



THE H.K.S.Y.C. & I.A. CHAN NAM CHONG MEMORIAL COLLEGE
香港四邑商工總會陳南昌紀念中學

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香港四邑商工總會
陳南昌紀念中學

學校及教職員收受利益 和捐贈事宜 學校內部守則

**Acceptance of Advantages
and Donations by Schools
and their Staff**

Code of Conduct for School

(18/2/2014 版 Version)



THE H.K.S.Y.C. & I.A. CHAN NAM CHONG MEMORIAL COLLEGE
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備註

1. 本守則將以電子版形式於每學年之第一次全體教職員校務會議前電郵給各教職員，新聘教職員及中途入職者，亦會於入職後收到文字版及電子版。
2. 教職員須自行上網參閱附件 3 - 「參考資料」，以防抵觸《防止賄賂條例》。有關資料之最新版本可於教育局及香港廉政公署網址查閱。
3. 教職員於工作上，如發現會產生或可能會產生直接或間接上有利益衝突，須立即通知校方及停止有關工作，並填妥 附件 4 - 「利益衝突申報書」或 附件 5 - 「採購物料及服務利益衝突申報書」交校方處理。
4. 教職員應盡量要求供應商送貨，以學校支票付款。如非必要或當有附加費用時，不應使用個人信用卡付款。如必須使用個人信用卡，有關教職員應事先知會校方。

Remarks

1. This Code will be sent by e-mail to all staff before the 1st General Staff Meeting of each new academic year. For newly recruited staff and midway recruits who will also receive a text version and electronic version when reporting duty.
2. Staff have the responsibility to go on line to check the reference materials as stated in Annex 3 so as to prevent from commit an offence under the Prevention of Bribery Ordinance. The latest version of the reference materials can be found at the Education Bureau and the Hong Kong Independent Commission Against Corruption Website.
3. **If any suspect or actually direct or indirect conflict of interest during work, staff shall report to the school and stop the work immediately. Meanwhile, the staff shall complete Annex 4 or Annex 5 and pass it to the School / IMC.**
4. Staff should request the suppliers to accept payment by school cheques upon the delivery of goods. Personal credit cards should not be used when other means of payment are available or a surcharge being levied. If payment by personal credit cards has to be made, the teacher concerned should inform the school management in advance.



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學校及教職員收受利益和捐贈事宜

學校內部守則

我校〔香港四邑商工總會陳南昌紀念中學〕在學校管理及與學生和家長的往來上，須遵守誠信可靠及公正持平的原則。校內教職員在處理學校事務上，必須時刻保持高度的誠信，以維護學校、家長及學生的利益，並確保個人行為不會有損學校名聲。

本守則旨在闡述校方對於教職員因辦理學校事務而接受利益的政策，以及學校對教職員行為操守的有關要求。

防止賄賂條例

1. 根據《防止賄賂條例》第 9 條，凡學校僱員未經校董會批准而因工作關係索取或接受利益，均屬違法。根據該條例的規定，「利益」一詞(定義見載於附件 1)一詞包括金錢、饋贈、貸款、費用、報酬、職位、受僱工作、合約、服務及優待。

接受利益

2. 除本守則內的規定外，教職員不得向任何與學校有業務往來的人士(例如：學生、家長、同事、供應商、承辦商、教科書出版商或書商)接受或索取任何利益。
3. 本校批准學校教職員接受(但不得索取)下述利益：
 - (a) 學生或家長送贈的禮物，但價值不得超逾(100 元)；
 - (b) 學生或家長在畢業典禮上送贈的禮物，但每次總值不得超逾(500 元)；
 - (c) 退休或辭職時，家長、同事、學生或舊生送贈的禮物，但每人所送贈禮物的價值不得超逾(1,000 元)。

[註：括號內的數字是教育局建議學校採用的數額。]

4. 教職員如欲接受不屬上述範圍的利益，必須在事前或在接受利益後，盡快向校監/校長取得書面批准。校監、任何校董或校長如要接受利益，均須校董會批准。不過，如以私人身分接受利益，而接受的利益與學校職務無關(即送贈者與學校並無關係)，則不受限制。如有任何疑問，最適當的做法是徵詢校董會的意見。



