



Dear Colleagues,

Seasonal Reminder – Guidelines on Acceptance of Advantages and Donations, and Prevention of Bribery Ordinance

As Christmas and the Lunar New Year are approaching, you may come across occasions where gifts and donations are received. Staff members are reminded not to solicit or accept any lavish or unreasonably generous gifts and donations that may place themselves or the University in an obligatory position towards the giver.

Please take this opportunity to refresh with our guidelines on [Acceptance of Advantages](#) and [Acceptance of Donations](#) for compliance. Training video about Prevention of Bribery Ordinance is also available at [HKBU Moodle](#).

Thank you for your attention.

Adam Lau
Director of Human Resources

8 December 2023



親愛的同事：

節日提示 - 接受利益及捐贈指引及《防止賄賂條例》

聖誕節及農曆新年將至，同事可能會收到他人送贈的禮物和捐贈。大學提醒同事不得索取或接受任何過於慷慨或豐厚的禮物及捐贈，致使大學或有關同事對捐贈者負上義務。

大學在此提醒大家須重溫及遵守有關[接受利益](#)及[捐贈](#)的指引。有關《防止賄賂條例》的影片亦可於 [HKBU Moodle](#) 觀看。

謝謝。

人力資源處處長
劉凱麟

二零二三年十二月八日