Board Members in their private capacity

(a) Where a Board Member is offered an advantage in his private capacity, he may accept it if : -

(i) the acceptance will not affect the performance of his duties as a Board Member; and

(ii) he will not feel obliged to do something in return in connection with Board business for the offeror.

(b) If a Board Member feels that he would be obliged to reciprocate an advantage by returning to the offeror a favour connected with any Board business, he should decline the offer.

(c) When a Board Member is in doubt as to whether he should accept an offer of advantage, it is advisable for him to apply the "sunshine test"¹ and consult the Board

¹ In the sunshine test, the person concerned should ask himself if he would be happy to openly discuss with the general public what he is doing. If he feels uncomfortable about that, what he is doing is



Chairman/Secretary.

3. Acceptance of Entertainment

Board Member should not accept frequent or lavish entertainment from persons/organisations who/which have an interest in any matters under consideration by the Board or with whom/which he has official dealings, in order to avoid embarrassment or loss of objectivity when considering or giving his views on matters concerning these persons/organisations.

4. Offer of Advantage

Board Members are prohibited from offering advantages to any director, or staff of any company or organisation, for the purpose of influencing such person or company in any dealings, or any public official, whether directly or indirectly through a third party, when conducting the business of the Association.

5. Conflict of Interest

5.1 Definition

A conflict of interest situation arises when the private interest of a Board Member competes or conflicts with the interest of the Association. “Private interest” includes both the financial and other interests of Members and those of their connections, including family members, relatives, friends, clubs and societies to which they belong, as well as people to whom they owe a favour or are obligated in any way.

5.2 Managing conflict of interest

Board Members should avoid any conflict of interest situation (i.e. situation where their private interest conflicts with the interest of the Association) or the perception of such conflicts. They should not use their official position or any information made available to them in the course of their duties to benefit themselves, their relations or any other persons with whom they have personal or social ties. They should avoid putting themselves in a position that may lead to an actual or perceived conflict of interest. Failure to avoid or declare such conflict may give rise to criticisms of favouritism, abuse of authority or even allegations of corruption. In this connection, Board Members shall comply with the guidelines on declaration of interests in **Appendix 3**.

5.3 Board Members bidding for the Association’s contracts

As a matter of principle, Board Members should avoid entering into any business contract (e.g. for the supply of goods or services) with the Association in their personal capacity to prevent the public perception of Board Members using their capacity to obtain financial gains from the Association. Where this is unavoidable, Board Members shall adhere to the guidelines on managing possible conflict of interest in bidding for

probably conflicting with the ethical standard generally expected by society.



the Association's business contracts as set out in **Appendix 4**.

6. Use of Confidential or Privileged Information

(a) A Board Member shall not take advantage of, or let any person or organisation benefit from, the confidential or privileged information obtained in his capacity as a Board Member.

(b) A Board Member shall not disclose any confidential or privileged information of the Association to any party unless he is authorised to do so.

7. Use of Funds

(a) Board Members shall ensure that all the Association's funds are used in a prudent and responsible manner to safeguard the Association's interest. They should only approve funds for any project/activity/expenditure item which falls within the ambit of the funds and can achieve the purpose of the funds.

(b) Board Members shall particularly ensure that an open, fair and competitive mechanism is adopted for the procurement of goods/services and recruitment of staff for the Board.

8. Misuse of Capacity as a Board Member

Board Members shall not misuse their official capacity as such to gain benefit for themselves or others, or render favour to any person/organisation.

9. Records, Accounts and Other Documents

Board Members should ensure, to the best of their knowledge, that any record, receipt, account or other document they submit to the Association gives a true representation of the events or transactions reported in the document. Intentional use of documents containing false information to deceive or mislead the Association may constitute an offence under the POBO.

10. Compliance with Local Laws in Other Jurisdictions

Board Members must comply with all local laws and regulations when conducting the Association's business, and also those in other jurisdictions, when conducting business there.