

The HKJC Supplier Sustainability Guidelines 香港賽馬會可持續性指引

Introduction

The Hong Kong Jockey Club (HKJC) is committed to sustainable business practices and expects its suppliers to share this vision. HKJC's sustainability objectives are to drive continuous improvement in environmental and social performance, and to reduce risks associated with procurement activities.

This guideline sets out the best practices and standards for all suppliers working with HKJC. Suppliers are expected to adhere to these principles and promote sustainability within their own organizations and supply chains.

1. Ethical Business Practices

- Comply with all applicable laws, regulations, and legislative obligations.
- Notify HKJC immediately if any legal breach or prosecution materially affects your ability to comply.
- Maintain an in-house Code of Conduct that promotes ethical values and standards, and prohibits corruption, bribery, and unfair business practices.
- Compete for business fairly, based on track record, capabilities, and quality of products/services.

2. Best Employment Practices in the Workplace

- Prohibit discrimination of any kind (age, gender, race, religion, disability, sexual orientation, etc.).
- Forbid forced or child labor.
- Comply with local employment ordinances regarding working hours and minimum wages.
- Promote a safe, respectful, and inclusive workplace

3. Environmental Management System

- Develop and implement an Environmental Policy with clear objectives and targets.
- Take action to reduce environmental footprint (e.g., water use, waste, emissions, hazardous chemicals).
- Adhere to recognized environmental standards (e.g., ISO 14001, ISO 14064).
- Apply green procurement strategies, favoring recycled and local materials to reduce carbon footprint.

4. Occupational Safety and Health (OSH)

- Establish a Health and Safety Management System governing occupational health and safety policies.
- Ensure compliance with relevant OSH regulations and promote a safe working environment

5. Supply Chain Management

- Maintain transparent supplier selection procedures.
- Identify gaps in your own suppliers' practices and encourage adherence to these guidelines.
- Promote continuous improvement in sustainability throughout your supply chain.

References

- Green Council website – Hong Kong Green Label Scheme
- HK Government – Green Procurement
- ISO International Standards (e.g. ISO 14001, ISO 14064, ISO 20400, ISO 45001, ISO 50001, etc.)
- United Nations – Supplier Code of Conduct

簡介

香港賽馬會（馬會）致力於推行可持續的商業實踐，並期望其供應商共同秉持此理念。馬會的可持續發展目標，是持續提升環境及社會表現，並減低與採購活動相關的風險。

本指引列明所有與賽馬會合作的供應商應遵守的最佳實務及標準。供應商應遵循這些原則，並於自身機構及供應鏈中推廣可持續發展。

1. 商業道德實踐

- 遵守所有適用的法律、法規及立法責任。
- 如有任何違法或被檢控情況，並對合規能力造成重大影響，須立即通知馬會。
- 訂立及維護內部行為守則，推廣道德價值及標準，並禁止貪污、賄賂及不公平商業行為。
- 以往績、能力及產品／服務質素為基礎，公平競爭。

2. 最佳僱傭實踐

- 禁止任何形式的歧視（包括年齡、性別、種族、宗教、殘疾、性取向等）。
- 禁止強迫勞工或童工。
- 遵守本地有關工時及最低工資的僱傭條例。
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3. 環境管理系統

- 制定及實施具明確目標及指標的環境政策。
- 採取行動減少環境足跡（如用水、廢物、排放、有害化學品等）。
- 遵循認可的環境標準（如 ISO 14001、ISO 14064）。
- 採用綠色採購策略，優先選用再生及本地材料，以減少碳足跡。

4. 職業安全與健康（職安健）

- 建立職業健康與安全管理系統，規管相關政策。
- 確保遵守相關職安健法規，並推廣安全的工作環境。

5. 供應鏈管理

- 維持公開透明的供應商甄選程序。
- 識別自身供應商實踐上的不足，並鼓勵其遵守本指引。
- 於整個供應鏈中持續推動可持續發展的改進。

參考資料

- Scheme 環保促進會網站 — 香港環保標識計劃
- 香港政府 — 環保採購
- ISO 國際標準（如 ISO 14001、ISO 14064、ISO 20400、ISO 45001、ISO 50001 等）
- 聯合國 — 供應商行為守則

Principals of Suppliers 供應商原則

To Principals of Suppliers

The Hong Kong Jockey Club is listed as a public body in the Schedule to the Prevention of Bribery Ordinance. HKJC staff, as well as staff of HKJC's subsidiaries, are subject to section 4 of that Ordinance.

HKJC's policy strictly prohibits employees from asking for or receiving any gift, in money or in kind, in their business dealings on behalf of HKJC, unless prior and specific approval has been obtained from the Chief Executive Officer (or other nominated person). HKJC believes in fair and honest business, and that gifts between business associates are unnecessary and may even be detrimental to the proper development of a cordial and mutually beneficial business relationship.

