

明愛青少年及社區服務

服務質素標準 8

8.1 服務單位遵守一切有關的法律責任政策

1. 目的

本政策的制定是確保服務單位的職員，知悉和遵守所有監察其運作及服務提供的法例，並訂立程序以確保符合有關法律條例及專業操守的要求。

2. 理念

服務單位的服務提供，是受到一些法律條例及專業操守所規限，故必須確保這些法例及操守能妥善遵守。

3. 政策

3.1 服務單位職員清楚瞭解在提供服務過程中所涉及之有關法律條例及專業操守。

3.2 服務單位須制定程序以確保在提供服務時能符合相關法律條例的要求及專業操守。

檢討： 本政策最少三年檢討一次

檢討日期： 2017年11月16日

**Caritas Youth and Community Service
Service Quality Standard 8**

8.1 Service Unit to Comply with All Relevant Legal Obligations Policy

1. Objective

This policy is formulated to ensure that staff members of the service unit are aware of and comply with all legislation which governs the operation and service delivery of the unit. Procedures are set up to observe all legal obligations and professional conduct.

2. Rationale

Service delivery of the unit is regulated by certain legislation and professional conduct. It is important that these legal obligations and professional conduct are properly observed.

3. Policy

- 3.1 Service unit staff must be equipped with clear knowledge of legislation and professional conduct relevant to the service delivery.
- 3.2 Service unit must formulate procedures to ensure compliance with relevant legal obligations and professional conduct during service delivery.

Review : This Policy is reviewed at least once every three years
Date of Review : 16 November 2017