

## The HKIoD Code of Etiquette

### Purpose

The Hong Kong Institute of Directors is a professional body that promotes and facilitates director professionalism in a peer network. When acting in the role of a director, members are expected to uphold the Institute's values and abide by its Code of Conduct. In integration among fellow members, the Institute aims to develop a culture of fraternity with courtesy, harmony, dignity and decorum. Towards this objective, the HKIoD Etiquette is developed as guidelines for members. These guidelines are subject to revision in order to progress in pace with current issues.

### The HKIoD Etiquette

- 1. Application:** The Code of Etiquette applies to all relevant occasions, including:-
  - Formal meetings such as Speaker Luncheon/Dinner Meetings, Professional Talks, Symposia, Conferences, General Meetings, Annual Dinners, Delegation Visits, etc.
  - Informal meetings such as Happy-Hour Networking Sessions, Outings, other fellowship gatherings, etc.
  - Communication among members outside of meetings.
- 2. Guests:** Unless specifically stated as a “members only” event, all meetings are open to guests invited by members. The inviting members are responsible for the sense of comfort and behaviour of their guests and are therefore requested to advise their guests of the relevant aspects of this Code of Etiquette in order to avoid embarrassment to their guests and other members.
- 3. House rules:** Regardless of the nature and type of meetings, attendees are required to observe the house rules of the venue where a meeting takes place, which may be a hired venue in a clubhouse or a convention site.
- 4. Attire:** Unless otherwise stated, for formal meetings, the attire is “business suit” or “lounge suit” and similar female attire. For informal meetings, the respective circular prescribes the dress code. When “smart casual” is specified, it basically covers smart-looking casual wear but excludes denim jeans, shorts, T-shirts and slippers. For recreational outings such as hiking, the dress code is usually “casual”.
- 5. Institute identity:** All members are encouraged to wear their Institute pin when attending Institute meetings and, in fact, on a daily basis. At a meeting where name tags are supplied, attendees are requested to wear their name tags during the meeting.

6. **Communication devices:** During the entire session of a meeting or while in the premises of a hired venue where such house rule is prescribed, all attendees are required to disable the ringing tone of all beeping devices.
7. **Networking protocol:** Institute meetings facilitate the platform for networking among members and guests for the extension of friendship and business opportunities. In the case of business networking, attendees of a meeting are requested to conduct themselves with sensitivity and to refrain from hard-selling during the meeting.
8. **Addressing protocol:** The presiding officer or chairman of an Institute meeting is the Chairman of Council or, as designated by the Chairman of Council, a Deputy Chairman of Council or another Council Member. When a meeting is in session, any member who wishes to speak to the meeting should obtain permission from the presiding officer and, for courtesy, commence with self identification. In the Q&A session of a Speaker Meeting, a member who wishes to raise a question is requested to refrain from making a long speech.
9. **Communication between members outside of meetings:** Outside of Institute meetings, members are encouraged to network among themselves. Privately, members may like to engage in business dialogues. For this purpose, a member who wishes to approach another member, after establishing contact through the Institute, is requested to conduct himself/herself with sensitivity and courtesy.
10. **On Institute Delegations:** All members taking part in an Institute delegation should note that they represent the Institute at delegation visits and are requested to help in projecting a good image for the Institute. As members of a delegation are usually introduced in advance to the visited parties via the Institute's official Delegation List or Booklet, they are advised to refrain from distributing any individual handouts on the spot except for presenting their own business cards. Seating and official group photography in visits should follow Institute protocol, as in the precedence prescribed by the relevant Delegation List or Booklet.

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