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5. 教職員絕對不可接受任何人士就下列事項所提供的利益，而校董會亦不會予以批准：
- (a) 學校教職員的聘任或晉升；
 - (b) 學生的取錄或升級(經教統局核准收取的註冊費不屬利益)；
 - (c) 舉行任何測驗或考試(經核准的正式收費不屬利益)；
 - (d) 為校內學生進行補習；
 - (e) 提名教師或學生參加訓練課程或往海外受訓、接受獎學金或其他學術獎勵；
 - (f) 提名學生入讀其他教育機構或大學；
 - (g) 給予個別人員而非給予學校的捐贈；
 - (h) 供應商或承辦商給予個別人員而非給予學校的折扣、佣金或禮物；
 - (i) 因使用校舍或學校設施而給予個別人員而非給予學校的費用；及
 - (j) 由供應商、承辦商或其他與學校有公事往來的人士贊助，提供給學校教職員的旅遊優惠。

利益衝突

6. 教職員應避免處理與學校利益有衝突的業務、投資或活動。附件 2 列舉存在利益衝突的情況，以供參考。
7. 「利益衝突」是指校方的利益與教職員本身或以下人士的利益有所衝突：
- 他的家人及其他親屬；
 - 他的私交友好；以及
 - 有恩惠於該職員的任何人士，或該職員對其負有義務的任何人士。

教職員被指派處理校務時，如有實際的利益衝突或表面看來是利益衝突的情況，應以書面向獲授權的校長或校董會申報，並避免處理有關事務或遵照校長或校董會的指示辦理。

外間工作

8. 教職員如欲在外間擔任任何受薪的工作(包括非全職的工作)，必須得到校監/校長的書面批准。如教職員所擔任的外間工作會引致利益衝突，則不會獲得批准。



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其他可能涉及利益的事項

9. 教職員在任何情況下如未經授權，均不得洩漏任何機密資料(包括試題在內)。
10. 教職員絕對不得挪用學校財產。
11. 教職員不得捏改文件及提交虛假帳目，否則可能會根據《防止賄賂條例》受到檢控。
12. 教職員或其直系親屬不得接受或透過與學校有業務往來的人士或機構的協助(包括供應商、承辦商、及家長等)，取得貸款。但此項規定不適用於一般銀行貸款。
13. 根據《防止賄賂條例》的規定，款待並非一項利益。不過，為避免任何表面看來是利益衝突的情況，教職員不應接受與學校有業務往來的人士任何奢侈或頻密的款待。
14. 教職員應避免與學校有業務往來的人士進行賭博活動。

違反守則

15. 教職員如違反學校所訂的以上守則，將受到內部紀律處分(包括撤職)，在某些情況下，更可能被當局根據《防止賄賂條例》的規定，提出檢控。
16. 如欲檢舉任何懷疑違反本守則的不當行為，可向廉政公署提出。當局會盡速秉公辦理，而有關投訴絕對保密。



利益的定義

利益是指：	
(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或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，不論該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。
但利益並不包括《選舉(舞弊及非法行為)條例》(第 554 章)所指的選舉捐款，詳細內容已按該條例的規定載於選舉申報書內。	



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附件 2

出現利益衝突的例子

1. 教職員參加評審教科書、參考書或學習資料的程序，而這些出版物是由該員的配偶、家人、親屬或私交友好撰寫或編輯，或者該員或其私交友好於上述出版社有經濟利益。
2. 教職員參加評估及甄選供應商/ 承辦商的程序，而其中有間競投公司是由該員的配偶、家人、親屬或私交友好所營辦的，或該員或其親友於上述公司有經濟利益。一些常見的例子如下：
 - 甄選教科書供應商
 - 甄選校服供應商
 - 甄選練習簿供應商
 - 甄選電腦系統供應商
 - 甄選裝修工程承辦商
 - 甄選校巴承辦商
 - 甄選小食部承辦商
3. 教職員接受與學校有業務往來的供應商/ 承辦商頻密或奢侈的款待。
4. 教職員在收生程序中為其親屬或私交友好的子女進行入學面試或決定是否取錄有關考生入學。
5. 教職員擔任招聘、職位調派或晉升委員會的成員，而其中一名候選人為其家人、親屬或私交友好。
6. 教職員提名或揀選學校人員參加訓練課程或往海外受訓，而其中一名獲提名人/候選人為其家人、親屬或私交友好。
7. 教職員介紹學生參加其本人、家人、親屬或私交友好擁有經濟利益的私人補習社。



