



## **Code of Conduct**

Scout Association of Hong Kong (“the Association”) endeavours to promote an environment where the behaviour of its members is guided by Scouting values and everyone feels safe and respected. To achieve the very purpose, the Association formulates this Code of Conduct (“the Code”), based on the Scouting values contained in the Scout Promise and Scout Law, to act as guidelines on how members of the Association are expected to behave with other Scouts, and also when attending non-Scouting events in Scout capacity.

The Policy was adopted by the Executive Committee and will come into effect on 1 November 2021. Please refer to the appendix for details.

Joseph LAU

Chief Commissioner

## **Scout Association of Hong Kong Code of Conduct**

### **1. Preamble**

Scout Association of Hong Kong (“the Association”) endeavours to promote an environment where the behaviour of its members is guided by Scouting values and everyone feels safe and respected. As Scouts, we want to build a better world where people are self-fulfilled and play a constructive role in society. Our actions as volunteers and/or employees in our everyday life should promote our Scouting vision, mission and values.

To achieve the very purpose, the Association formulates this Code of Conduct (“the Code”), based on the Scouting values contained in the Scout Promise and Scout Law, to act as guidelines on how members of the Association are expected to behave with other Scouts, and also when attending non-Scouting events in Scout capacity. The Code also empowers the Association to take action if unwanted behaviours of Member(s) occur or if reputation/ image of the Association will be jeopardized by the acts of Member(s).

The vision, mission, values, Scout Promise and Scout Law of the Association are replicated at **Annex A** for reference.

### **2. Date of Effectiveness**

The Code became effective from 1 November 2021 onwards.

### **3. Applicability**

The Code applies to any conduct of the Adult Members in relation to any work or any events in Scouting or in external business using Scout capacity. Relevant clauses of the Code equally applies to Youth Members and Associate Members. Should there be contravention between the Code and Hong Kong legislation cum related Ordinances, the latter shall prevail. Where the violation of the Code is also a violation of the law, the Association will cooperate fully with the relevant authorities.

### **4. The Code**

#### **4.1 Individual Member’s Actions in relation to Others**

- 4.1.1 To promote and respect diversity and inclusion in the Scout Movement.
- 4.1.2 To treat everyone equally irrespective of their gender, age, race, ethnicity, culture, religious beliefs, socio economic background, disabilities, sexual orientation, gender expression, or any other basis of discrimination, abstaining from any direct or indirect discrimination as well as any form of harassment.

4.1.3 To respect for others, and to get clear consent and agreement from the other person before any personal communication and engagement.

#### 4.2 Actions in relation to Youth Members

To observe the requirements of the prevailing Safe from Harm Policy of the Association.

#### 4.3 Actions in relation to the Organisation

4.3.1 To comply with laws of Hong Kong and also all applicable laws and regulations of the country in which the event/ activity occurs.

4.3.2 Not to involve in corrupt activities and to watch out for any potential or actual, passive (receiving), or active (giving) corrupt activities.

4.3.3 To act with prudence to prevent conflicts of interest from interfering one in making a fair, objective, and impartial decision in the best interests of the Association.

4.3.4 To avoid engaging in activities in personal or professional capacity that may bring the Association into disrepute.

4.3.5 To observe that Scouting is non-political and that the Association is political party neutral and does not make political party endorsements or contributions, whilst the rights of members of the Association to partake in political activities in their personal and professional capacities pursuant to their individual beliefs are acknowledged.

4.3.6 To operate Executive Committees and other institutional setups in different levels of the Association in accordance with their Terms of References and also as appropriate relevant requirements of the Policy, Organisation and Rules (“POR”) of the Association.

4.3.7 To abstain from practices such as collusion, bribery (or any other forms of corruption), and blackmail that interfere with democratic decision-making.

4.3.8 To protect the privacy and security of private data entrusted to the Association and its Scout Units.

4.3.9 To protect the Association’s brand which should only be used in a Scouting context, and not to use the brand and associated materials for personal financial gain.

#### 4.4 Finance and Trust

4.4.1 To exercise honesty, integrity, and prudence to proper manage and handle the financial resources of the Scout Units.

4.4.2 Not to involve in financial crimes including but not limited to fraud, theft, scams, bribery, embezzlement, money laundering, forgery, and terrorism financing.

4.5 **Annex B** highlights some considerations and DOs & DON'Ts for reference of the Members in deciding actions.

## **5. Duty to Report**

Members of the Association have the responsibility to promote high ethical standards. If they observe, in good faith, any violation or potential violation of this Code, the Scout Promise or the Scout Law, they should report the issue following the prevailing Procedures for Handling Improper Acts and Complaints of the Association.

