

Reports and Enquiries Quick and Simple

For public enquiries about the channels for reporting corruption and making enquiries to the ICAC, please provide the following information -



In Person

24-hour Report Centre
ICAC Regional Offices



By Phone

25 266 366 



By Mail

G.P.O. Box 1000, Hong Kong

All information is kept in strict confidence

Please scan the QR codes below
for the updates of the ICAC



www.icac.org.hk



香港廉政公署 hongkongicac



This pamphlet provides general guidance only and does not purport to deal with all possible issues that may arise in any given situation. Users of this pamphlet are advised to refer to the original text of the relevant ordinances/laws or seek legal advice on particular issues where necessary. The ICAC and the Home Affairs Department will not accept any responsibility, legal or otherwise, for any loss occasioned to any person acting or refraining from action as a result of any material in this pamphlet. Moreover, the advice and recommendations given in this pamphlet are by no means prescriptive or exhaustive, and are not intended to substitute any legal, regulatory or contractual requirements. Users should refer to the relevant instructions, codes and guidelines issued by the relevant authorities, and adopt the appropriate measures that suit the operational needs and risk exposure of their organisations. The copyright of this pamphlet is owned by the ICAC and the Home Affairs Department. Interested parties are welcome to reproduce any part of this pamphlet for non-commercial use. Acknowledgement of this pamphlet is required.

2023

J7685723_en

District Services and Community Care Teams

(Care Teams)

**CORRUPTION
PREVENTION TIPS**

Operation of Care Teams

The Government sets up Care Teams in the 18 districts to consolidate community resources and forces to support its district work and strengthen district networks.

In providing caring services, apart from the funding granted by the Government in accordance with the Funding Agreement, Care Teams may also use sponsorships, donations and/or internal resources of the operating organisations to procure supplies and services, and engage temporary staff or mobilise non-Care Team members (such as members of the operating organisation, local residents and volunteers) to assist in arranging activities.

The operating organisation, being a grantee, and Care Team members should avoid and prevent corruption risks to ensure the proper use of public funds and provision of services. From the corruption prevention perspective, this pamphlet introduces some key points-to-note, corruption risks and preventive measures when operating the Care Team.

Integrity Management

Maintaining a high integrity standard is a key to corruption prevention. Therefore, the operating organisation should demonstrate its commitment to integrity, raise the awareness of its members, staff, Care Team members and other supporting persons, and enhance their skills in making ethical decisions. The operating organisation should -

Issue a Code of Conduct to Care Team members and other supporting persons

(Sample Code of Conduct)



Organise corruption prevention training for managers and supervisors

(Corruption Prevention Training Services)



Financial Management



Corruption risk

- Misappropriation or abuse of funding
- Falsify payment records to defraud funding



Preventive measures

- Segregate duties in the key financial process (e.g. authorisation, disbursement of payments and keeping of accounting records)
- Keep proper records of all financial transactions and supporting documents (such as invoices and receipts)
- Appoint an independent certified public accountant to audit the annual financial statement of accounts and the final financial statement of accounts, and submit the auditor reports regularly as required
- Comply with relevant regulations/guidelines (including Application Guidelines for Care Teams, Funding Agreement and Funding Guidelines for Care Teams)

Management of Temporary Staff



Corruption risk

- Favouritism in allocation of duties (especially for outdoor/outside office hours activities)
- Deploy temporary staff for non-Care Team work



Preventive measures

- Allocate work on a fair share principle (e.g. by rotation), taking into account the performance and availability of temporary staff
- Establish a transparent system for allocation of duties, and keep proper records of work allocation for temporary staff

Procurement and Management of Supplies/Services



Corruption risk

- Favouritism in the selection of suppliers
- Acceptance of substandard goods or short deliveries
- Unauthorised use of Care Team supplies for non-Care Team purposes



Preventive measures

- Comply with relevant Procurement Guidelines set out for Care Teams
- Invite suppliers on a fair and transparent basis
- Assign members, preferably not those placing the purchase orders, to receive and inspect the goods delivered
- Declaration of interest (including any actual, potential or apparent conflict of interest)
- Keep a register of capitalised items, safekeep Care Teams supplies (in particular valuable ones) and keep proper record on the use of the items

For more corruption prevention measures on grantees' general operations, please refer to -

Strengthening Integrity and Accountability - Government Funding Schemes Grantee's Guidebook



The Corruption Prevention Advisory Service (CPAS) of the Corruption Prevention Department of ICAC provides free, confidential and tailor-made advisory service to private organisations including grantees. Please contact CPAS through these channels.



防貪諮詢服務
Corruption Prevention
Advisory Service



☎ 2526 6363 ☎ 2522 0505
✉ cpas@cpd.icac.org.hk
🌐 <https://cpas.icac.hk>

Partnering with Care Teams Promoting Integrity in the Community

The ICAC is ready to partner with Care Teams in the provision of community services, including -

- supply of a wide range of publicity materials for Care Teams to organise integrity promotion activities
- provision of speakers for activities and talks organised by Care Teams for people of various sectors to enhance their knowledge of anti-corruption law and awareness of integrity-related issues

For more information about ICAC's services provided for Care Teams, please contact the ICAC Regional Offices.