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附件 3

參考資料 Reference Materials

1. 教育局網址 Education Bureau Web-site :
<http://www.edb.gov.hk/tc/sch-admin/fin-management/notes-sch-fin/ref-donation-acceptance/index.html>
主頁 > 學校行政及管理 > 財務管理 > 學校財務注意事項 > 學校及其教職員收受利益和捐贈事宜參考資料
2. 教育局通告第 14/2003 號 Education Bureau Circular No. 14/2003
學校及其教職員收受利益和捐贈事宜
Acceptance of Advantages and Donations by Schools and their Staff
<http://www.edb.gov.hk/attachment/tc/sch-admin/fin-management/notes-sch-fin/ref-donation-acceptance/embc03014c.pdf>
3. 教育局通告第 63/2012 號 Education Bureau Circular No. 63/2012
「課本、教材和學材分拆訂價」政策的推行措施及學校選用課本及學習材料須知
The Implementation Measures of the Policy of Debundling
Textbooks and Teaching / Learning Materials for Pricing, and Notes on Selection of Textbooks and Learning Materials for Use in Schools
<http://www.edb.gov.hk/attachment/tc/sch-admin/fin-management/notes-sch-fin/ref-donation-acceptance/EDBCM12063C.pdf>
4. 教育局通告第 24/2008 號 Education Bureau Circular No. 24/2008
學校的商業活動
Trading Operations in Schools
<http://applications.edb.gov.hk/circular/upload/EDBC/EDBC08024C.pdf>
5. 教育局通告第 4/2013 號 Education Bureau Circular No. 4/2013
資助學校採購程序 Procurement Procedures in Aided Schools
<http://applications.edb.gov.hk/circular/upload/EDBC/EDBC13004C.pdf>
6. 資助學校採購程序指引 Guidelines on Procurement Procedures in Aided Schools
[http://www.edb.gov.hk/attachment/tc/sch-admin/fin-management/about-fin-management/guidelines%20n%20procurement%20procedures%20in%20aided%20schools%20\(trad%20chi\).pdf](http://www.edb.gov.hk/attachment/tc/sch-admin/fin-management/about-fin-management/guidelines%20n%20procurement%20procedures%20in%20aided%20schools%20(trad%20chi).pdf)
7. 香港廉政公署 Independent Commission Against Corruption
<http://www.icac.org.hk/tc/home/index.html>



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附件 4

利益衝突申報書

甲部：由僱員填寫

本人已細閱學校就利益衝突方面所制定的政策，並明白其內容。

- 我和我的直系親屬並沒有任何以下所述的利益：

那些與學校有業務往來的商戶或機構中，任何直接或間接的財務利益。

- 我所申報的利益，詳情如下：

所涉及的商戶／機構：_____

與學校的關係：_____

所牽涉之財務利益（請註明其性質及價值）：_____

申報人： 職位_____ 姓名 _____

簽署_____ 日期 _____

* 每位新聘職員均須填寫這份表格。教職員日後於工作上，如發現會產生或可能會產生直接或間接上有利益衝突，須立即通知校方及停止有關工作，並填妥 附件 4 - 「利益衝突申報書」或 附件 5 - 「採購物料及服務利益衝突申報書」交校方辦理。



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乙部：由校方填寫

校方建議採取以下行動：

- 有關於甲部的利益 需放棄該項利益或終止該種關係
- 重新安排其職位或職務
- 終止其僱用合約

審查人員：職位 _____ 姓名 _____

簽署 _____ 日期 _____

丙部：由校長填寫

- 同意乙部的有關建議
- 不同意乙部的有關建議

提議改為採取以下行動 _____

校長姓名： _____ 簽名： _____ 日期： _____

丁部：由申報人填寫

- 已採取乙部／丙部的建議
- 並未採取乙部／丙部的建議，原因為： _____

申報人姓名： _____ 簽名： _____ 日期： _____



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香港四邑商工總會陳南昌紀念中學

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陳南昌紀念中學

附件 5

「採購物料及服務」利益衝突申報書

甲部 - 利益申報¹

致：*校監／法團校董會主席

本人明白，如本人、本人的家屬、近親及私交友好與本校有業務往來的任何人士／公司有直接或間接利益關係，本人須向法團校董會申報。

本人現申報，本人因執行與本校採購物料及服務有關的職務時有以下現存／潛在的*利益衝突情況：

- a) 與本人有業務往來*及／或個人利益關係的*人士／公司： _____
- b) 本人與以上(a)項所述*人士／公司有關的職務主要為： _____

姓名及職位： _____ 簽署： _____ 日期： _____

乙部 - 法團校董會決議記錄

就上述申報，

- [申報人姓名]應避免執行或參與執行甲部所述可能引致利益衝突的*工作／職務。
- 如甲部的申報資料沒有更改，[申報人姓名]可繼續處理甲部所述的*工作／職務。
- 其他決議／事項(請說明) _____

