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15 January 2016

To: All Registered Lift and Escalator Contractors

Dear Sirs,

Circular No. 1/2016
Probity Guidelines for Registered Lift Contractors
and Registered Escalator Contractors

The Independent Commission Against Corruption (ICAC) conducted an Assignment Study on Regulation of Lifts and Escalators in 2014 and recommended, among others, EMSD issue probity guidelines for registered persons under the Lifts and Escalators Ordinance with a view to enhancing the professionalism of the trade.

In consultation with ICAC, registered lift contractors and registered escalator contractors, EMSD has developed the captioned probity guidelines as attached. All registered lift contractors and registered escalator contractors are required to observe and follow these probity guidelines with immediate effect.

If you have any query on the above-mentioned guidelines, please contact Mr. Wallace CHUI at telephone no. 2808 3237.

Yours faithfully,

(CHEUNG Kim-ching)

For Director of Electrical and Mechanical Services

Encl.

- c.c. The Lift and Escalator Contractors Association (w/e)
- The Registered Elevator and Escalator Contractors Association Limited (w/e)
- The International Association of Elevator Engineers (HK-China Branch) (w/e)

Probity Guidelines for Registered Lift Contractors and Registered Escalator Contractors

1. Responsibility to the Trade

The contractor shall order his conduct so as to uphold the dignity, standing and reputation of the trade. He shall:

1. discharge his responsibilities with integrity;
2. give opinions in his capacity that are, to the best of his ability, objective, reliable and honest;
3. accept responsibility for his actions and ensure that persons to whom he delegates authority are sufficiently competent to carry out the associated responsibility; and
4. not undertake responsibility which he himself is not qualified and competent to discharge.

2. Responsibility to Clients

The contractor shall discharge his duties to his client with integrity and in accordance with the highest standards of business ethics. He shall:

1. avoid engaging in business, investments or activities which conflict with the interests of his client, and inform his client in writing of any possible conflict between his own financial interests (including those of his immediate family) and the interests of his client;
2. where possible advise those concerned of the consequences to be expected if his engineering judgment, in areas of his responsibility, is overruled by his client;
3. neither give nor accept any gift, entertainment, payment or service of more than nominal value, to or from those having a business relationship with his client without the consent of the latter; and
4. safeguard confidential information in relation to his client and not disclose such information to third parties without the written consent of his client.

3. Responsibility to the Public

The contractor, in discharging his responsibilities to his client, shall at all times be governed by the overriding interest of the general public, in particular their safety. In carrying out lift/escalator works, he shall always put public safety as the top priority.