All HKJC staff are aware of this policy and understand that any breach may result in dismissal from HKJC. If it is suspected that the law has been breached, a report will be made to the Independent Commission Against Corruption.

HKJC requests that you and your associates report to the Chief Executive Officer (or other nominated person) any attempt by any member of HKJC staff to solicit any gift from your company.

HKJC trusts that you will support its policy regarding unauthorised commissions and gifts, and appreciates your understanding and cooperation.

致馬會各供應商負責人:

防止賄賂條例將香港賽馬會列為公共機構，故馬會職員須受該條例第四條之約束。並適用於馬會之附屬公司。

根據香港賽馬會之政策，僱員不得於代表馬會進行商業交易時，未經馬會行政總裁(或其指定代表)事先特別批准而索取或收受金錢或任何形式之禮物。香港賽馬會認為商業交易應以公平誠實為原則，商業夥伴之間互贈禮物誠非必要，甚或會妨礙雙方友好互惠業務關係之正常發展。

香港賽馬會全體職員均知悉此項政策，以及違例者可遭馬會解僱；而馬會亦會向廉政公署舉報任何涉嫌觸犯有關法例之事件。

貴公司/台端倘發現馬會職員向貴公司索取任何禮物，謹請立即知會馬會行政總裁(或其指定代表)。

我們深信台端必然贊同香港賽馬會須對職員未經授權而收受回佣及禮物採取處分之政策，亦相信馬會可以獲得台端之瞭解及合作。

Annex D - Personal Information Collection Statement

Personal Information Collection Statement

1. Purpose of Collection

The personal data provided by you in connection with the Supplier Registration Application Form will be used by The Hong Kong Jockey Club and its subsidiaries (collectively, "HKJC") for the following purposes:

- Assessing your application for inclusion in HKJC's Supplier Lists.
- Conducting procurement-related activities, such as requests for quotation, due diligence, background checks, tender, proposal, and contract management.
- Fulfilling legal, regulatory, and compliance requirements.
- Maintaining accurate supplier records and facilitating ongoing engagement.

2. Scope of Processing

Personal data collected may include, but is not limited to:

- Company and contact information
- Identification and business registration details
- Financial and banking information
- Information required for due diligence, compliance, and risk assessment

HKJC may share your personal data with its subsidiaries, associated companies, and third-party service providers for the above purposes.

3. Data Access and Correction

You have the right to request access to and correction of your personal data held by HKJC. Requests should be made in writing to:

Data Privacy Compliance Officer
Jockey Club Headquarters
1 Sports Road
Happy Valley, Hong Kong

HKJC may charge a reasonable fee for processing such requests.

For more details, please refer to HKJC's Privacy Policy Statement:

http://www.hkjc.com/english/corporate/corp_privacy.asp (English)

http://www.hkjc.com/chinese/corporate/corp_privacy.asp (中文)

4. Consent and Acknowledgement

By providing consent, you confirm that you have read and understood the Personal Information Processing Rules and consent to the collection, use, and processing of your personal data by HKJC for the purposes stated above.

You also undertake not to submit personal identification documents (including but not limited to Hong Kong identity cards, resident identity cards, passports, or any copy thereof) unless specifically requested by HKJC.

收集個人資料聲明

1. 資料用途

供應商註冊申請表中提供的個人資料，將被香港賽馬會及其附屬公司（統稱為「馬會」）用於以下目的：

- 審批有關登記成為馬會供應商的申請
- 進行與採購相關的活動，包括報價請求、盡職調查、背景審查、招標、提案和合同管理
- 遵守法律、監管和合規要求
- 維持準確的供應商紀錄並促進持續合作

2. 用途範圍

收集的個人資料可能包括但不限於：

- 公司及聯絡信息
- 身份證明和商業註冊詳情
- 財務和銀行信息
- 進行盡職調查、合規和風險評估所需的信息

馬會可能會出於上述目的與其附屬公司、關聯公司及第三方服務提供商共享您的個人資料

3. 個人資料的查閱及改正

閣下有權要求查閱馬會所保存有關閣下的個人資料。閣下可向以下人士提出書面要求：

香港跑馬地體育道一號
馬會總部大樓
保障資料私隱主任

馬會可能會對處理此類請求收取合理的費用

詳情請參閱馬會的《私隱政策聲明》：

http://www.hkjc.com/english/corporate/corp_privacy.asp (English)

http://www.hkjc.com/chinese/corporate/corp_privacy.asp (中文)

4. 同意與確認

在您給予同意時，即確認您已閱讀並明白個人資料處理規則，並同意香港賽馬會為上述目的收集、使用和處理您的個人資料。您亦承諾，除非馬會特別要求，否則不會提交個人身份識別文件（包括但不限於香港身份證、居民身份證、護照或其任何副本）。