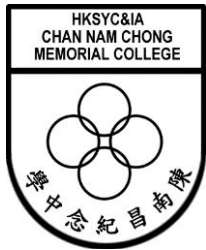
簽署： _____

(*校監／法團校董會主席)2

(*請刪去不適用者)

會議日期： _____

- 1 在日常運作中，如環境或事件許可，有關人員應把被視為可出現的利益衝突的情況通知其他人員。遇有此種情況，校董會／法團校董會或校長(按適當情況而定)應決定是否需要免除申報人獲委派的職務，或免除申報人審議及決定有關事宜。
- 2 由學校教職員(不包括校長)提出涉及採購物料及服務的申報，校董會／法團校董會可授權校長批核有關的申報。



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Acceptance of Advantages and Donations by Schools and their Staff

Code of Conduct for School

My school (The HKSyc&IA Chan Nam Chong Memorial College) is committed to the principle of integrity and fair play in the management of the School, and in dealings with students and parents. It is important that all staff should uphold a high standard of integrity in dealing with school matters in the interests of the School, parents and pupils at all times and ensure their conduct would not bring the School into disrepute.

This code sets out the School's policy on the acceptance of advantages by staff in connection with any business of the School and the standards of behaviour expected from staff.

The Prevention of Bribery Ordinance

1. A staff member of the School who solicits or accepts an advantage in connection with his work without the permission of the Management Committee of the School may commit an offence under Section 9 of the Prevention of Bribery Ordinance (the Ordinance). The term "advantage" is defined in the Ordinance (Annex 1) and includes money, gift, loan, fee, reward, office, employment, contract, service and favour.

Accepting Advantages

2. Staff should not accept or to solicit any advantages from any persons having business dealings with the School (e.g. pupils, parents, colleagues, suppliers, contractors and textbook publishers or booksellers), unless otherwise provided for in this code.
3. Permission is given for staff to accept, but not solicit, the following advantages: -
 - (a) gifts from pupils or parents, provided that the value of the gift does not exceed (\$100);
 - (b) gifts from pupils or parents at graduation ceremonies provided that the aggregate value of the gifts does not exceed (\$500) on each occasion;
 - (c) gifts from parents, colleagues, pupils or former pupils of the School on the occasion of retirement or resignation provided that the value of the gift from any one person does not exceed (\$1,000).

[Note: Figures in brackets are considered realistic and recommended by the Education Bureau for adoption by schools.]

4. If a staff member wishes to accept any advantage not listed above, he must, before or as soon as possible after acceptance, seek the written permission of the Supervisor/Principal of the School. Permission for the Supervisor, any School Manager or Principal to accept an advantage must be given by the Management Committee of the School. There is however no restriction on the acceptance of advantages in the staff's private capacity, unconnected with their school duties, i.e. from a person who has no connection with the School. In case of doubt, the most appropriate action is to seek the advice of the Management Committee of the School.



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5. Advantages offered in connection with the following activities must not be accepted as the Management Committee is unlikely to give permission:
- the appointment or promotion of school staff;
 - the admission or promotion of pupils (registration fees approved by the EMB not regarded as advantages);
 - the conduct of any test or examination (approved official payments not regarded as advantages);
 - the provision of any tutorials for pupils of the School;
 - nomination for courses of training or study-trips, scholarships or other academic awards, involving either teachers or pupils;
 - nominations for pupils for admission to other education institutes or universities;
 - donations to an individual rather than to the School;
 - discount, commissions or gifts by a supplier or contractor to an individual rather than to the School;
 - payments for the use of school premises or facilities to an individual rather than to the School; and
 - vacation packages for school staff offered by suppliers, contractors or any persons having business dealings with the School.

