

Code of Conduct – Clean Air Network

1) Purpose

The Code of Conduct (“Code”) is the document that translates our commitments to all our employees and stakeholders into a set of formal written requirements. It puts all employees under specific obligations with respect to conduct when representing Clean Air Network (“CAN”).

It reminds us that the board members and employees of CAN need to act with integrity at all times to build trust with our stakeholders and the wider Hong Kong community.

In addition to CAN Board members and employees, it is expected that any partner organizations with which CAN works will adhere to similar standards of integrity and ethical behavior.

2) Respect for people

CAN values its employees and is committed to providing a fair and equitable workplace environment for all. It is committed to maintaining an environment of respect for people in all business dealings.

The Code requires each of us to behave with courtesy and respect towards everyone we encounter in the course of our business. During our work, we must respect the privacy of personnel data and employee records, as well as personal and information we may have concerning others. We must respect confidential business and academic information.

We must also maintain open channels of communication throughout the organisation, encouraging all employees to participate in discussions and raise concerns or issues with their manager.

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3) Diversity and Inclusion

CAN seeks to promote equality, diversity and inclusion in the workplace as they are good practice and make business sense

CAN is committed to a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued.

CAN takes seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others in the course of the organisation's work activities.

Such acts will be dealt with as misconduct under the organisation's grievance and/or disciplinary procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.

We will give opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation.

4) Ethics and integrity

CAN is committed to conducting all our business with integrity, in accordance with strong business ethics.

Ethics go beyond the narrow letter of the law. Whatever the law may permit, all our business must be conducted honestly and fairly, with no conflict of interest or undue influence.

We must be accurate and truthful in our dealings with third parties, and not misrepresent ourselves. We must also be honest and forthcoming with our colleagues and our stakeholders.

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Each of us is under an obligation to promptly report ethical concerns and suspected or actual violations of the Code to management.

5) Safeguarding Children

CAN's education and advocacy work often involves working with children. All employees, volunteers and partner organisations need to treat all children encountered through our work, with respect and with an appropriate level of professionalism. CAN has a no tolerance stance towards bullying, exclusion and discrimination towards any child within our education programmes.

All children and young people aged under 18 years have equal rights to protection from all forms of violence as declared in Article 19 of the United Nations Convention on the Rights of the Child. In addition, the Universal Declaration of Human Rights recognises fundamental human rights, the dignity, worth and equal rights of people at any age, thus including young people aged 18 to 24 years old.

We ensure all who work with and engage with us understand and are supported in their meeting safeguarding roles and responsibilities. We take positive action to prevent anyone who might be a risk to children and young people from becoming involved with us and take stringent measures against any employee or associate who perpetrates an act of violence against a child.

Any concerns about the welfare of any children should be escalated to the senior management or CEO who will liaise with the relevant authorities.

6) Avoiding Conflicts of Interest

The Company is committed to conducting its business without conflicts of interest. The Code requires each of us to disclose in writing, and obtain prior authorisation, before engaging in any activity whilst representing CAN that might pose or appear to pose a conflict between our individual interests and those of the CAN. The circumstances in which a conflict of interest might arise are too numerous to list.

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However, certain activities clearly fall into this category: concurrent employment with any organizations other than CAN; being director of any non-affiliated commercial, financial or industrial organization.

Conflicts of interest associated with donations and donor parties are covered separately in the Donor Charter.

All stakeholders should be treated fairly, ethically and the confidentiality of their proprietary information be maintained.

Each employee is required to report potential conflicts of interest involving themselves or family members to the Chief Executive Officer. Board members, CEO and management should recuse themselves from being party to decisions where conflicts of interest exist.

7) Making Political Contributions

It is CAN's general policy to remain politically neutral and avoid making political contributions (donations). No participation in local or national politics is permitted by employees, board members or board advisors, without prior approval from the board.

8) Bribery & Corruption

CAN is committed to abiding by all laws and regulations to prevent bribery wherever we do business.

We interpret the term 'bribe' broadly to include any illicit advantage offered or accepted as an inducement to or reward for performing or abstaining from performing any duties.

Items considered bribes include cash, cash equivalents, loans, commissions, benefits in kind or other advantages. Bribery does not include traditional gifts of nominal value given during festive seasons.

This Code forbids paying, offering, asking for, proposing terms for, or accepting, bribes directly or with the assistance of any organization or individual. We are strictly prohibited from discussing terms with people who ask for or offer bribes.

