

HKAS Code of Ethics for Assessment Personnel

1. PURPOSE

This document serves as guidance for all assessment personnel, including officers of HKAS Executive, lead assessors, assessors, and technical experts for conducting HKAS assessments. The purpose is to set out a generally acceptable ethical principle for conducting assessment activities. In this document, assessment activities include all activities conducted to assess the performance of an organisation or its staff members, including initial assessments, reassessments, surveillance visits and correspondence, telephone conversation and interviews for that purpose.

2. CODE OF ETHICS

Assessment personnel shall:

- a) Be impartial, objective, positive, open and helpful.
- b) Avoid any situation that may give rise to real or perceived conflict of interest or compromise of impartiality.
- c) Not solicit or accept any advantage as defined in Section 2 (1) of the Prevention of Bribery Ordinance (Cap. 201) in respect of all HKAS work.
- d) Not discuss with or disclose to any third party any findings or confidential information relating to any assessment activity unless required by law or with written consent of both HKAS Executive and the assessed organisation.
- e) Not act in any way that may prejudice the reputation and interests of HKAS and the organisation being assessed.
- f) Only undertake assessments in which one is competent, be prepared to admit one's limitation but ready to exercise judgement within one's area of expertise.
- g) Prepare adequately, assess diligently, focus on significant issues and report findings truthfully and fairly.
- h) Treat all persons tactfully and with respect.
- i) Consider seriously the views of the assessed organisation.
- j) Cooperate fully with other members of the assessment team.