Conflict of Interests

6. Staff should avoid engaging in business, investments or activities that might conflict with the School's interest. Examples of conflict of interest situations are listed in Annex 2.
7. A conflict of interest arises when a staff member's loyalty to the school conflicts with his/her own financial or personal interests or those of his/her :-
- family and other relations;
 - personal friends; and
 - any person to whom he/she owes a favour or is obligated in any way.

When called upon to deal with school matters, school staff should declare in writing to the principal delegated with such authority or SMC if there is any actual or perceived conflict of interest. They should then refrain from dealing with the matter in question or follow the instruction of the principal or SMC.

Outside Employment

8. Staff who wish to take on paid outside work including those not on a full-time basis, must have the written approval of the Supervisor/Principal. Approval will not be given if the outside employment may give rise to a conflict of interest.



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Other Instances in Connection with Interest

9. Staff are not allowed at any time to disclose any confidential information (including examination questions) to anybody without proper authorization.
10. Misappropriation of school properties by staff is strictly prohibited.
11. Falsifying documents and furnishing false accounting records are strictly prohibited. Staff may also be prosecuted for these offences under the Prevention of Bribery Ordinance.
12. Staff or their immediate family members should not obtain a loan from or through the assistance of any individual or organization having business dealings with the School (including suppliers, contractors and parents etc). There is, however, no restriction on normal bank lending.
13. Entertainment is not an advantage under the Prevention of Bribery Ordinance. However, to avoid any perceived conflict of interest, staff should not accept lavish or frequent entertainment from persons with whom they or the School are having business dealings.
14. Staff should avoid engaging in gambling of any kind with persons having business dealings with the School.

Contraventions

15. Any breach of the above School's code will result in internal disciplinary action (including dismissal) and may, in some circumstances, lead to prosecution under the Prevention of Bribery Ordinance.
16. Any complaints on suspected breaches of this code can be made to the ICAC. They will be treated promptly, fairly and confidentially.



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Annex 1

Definition of Advantages

Advantage 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 advantage 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.	



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Annex 2

Examples of Conflict of Interest Situations

1. A staff member taking part in the evaluation and selection of textbooks, reference books or learning materials which are written or edited by his spouse, family, relatives or personal friends, or published by a company in which he or any such person has a financial interest.
2. A staff member taking part in the evaluation and selection of a supplier/contractor from a number of bidders one of which is operated by his spouse, family, relatives or personal friends, or in which he or any such person has a financial interest.
Common examples are:
 - selection of a textbook supplier
 - selection of a school uniform supplier
 - selection of an exercise book supplier
 - selection of a supplier of computer systems
 - selection of a contractor for renovation project
 - selection of a school bus operator
 - selection of a tuck shop operator
3. A staff member accepting frequent or lavish entertainment from a supplier/contractor who has business dealings with the school.
4. A staff member selecting candidates for admission to a school interviewing or deciding on a candidate who is the son or daughter of his relative or personal friend.
5. A staff member serving as a member of a Board to consider the recruitment, posting or promotion of staff, one of the candidates being his family member, relative or personal friend.
6. A staff member making nominations or selecting staff for training courses or study trips, one of the nominees/candidates being his family member, relative or personal friend.
7. A staff member referring his pupils to attend private tutorial schools in which he, his family, relatives or personal friends have a financial interest.