9) Moderation in Gifts and Entertainment

In the course of conducting our business, CAN recognises that there will be occasions when it is appropriate, out of courtesy and relationship building, to give or receive small gifts of nominal value or business entertainment to or from our stakeholders.

However, CAN is committed to conducting all business without undue influence. The Code requires us to exercise good judgment and practise moderation in giving and receiving business gifts and entertainment. Small gifts can be accepted if the monetary value is below HKD200, with the approval of the CEO.

We must decline entertainment, gifts or other benefits (e.g., personal favours, or preferential treatment) that could in any way influence, or appear to influence, business decisions in favour of any person or organization with whom the Group may have business dealings.

10) Compliance with Laws and Regulations

CAN's activities are subject to the laws of Hong Kong, statutory requirements and statutory codes. Each of us is required to adhere strictly to both the letter and spirit of all applicable laws, regulations and statutory codes.

Each of us is expected to co-operate fully in the investigation of any alleged violation of the law. Concealing a violation or altering or destroying evidence may be illegal and will be treated as a serious breach of the Code.

11) Abiding by our policies and procedures

CAN expects each of us to comply with its policies and procedures (including codes of practices, and management/system controls). If the occasion arises, we must cooperate with emergency response personnel and with internal or external investigations of accidents, child safeguarding, drug or alcohol-related incidents, and other irregularities.

12) Compliance with Financial Controls and Reporting requirements

The financial accounts, invoices, records, accounts, funds and assets must be created and maintained to reflect fairly and accurately and in reasonable detail the financial position of CAN.

This Code explicitly prohibits each of us from making any false/misleading statements or other entries in the books, accounts, records, financial statements, or any other documents including disclosure documents. This Code also prohibits each of us from creating, maintaining or using any off-the-record accounts with banks or any other third parties.

No reporting may be made that intentionally conceals or disguises the true nature of any transaction. We have an obligation to provide complete, honest and accurate information to our auditors and to anyone conducting a duly authorized investigation. Destroying, altering or falsifying any material records connected to an investigation is deemed to be a breach of this code.

13) Protecting our Information, Records and Assets

Each of us has a duty to safeguard assets and resources entrusted to our care from loss, theft or misuse. Assets and resources may include but are not limited to physical property, facilities (including internet and emails), equipment, data records, customer information, and Company services.

Assets of CAN should not be used for purposes other than on behalf of the organization, without prior approval from the CEO. CAN employees and the board

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must follow any procedures/practices and local regulations in relation to personal data privacy. We must safeguard at all times the confidentiality of sensitive information and the integrity of our organisation and operational records.

We must also protect from misuse information held by us on behalf of partner organisations, donors, volunteers and other stakeholders.

The internet and email are provided to employees as tools to carry out their employment duties. All messages created, sent or retrieved using CAN's internet and email facilities remain the property of the CAN and cannot be considered private. As users, we each have a responsibility to ensure these facilities are used in an ethical and lawful manner in accordance with the relevant laws, policies and procedures. Failure to abide by such laws or policies and procedures can result in disciplinary action, including termination of employment

14) Representation on behalf of the organization

Only authorised Executives are permitted to make representations on behalf of the CAN. When we need to publish or disseminate information in public forums or websites, we should do so in a manner that safeguards the CAN's public image and reputation

15) Conduct standards

CAN is committed to a safe, healthy and productive workplace for its employees. CAN recognizes that alcohol or drug abuse can impair and affect health and job performance. It is also hazardous to our workplace safety, employees' well-being and productivity. Therefore, we must ensure that our workplace is free of any alcohol and drug or related problems.

16) Prompt response to incidents and obligations to notify

CAN is committed to responding promptly to business and work-related situations that could be damaging to employees or cause harm to others such as emergencies, accidents, irregularities or other unexpected events. The Code requires each of us to promptly notify higher management of these situations and take reasonable action to prevent damage or harm.

17) Compliance with the code and obligation to report

CAN is committed to maintaining full compliance with this Code. Each of us has an obligation to fully comply with its provisions and promptly report ethical concerns and potential or actual violations of the Code, whether or not it is known who may be responsible for the violation or how it may have occurred.

We could be in breach of the Code if we assist or authorise others in activities that breach the Code, or conceal or fail to report any known or suspected breaches by others.

Any violation of the Code relating to alcohol and drug use, harassment and discrimination must be reported to the CEO or employees can approach the board of directors.