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**Code of Ethics and Conduct relating to Housing Authority Safety Auditing System (including Housing Authority Lift and Escalator Nominated Subcontracts Safety Auditing System)**

*1. Code of ethics and conduct of Project Team and Safety & Health Unit*

- 1.1 Project team shall inform and provide the Independent Safety Audit Scheme Management Office (ISAS Management Office) with the relevant information of the contract once it is awarded and work commenced.
- 1.2 Project team shall inform ISAS Management Office the time frame for first safety audit and last safety audit.
- 1.3 Safety & Health Unit shall select an ASA for the project through random selection using computer programme based on the information of ASAs provided by ISAS Management Office (ASA's present workload situation and past performance record).
- 1.4 Project team and Safety & Health Unit shall not accept any inducement, gift, commission, discount or any other profit from the contractors being assessed, from their representatives, or from any other interested person nor knowingly allow personnel for whom they are responsible to do so.
- 1.5 Project team and Safety & Health Unit shall not disclose the findings, or any part of them, or any other information gained in the course of the assessments to any third party, unless authorised in writing by Housing Authority.
- 1.6 Project team and Safety & Health Unit shall not act in any way prejudicial to the reputation or interest of the Housing Authority Safety Auditing Scheme (HASAS).
- 1.7 Project team shall ensure that there is/are representative(s) of project team to attend the open meeting and debriefing session of each safety audit.
- 1.8 Project team shall arrange representative(s) to accompany the ASAs for on-site physical verification during the safety audit.
- 1.9 Project team shall check and verify the time sheet for duration of the safety audit.
- 1.10 Project team and Safety & Health Unit shall, in the event of any alleged breach of this code, co-operate fully in any formal enquiry procedure.

## 2. *Code of ethics and conduct of Accredited Safety Auditors (ASAs)*

- 2.1 shall exercise honesty, objectivity, and diligence in the performance of their duties and responsibilities.
- 2.2 shall not intentionally and knowingly be a party to any illegal or improper activity related to safety laws or otherwise indicating a lack of personal integrity.
- 2.3 shall not engage in acts or activities which are discreditable to the profession of safety auditing or to their organizations including, but not limited to acts or missions of a dishonest, deceitful or fraudulent nature.
- 2.4 shall refrain from entering into any activity that may be in conflict with the interest of their organizations or which would prejudice their ability to carry out objectively their duties and responsibilities.
- 2.5 shall disclose to their employer any relationships they may have with the organisation to be audited and seek prior consent from their employer (if required) before undertaking any assessment function of that organization.
- 2.6 shall declare all work in connection with contracts under HASAS.
- 2.7 shall disclose to the Independent Safety Audit Scheme Management Office (ISAS Management Office) any relationship, if any, that they may have with the contractor subject to the safety audit under HASAS.
- 2.8 shall act in a strictly trustworthy and unbiased manner in relation to both their employer and any organisations involved in a safety audit by them or personnel for whom they are responsible.
- 2.9 shall not accept anything of value, inducement, gift, commission, discount or any other profit from anyone nor knowingly allow personnel for whom they are responsible to do so, that would impair or be presumed to impair their professional judgment.
- 2.10 shall undertake only those services they can reasonably expect to complete with professional competence.
- 2.11 shall follow the rules and regulations of HASAS.
- 2.12 shall adopt suitable means to comply with professional audit standards as issued by the ISAS Management Office from time to time for conducting Safety Auditing.
- 2.13 shall be prudent in the use of information acquired in the course of their duties. They shall not use confidential information for any personal gain nor in any manner that would be contrary to law.

- 2.14 shall not disclose the findings or any other information gained in the course of the assessments to any third party, unless authorised in writing by Housing Authority.
  - 2.15 shall not use nor appear to use the information acquired in the course of performing professional services for personal advantage or for the advantage of a third party.
  - 2.16 shall not act in any way prejudicial to the reputation or interest of the organization subject to audit.
  - 2.17 shall not act in any way prejudicial to the reputation or interest of the Housing Authority Safety Auditing Scheme (HASAS).
  - 2.18 when reporting on the results of their work, shall reveal all material facts known to them which, if not revealed, could either distort reports of operations under review or conceal unlawful practices.
  - 2.19 shall not offer directly or indirectly any service to the contractors subject to safety audit under HASAS except for carrying out safety audit service.
  - 2.20 shall not recommend safety consultants to the contractor or their employees whom they are carrying out the assessment.
  - 2.21 shall not contact with the contractor of the project subject to safety audit or concerned Project Team member before formal appointment of ASA is given from ISAS Management Office.
  - 2.22 shall continually strive for improvement in their proficiency and skills and in the effectiveness and quality of their service.
  - 2.23 shall not represent their acts or statements in such a way as to lead others to believe that they officially represent the ISAS Management Office.
  - 2.24 in the practice of their profession, shall be ever mindful of the obligation to maintain the high standards of competence, morality, and dignity promulgated by ISAS Management Office.
  - 2.25 shall cooperate fully with an inquiry in the event of any alleged breach of these Code of Ethics and Standards of Conduct.
3. *Code of ethics and conduct of Contractors and Nominated Sub-contractors*
- 3.1 shall disclose to the Independent Safety Audit Scheme Management Office (ISAS Management Office) any relationship, if any, that they may have with ASAs who are going to be the safety auditors prior to safety audit of the project.

- 3.2 shall not offer any inducement, gift, commission, discount or any other profit to the ASAs or project teams.
- 3.3 shall follow the rules and regulations of HASAS.
- 3.4 shall adopt suitable means to comply with professional audit standards as issued by the ISAS Management Office from time to time for conducting Safety Auditing.
- 3.5 shall be prudent in the use of information acquired in the course of their duties. They shall not use confidential information for any personal gain nor in any manner that would be contrary to law.
- 3.6 shall not use nor appear to use the information acquired in the course of performing professional services for personal advantage or for the advantage of a third party.
- 3.7 shall not act in any way prejudicial to the reputation or interest of the Housing Authority Safety Auditing Scheme (HASAS).
- 3.8 shall ensure staff at all levels of the project are aware of the objectives of safety audit in such a way that they are open and co-operative by responding to any questions and request for information or data related to the safety audit in a frank and efficient manner.
- 3.9 shall deploy responsible senior staff who have knowledge of the project to accompany the ASAs during safety audit. Provide a suitable meeting place for ASAs to conduct the interviews with relevant working personnel on site.
- 3.10 shall arrange transportation for ASAs to go from one work location to another during safety audit.
- 3.11 shall cooperate fully with ASAs by providing all the necessary documents and records for inspection and verification during safety audit.
- 3.12 shall ensure senior management of the project, preferably Project Director or at least Project Manager have read and countersign the report.
- 3.13 shall not disclose the findings, or any part of them, of the assessment team for which they are responsible, or any other information gained in the course of the assessments to any third party, unless authorised in writing by Housing Authority.
- 3.14 shall follow the rules and regulations of HASAS.
- 3.15 In the event of any alleged breach of this code, shall co-operate fully in any formal enquiry procedure.