



*Institute of Global Managers*

30 January 2010

To: All Suppliers and Companies having dealings with Institute of Global Managers

Prevention of Bribery Ordinance

Institute of Global Managers is a not for profit organization in Hong Kong. This also applies to Executive Councils, Fellow, Professional, Associate, Affiliate and Student Members and Staff of the institute.

To maintain a healthy and beneficial relationship with professional bodies and suppliers, higher institute and partner registered schools and learning centers, we believe in honesty and fairplay and consider that gifts in business are unnecessary and might even jeopardize a cordial and mutually beneficial business relationship. We do not permit our staff to ask for any advantage, including gifts, money or rebate, in business dealing. We operate a strict code of acceptance and all our staff are aware of this policy and that breaches would result in disciplinary action. We may also consider reporting the matter to the ICAC.

We therefore advise all of you co-operation not to offer any advantage to our Staff, Executive Councils, all kinds of Memberships in business dealing and would be grateful if you would report to the President of the Executive Council of IGM by mail or by phone at 3598 5020 all attempts by any member of our staff to solicit any advantage from your company.

Yours faithfully,

President

For Executive Council

Institute of Global Managers

Address: Unit A, 9/F, Loong Wan Building, 8 North Point Road, North Point, Hong Kong

Tel: (852) 3598 5020 Fax: (852) 3598 5021



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致各供應商及本會有業務往來之公司:

防止賄賂條例

世界經理學會是一所非牟利專業團體，本指引適用於本會員工，行政會成員及各級會員。

本會一向致力與高等學院、學校及學習中心、專業合作伙伴及供應商保持健康互惠之關係，認為商業交易應以誠實公平為原則，更相信餽贈禮物誠非必要，甚至會破壞雙方友好互惠之業務關係。因此，本會絕不容許職員於代表會方進行商業交易時向供應商索取利益，包括禮物、金錢及回佣。本會在此方面訂有嚴格守則，而全體職員亦明瞭有關之政策，知道若違反守則，將會遭受紀律處分。此外，本會亦會考慮向廉政公署舉報有關之事件。

謹盼各位通力合作，在與本會進行商業交易時切勿向本會職員提供任何利益。倘遇有本會職員或本會名義向貴公司或閣下索取任何利益，請投函或致電 3598 5020 告知本會行政會總幹事。

總幹事

行政會

二〇一〇年一月三十日

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