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Annex 附件 3

參考資料 Reference Materials

1. 教育局網址 Education Bureau Web-site :
<http://www.edb.gov.hk/tc/sch-admin/fin-management/notes-sch-fin/ref-donation-acceptance/index.html>
主頁 > 學校行政及管理 > 財務管理 > 學校財務注意事項 > 學校及其教職員收受利益和捐贈事宜參考資料
2. 教育局通告第 14/2003 號 Education Bureau Circular No. 14/2003
學校及其教職員收受利益和捐贈事宜
Acceptance of Advantages and Donations by Schools and their Staff
<http://www.edb.gov.hk/attachment/tc/sch-admin/fin-management/notes-sch-fin/ref-donation-acceptance/mbc03014c.pdf>
3. 教育局通告第 63/2012 號 Education Bureau Circular No. 63/2012
「課本、教材和學材分拆訂價」政策的推行措施及學校選用課本及學習材料須知
The Implementation Measures of the Policy of Debundling
Textbooks and Teaching / Learning Materials for Pricing, and Notes on Selection of Textbooks and Learning Materials for Use in Schools
<http://www.edb.gov.hk/attachment/tc/sch-admin/fin-management/notes-sch-fin/ref-donation-acceptance/EDBCM12063C.pdf>
4. 教育局通告第 24/2008 號 Education Bureau Circular No. 24/2008
學校的商業活動 Trading Operations in Schools
<http://applications.edb.gov.hk/circular/upload/EDBC/EDBC08024C.pdf>
5. 教育局通告第 4/2013 號 Education Bureau Circular No. 4/2013
資助學校採購程序 Procurement Procedures in Aided Schools
<http://applications.edb.gov.hk/circular/upload/EDBC/EDBC13004C.pdf>
6. 資助學校採購程序指引 Guidelines on Procurement Procedures in Aided Schools
[http://www.edb.gov.hk/attachment/tc/sch-admin/fin-management/about-fin-management/guidelines%20on%20procurement%20procedures%20in%20aided%20schools%20\(trad%20chi\).pdf](http://www.edb.gov.hk/attachment/tc/sch-admin/fin-management/about-fin-management/guidelines%20on%20procurement%20procedures%20in%20aided%20schools%20(trad%20chi).pdf)
7. 香港廉政公署 Independent Commission Against Corruption
<http://www.icac.org.hk/tc/home/index.html>



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Annex 4

Conflict of Interest Declaration

Declaration of Interest

Part A: To be completed by the employee

I have carefully read and understand the policy formulated by the school in respect of conflict of interest.

I declare that my family members and I do not have *any direct or indirect financial interests in any company or organisation which has business dealings with the school.*

I declare that I have the following interests. Details are:

The company/organisation involved: _____

Its relationship with the school: _____

The financial interest involved (please specify the nature and value): _____

Declarant: Post _____

Name _____

Signature _____

Date _____

- * All new employees are required to complete this form. During the work, if found will have or is likely to have a direct or indirect conflict of interest, shall immediately inform the school and stop the work. Meanwhile, completed Annex 4 or Annex 5 should be passed to the School for consideration.



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Part B: To be completed by the school

The follow action(s) is/are recommended:

In connection with the interest declared in Part A

- Request the declarant to surrender the interest or terminate the relationship declared
- Rearrange his/her post or duty
- Terminate his/her contract of employment

Examined by: Post _____ Name _____
Signature _____ Date _____

Part C: To be completed by Head of School

- I agree with the recommendation mentioned in Part B
- I disagree with the recommendation mentioned in Part B

The following action is suggested _____

Name of School Head : _____ Signature : _____ Date : _____

Part D: To be completed by the declarant

- The recommendation mentioned in Part B / C is adopted
- The recommendation mentioned in Part B/C is not adopted, the reason being:

Name of declarant : _____ Signature : _____ Date : _____



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Annex 附件 5

Declaration of Conflict of Interest – Procurement of Stores and Services

Part A – Declaration of Interest 1

To: *Supervisor / Chairman of the Incorporated Management Committee

I understand that if I, my family members and close relatives and personal friends have any direct or indirect interest in any *person/company which has business dealings with the school, I shall make a declaration to the Incorporated Management Committee.

I would like to declare the following *existing/potential conflict of interest situation arising from the discharge of my duties concerning the procurement of stores and services of the school:-

a) *Persons/companies with *whom/which I have official dealings *and/or private interests:

b) Brief description of my duties which involve the *persons/companies mentioned in item (a) above:

Signature: _____ Position and Name: _____ Date: _____

Part B – Record of Resolution of the Incorporated Management Committee

With respect to the above declaration,

- (name of the person making the declaration) should refrain from performing or getting involved in performing the *work/duty, as described in Part A, which may give rise to a conflict.
- (name of the person making the declaration) may continue to handle the *work/duty as described in Part A, provided that there is no change in the information declared above.
- Others (please specify)

Signature: _____
(*Supervisor/Chairman of the *SMC/IMC) 2

(*Delete as appropriate) Date of Meeting/Date: _____

- 1 In the daily operation, as circumstances or events warrant, the persons concerned should draw other members' attention to their perceived conflict of interest. When such a situation arises, the SMC/IMC, or the school principal as appropriate, should decide whether the person disclosing an interest shall be required to abstain from the duty assigned, or to abstain from the deliberation and decision on the subject.
- 2 For declarations made by school staff (excluding school principal) in respect of procurement of stores and services, the SMC/IMC may delegate the approving authority to the school principal.