

Rules for Users of Guardianship Board Premises
("Office Rules")

1. Introduction

- 1.1 "Guardianship Board Premises" or "Board Premises" means the offices or any part thereof under the management of the Guardianship Board at any time and include the Hearing Rooms of the Board.
- 1.2 "Board Staff" means all or each of the persons working for the Guardianship Board on a full-time basis.
- 1.3 All persons accessing Board Premises are subject to these Rules. The Board may amend these Rules from time to time or issue written or verbal instructions to facilitate better management.
- 1.4 These Rules are supplemented by any relevant instructions to external parties given by the Board Staff or other authorized persons.
- 1.5 Any person's failure to comply with the Rules and/or relevant instructions of the Board Staff or other authorized person may result in denial of entry, removal from or refusal of re-entry of that person or related persons, to the Board Premises. The Board Staff may report the matter to the Police or other appropriate authorities.

2. General Rules

- 2.1 Board staff or other authorized person may:
 - (a) refuse entry of any person to Board Premises;
 - (b) admit entry of any person to Board Premises; or
 - (c) request any person to leave the Board Premises,and, in connection with exercising these functions, conduct reasonable security check.
- 2.2 To show respect for the Board and to ensure the smooth operation of the Board, all persons entering or remaining in Board Premises must ensure that they are neatly and appropriately dressed.



- 2.3 All persons entering or remaining in the Board's Premises must ensure that their dress and attire do not contravene or appear to contravene any laws of the Hong Kong Special Administrative Region.
- 2.4 All persons entering or remaining in the Board Premises must not cause or be seen to be at risk of causing any danger, damage, disruption or disorder.
- 2.5 All persons entering or remaining in the Board Premises must not possess or display or be seen to be prepared to display any item whatever its content may be (which includes but is not limited to any sign, banner, board or material), unless prior written approval has been received from the Board.
- 2.6 Any person who causes, or may be seen to be at risk of contravening any laws or causing any danger, damage, disruption or disorder or possessing or displaying any item without prior approval shall be asked to leave the Board Premises and remove the item in question immediately. Board staff may report the matter to the Police or other appropriate authorities.
- 2.7 All persons entering or remaining in the Board Premises must not contravene or appear to be in contravention of any law or to pose a danger to any person or any property in Board Premises.
- 2.8 Board Staff may inform the security unit of the building where the Board Premises is situated for assistance at any time and authorize relevant security personnel to maintain order and safety of the Board Premises at the instruction of Board Staff and of any other area in the building as the security personnel see fit.
- 2.9 Board Staff or security personnel may enlist assistance from the Police and/or other appropriate authority as they may consider necessary to maintain or restore order in the Board Premises or in any other area of the building.
- 2.10 Board Staff or other authorized personnel may remove, confiscate, dispose of or deliver any item that is left in the Board Premises or in any other area in the building to the Police and/or other enforcement authorities, without having to inform the owner, whether or not there is any contravention of law involving the item concerned.

3. Prohibited Conduct

- 3.1 Users of Board Premises are generally permitted to bring only the items that are relevant to the proceedings of the Board. No person entering or remaining on the Board Premises may possess any item prohibited by law, or any item that may pose a danger to the persons or property in the Board Premises. Examples of prohibited items include, but are not limited to, armed objects, dangerous substance (whether in liquid, solid or gas forms) or material, guns, knives, scissors, screwdrivers, etc. Animals and other forms of non-human living objects are prohibited to be brought into the Board Premises.
- 3.2 All persons entering or remaining in the Board Premises are strictly prohibited from engaging in any conduct in picketing, speechmaking, marching, play-reading, recital, performance or exhibition, whether alone or together with any person, that may involve a communication or expression of views or grievances.
- 3.3 Conduct which is strictly prohibited at the Board Premises includes but is not limited to the following:
- (a) behaving riotously, disorderly or inappropriately;
 - (b) creating nuisances and disorder (whether or not with the use of any sound amplifier);
 - (c) attacking, threatening, intimidating or endangering the Board's members, Board Staff or other users or persons passing by;
 - (d) objecting unreasonably the normal use of common areas such as entrances and exits, the lobby, waiting rooms/area, hearing rooms, corridors, lifts or staircases;
 - (e) Preventing or obstructing any members of the public from properly exercising any right or performing any obligation in reaching the Board premises or causing any obstruction, annoyance, nuisance, or disturbance to the Board members of the Board, Board Staff or other users.

4. Hearing Rooms Rules

- 4.1 The Chairperson and/or presiding member at a hearing may give instructions from time to time to maintain order or ensure security in a Hearing Room. All persons



using the Board Premises, whether or not they are a party to any proceedings, must comply with the instructions given.

4.2 The Hearing Notice of the Board (in English and Chinese) as amended from time to time, is incorporated into these Rules.

- (1) Please turn off mobile phone and/or pager.
- (2) Keep silence at the waiting area and inside the hearing room.
- (3) During hearings, the Panel has authority to order a person(s) to leave the hearing room on good cause (Rule 25 (1) and (4)).
- (4) All hearings are quasi-judicial proceedings. All persons attending must behave politely to the Panel members, the Chairperson or other participants and speak with appropriate manners, otherwise they will be ordered to leave.
- (5) All hearing processes are recorded.

4.3 Persons using the Hearing Room must comply with all the provisions of these Rules.

5. Making Reports

5.1 As the circumstances may require, Board Staff may enlist assistance from the Police or other appropriate authorities. Reports to the Police or other authorities may be made at any time, where appropriate, whether or not the person(s) who may have contravened the law remained on the Board Premises or has left.

5.2 Board Staff and other authorized persons may disclose the identity of any person(s) who may have contravened the law and give evidence for the purpose of making reports under these Rules. Anyone who uses the Board Premises shall be deemed to have provided consent to disclosure, use and retention of the relevant information by Board Staff for fulfilling of their obligations and making such reports.