## **6. Amendment**

The Ethics Committee may propose amendments to this Code for approval by the Executive Committee of the Association.

## **7. Related Documents**

This Code shall be read in conjunction with the following documents:-

- Scout Association of Hong Kong Ordinance (Chapter 1005 of the Laws of Hong Kong)
- Constitution of the Association
- POR of the Association
- Scout Promise and Law of the Association
- Aims and Methods of the Association
- Vision, Mission and Values of the Association
- Safe from Harm Policy of the Association
- Procedures for Handling Improper Acts and Complaints of the Association

## **Vision, Mission, Values, Scout Promise and Scout Law of the Association**

### **Our Vision**

To be the best voluntary organisation for the development of young people in Hong Kong for the betterment of our society.

### **Our Mission**

To operate an education movement for young people providing them with challenging and progressive training programmes for their physical, intellectual, social, spiritual and aesthetic development.

### **Our Values**

We recognize the importance for adults to act as role models to nurture young people:

- to develop a sense of self-worth, national identity and civic responsibility;
- to respect equality and fairness in dealings with all people;
- to appreciate diversity and inclusion, to possess global perspectives, and to promote world peace and sustainable development.

## **SCOUT PROMISE AND LAW**

### **Promise**

On my honour,  
I promise that I will do my best  
to do my duty to God and to my Country  
to help other people  
and to keep the Scout Law.

### **Law**

1. A Scout is to be trusted.
2. A Scout is loyal.
3. A Scout is friendly and considerate.
4. A Scout belongs to the world-wide family of Scouts.
5. A Scout has courage in all difficulties.
6. A Scout makes good use of time and is careful of possessions and property.
7. A Scout has self-respect and respect for others.

The Scout Promise and Law are applicable to all Scouts, except Cub Scouts and Grasshopper Scouts who shall have their own Promises and Laws as follows.

## **CUB SCOUT PROMISE and LAW**

### **Promise**

I promise that I will do my best  
to do my duty to God and to my Country  
to help other people  
and to keep the Cub Scout Law.

### **Law**

Cub Scouts always do their best,  
think of others before themselves  
and do a good turn every day.

## **GRASSHOPPER SCOUT PROMISE AND LAW**

### **Promise**

I promise to be a Grasshopper Scout  
to love God, to love people and to love my Country.

### **Law**

A Grasshopper Scout does a good turn every day.

## DOs & DON'Ts for actions

Members should note that they are responsible for upholding the Code as well as Scouting values, and creating a safe environment for Scouting.

The following table highlights some DOs and DON'Ts:-

DO	DON'T
<ul style="list-style-type: none"> <li>• Do treat everyone with dignity and respect</li> <li>• Do pay attention to cultural differences</li> <li>• Do being a good role model</li> <li>• Do treat everyone equally</li> <li>• Do arrange for more than one Adult Member to present at the activity or at least within sight and hearing of others</li> <li>• Do respect for privacy</li> <li>• Do let Youth Members voice their concerns</li> <li>• Do encourage speak up for injustice</li> <li>• Do avoid being implicated with improper acts</li> <li>• Do let others aware of this Code of Conduct</li> <li>• Do let co-workers know where you are and what you are doing at all times</li> <li>• Do understand that someone may misinterpret your actions</li> <li>• Do obtain approval from the other person before develop an intimate relationship</li> <li>• Do treat accusation seriously, and seek assistance from supervisor when necessary</li> <li>• Do take care of each other</li> </ul>	<ul style="list-style-type: none"> <li>• Don't underestimate abusive behaviour</li> <li>• Don't abuse Youth Members' trust in you as a leader for improper behavior</li> <li>• Don't allow offensive behavior, such as tricking and bullying</li> <li>• Don't engage in any improper behavior, including hurting others, language or sexual assault, etc.</li> <li>• Don't engage in sexual activities</li> <li>• Don't engage in inappropriate physical contact with Youth Members</li> <li>• Don't tease others</li> <li>• Don't use inappropriate language, whether verbal, written or online</li> <li>• Don't have one-to-one isolated encounters with Youth Members particularly of different gender</li> <li>• Don't conceal incidences of allegation, suspicion or violation</li> <li>• Don't make use of your good image to cover up your improper behavior</li> <li>• Don't do things that violate this Code of Conduct</li> </ul>

Members of the Association should consider their actions and ask for guidance when in doubt about certain conduct or situation. If doubt remains, then the member should not peruse the action. Considering these questions may assist:-

- Is it in line with the Code?
- Is it legal and ethical?
- Does it reflect well on me and on the Association?