

**Hong Kong Baptist University  
Human Resources Office**

**Compulsory Training Requirement for Compliance Topics**

**Preamble**

To raise risk awareness among staff members and better maintain the University's risk profile, all staff members are required to be equipped with the basic knowledge about work-related ordinances, regulations, policies, and guidelines (collectively referred to as "compliance topics") and complete relevant training. This policy serves to lay down the general principles and the requirements for staff members on different appointment types.

**General principle**

Below is the overview of e-training on compliance topics offered and the training requirement starting 30 June 2022:

Type of regulations and abiding body	Compliance topics	Frequency for training
Ordinances and regulations governed by the laws of Hong Kong	1. Personal Data (Privacy) Ordinances 2. Sex Discrimination Ordinance, Disability Discrimination Ordinance, Family Status Discrimination Ordinance, and Race Discrimination Ordinance 3. Prevention of Bribery Ordinance	Once every 3 years
	4. Occupational Health and Safety Ordinance (Cap 509), which includes Occupational Safety And Health Regulation and Occupational Safety And Health (Display Screen Equipment) Regulation	Once during employment with the University
Policies and guidelines governed by the University	5. Risk Management Framework	Once every 3 years
	6. Acceptance of Advantages 7. Administrative Guidelines for the Protection of Intellectual Property Rights 8. Privacy Policy Statement and Personal Information Collection Statement 9. Declaration of Interest by Staff Members 10. Guidelines on Acceptance of Donations 11. Open Access Policy 12. Regulations Governing Outside Practice 13. Policy Statement on Health, Safety and Environment 14. Staff Handbook of Information Security 15. Policy Statement on Equal Opportunities	Once during employment with the University

## Requirements for staff members of different appointment types

All **full-time** staff members, existing/new/rejoining, are required to observe these requirements:

<b>All Staff</b>	are required to complete the training on the four compliance topics (i.e. 1, 2, 3 and 5) <b><u>every three years</u></b> and the rest of the topics (4, and 6 to 15) at least <b><u>once during their employment with the University</u></b> . Human Resources Office (HRO) will notify colleagues to refresh their training as and when there are updates to the compliance topics.
<b>New Staff</b>	are required to complete the training for <b><u>all</u></b> the compliance topics and acknowledge reading of the University's policies and guidelines within the probation period as a requirement for passing the probation and conducting their Annual Performance Review (APR).

To be considered for salary adjustment under APR and/or successful completion of probation, all full-time staff members are required to complete the compulsory training. Failure to provide a valid record of completion will result in ineligibility for consideration of any salary increase, performance related bonus/allowance, reappointment, promotion or confirmation of probation.

As a general rule of thumb, all part-time staff members **are strongly advised** to take the compliance training, observing the same requirements as stated above. The relevant faculty/school/office should act as gatekeeper in ensuring the staff members concerned have met the requirements of compulsory compliance training (e.g., a valid compliance training report at the time of service). To be eligible for consideration of contract renewal, part-time staff members should have a valid record of his/her successful completion of the compulsory training.

Staff members of any appointment types, including part-time, interns, contractors (and the like) are also considered the staff body of the University, and therefore, the University would still be prone to transfer responsibility in case of negligence and non-compliance of any legal and regulatory requirements.

While the HRO and/or coordinators at local level would remind staff members to fulfill the compulsory training requirements, it is staff members' responsibility to ensure that they have met the requirements at the time of conducting APR or probationary performance assessment.

## Updates of the ordinances/regulations/policies/guidelines

As and when there are updates in the respective laws/regulations/ordinances/policies/guidelines, the HRO would inform staff members of the need to learn the changes. In case of substantial changes, colleagues may be required to learn the whole content of the respective compulsory topic again.

## Appendix 1

**Table for compliance training requirements of different employment types/capacities**

<b>Appointment types</b>	<b>Working hours (not less than)</b>	<b>Requirements</b>
Full time	39 hours per week (exclude lunch hour)	required to meet the compliance training requirements as stipulated above
Part time	All kinds	not necessary but strongly advised to take the compliance training, observing the same requirements as stated above.  Relevant faculty/school/office should take into account the job nature and risk level of the position and exercise proper judgement when considering exempting colleagues of such compliance training requirements
Short-term contract	All kinds	